

DATE: 4 October 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/050

SUPPLY AND DELIVERY (DDP GEDAREF) OF ASSORTED ORIGINAL TONER CARTRIDGES FOR (PRINTERS AND PHOTOCOPIERS) TO UNHCR OFFICE IN GADAREF, EAST SUDAN

QUOTATION TO BE RECEIVED BY: 15 October 2022 - 15:00HRS SUDAN STANDARD TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly requests your price quotation for the **Supply and Delivery (DDP Gedaref) of Assorted Original Toner Cartridges for Printers & Photocopiers to UNHCR Office In Gadaref, East Sudan** as specified in (Annex A) and attached to this Request for Quotation (RFQ).

1. REQUIREMENTS

Please include the following price information in your quotation **(without VAT)**.

- 1. Supply and Delivery (DDP Gedaref) of Assorted Original Toner Cartridges for Printers & Photocopiers To UNHCR Office In Gadaref, as per the attached specification Annex A.**

2. ITB DOCUMENTS-ANNEXES.

The following annexes form an integral part of this Request for Quotation

Annex A: Technical Specification

Annex B: Financial Offer Form

Annex C: Vendor Registration Form

Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex E: UN Supplier code of conduct

Please note that UNHCR has tax and duty exemption status.

BID VALIDITY: You are requested to hold your offer valid for **90 days** from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

PAYMENT: Payment will be made within **30 days** of receipt in UNHCR, Gedaref's office of complete documents in good order after satisfactory delivery of goods/services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

CURRENCY OF PAYMENT: Payment will be made in the currency in which the purchase order is issued.

IMPORTANT: UNHCR Primary Bank is the Blue Nile Meshrag Bank and therefore can only facilitate payments through the local banks and not in banks outside of Sudan and therefore the current market condition and Central Bank of Sudan regulations and policies must be factored in before submitting your quote.

Vendor Registration Form: If your company is not registered with UNHCR or have not been active or have not received a UNHCR PO for more six (6) months, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex C).

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3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to khalils@unhcr.org , The deadline for receipt of questions is **9 October 2022, 15:00 HRS** Sudan Standard Time. Bidders are requested to keep all questions concise

Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

4. YOUR OFFER

Your Offer shall be prepared in English.

Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

5. RFQ SUBMISSION.

We would appreciate receiving your quotation/offer on or before **15 Oct 2022 - 15:00HRS** Sudan Standard Time by return only to email: sudgesu@unhcr.org or delivered in a sealed envelope at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamed West, Gedaref Town.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[20] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/GSO/2022/050**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Your quotation must be valid at least for **[90] days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in (**Annex D**) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.


Alexander B. Woart
Supply Officer
UNHCR Sub Office Gedaref - Sudan



ANNEX A

TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY (DDP GEDAREF) OF TONER CARTRIDGES FOR (PRINTERS AND PHOTOCOPIERS) TO UNHCR OFFICE IN GADEREF, EAST SUDAN

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#	Item Description	Quantity Required
1	HP 37A (Black) Toner (Original)	15
2	HP 26A (Black) Toner (Original)	5
3	HP 307A Toner Set, Multipack (B/C/M/Y) (Original)	10
4	HP 202A Toner Set, Multipack (B/C/M/Y) (Original)	5
5	HP 207A Toner Set, Multipack (B/C/M/Y) (Original)	5
6	Ricoh 842283 Toner Set, Multipack (B/C/M/Y) (Original)	5

ANNEX B

FINANCIAL OFFER FORM

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FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY (DDP GEDAREF) OF TONER CARTRIDGES FOR (PRINTERS AND PHOTOCOPIERS) TO UNHCR OFFICE IN GADEREF, EAST SUDAN

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):
THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E., 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

BIDDER NAME: _____

#	Item Description	Quantity Required	UM	Unit Price (SDG/USD)	Total Price (SDG/USD)
1	HP 37A (Black) Toner (Original)	15	EA		
2	HP 26A (Black) Toner (Original)	5	EA		
3	HP 307A Toner Set, Multipack (B/C/M/Y) (Original)	10	EA		
4	HP 202A Toner Set, Multipack (B/C/M/Y) (Original)	5	EA		
5	HP 207A Toner Set, Multipack (B/C/M/Y) (Original)	5	EA		
6	Ricoh 842283 Toner Set, Multipack (B/C/M/Y)	5	EA		
Total Cost (USD/SDG)					

Name of Vendor:

Address/Telephone No:

Email Address:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Warranty:

Date:

Signature:

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