



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 24 March 2022

REQUEST FOR QUOTATION: [No. RFQ/ HCR/SC/GSO/2021/008]

INSTALLATION SERVICES FOR(TWO 500 KVA AND ONE 100 KVA) GENERATORS IN UNHCR GUESTHOUSE IN GEDARIF

QUOTATION TO BE RECEIVED BY: 28 March 2022 BY 1500Hrs.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Sub-office Gedaref would like to engage a service provider who have expertise and capacities in installing different capacities of generators (100 KVA to 500 KVA). UNHCR would like to receive a firm offer based on the requirements given in Annex A from duly registered local companies in Sudan.

- Requirement: Installation of (Two 500 KVA and One 100 KVA)
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Guesthouse in Gedaref Railway Station Road– Sudan
- Delivery/Installation Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the requirement. Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: SGD / USD
- Unit Cost: SGD / USD without VAT
- Cost of all goods/services: SDG / USD

The following annexes form integral part of this request for quotation:

Annex A: Detailed Specification and Financial Offer Form

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)

2. RFQ Submission

We would appreciate receiving your quotation on or before 28 March 2022 i.e. Monday by 1500 hrs. The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods and service (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address or hard copies to the below address on or before the closing date and time:

SUPPLY CHAIN UNIT
UNHCR Sub Office Gedaref
Alasra, area Plot 33, Block 2

To: Email address: hussaish@unhcr.org, eldukhei@unhcr.org

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply staff members or unless otherwise advised, will be marked invalid and not considered for evaluation.

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The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods– July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Syed Shabbir Hussain

Supply officer (On Mission)
UNHCR Sub-office Gedarif

ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. FRQ/ HCR/SC/GSO/2022/

QUOTATION TO BE RECEIVED BY: 28 March 2022 by 1500Hrs.

Installation services for (two 500 KVA and one 100 KVA) generators in UNHCR guesthouse railway station road, Gedarif.

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES or NO

I undertake, if our quotation is accepted, to ensure supply of any of the materials and installation service in accordance with required specification, quality, financial offer and delivery period of **1 week** as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

No	Description of works/goods	Qty	UoM	DAP Unit Price USD	DAP Total Price USD
1	Descriptions of Goods/Items				
1.1	Changeover interlocking switch for three generators (500 KVA+500KVA+100KVA) a. Selector switch b. Change over switch rated 800A. c. Busbar rated at 800A, TPN+E d. Flexible cable 16mm e. Three electromechanical connectors	1	Unit		
1.2	Automatic transfer switch (ATS) designed for 10 meters (100A)	1	Unit		
1.3	Automatic transfer switch (ATS) designed for 8 meters (100A)	1	Unit		
1.4	4 core cable 120mm armored	84	M		
1.5	4 core cable 185mm armored	10	M		
1.6	4 core cable 50mm armored	6	M		
1.7	Cable accessories	3	Unit		
2	Service/Jobs				
2.1	Civil work	3	Job		
2.2	Genset Earthing	3	Job		
2.3	Installation & Commissioning	1	Job		
GRAND TOTAL USD:					

*Note: All the items required to be sourced locally and should be delivered within **1 week** after the issuance of purchase order to UNHCR guesthouse in Gedaref- Sudan*

Please provide the below information with your offer as part of criteria for the selection of the supplier.

Brand	
Country of Origin	
Warranty Period	
Delivery/Installation period	
Offer Validity	09 days after submission of offers

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____