

DATE: 12 April 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2023/007

SUPPLY AND DELIVERY OF ASSORTED STATIONERY SUPPLIES (DDP) TO UNHCR OFFICE IN GEDAREF TOWN, EAST SUDAN

QUOTATION TO BE RECEIVED BY: 19 April 2023- 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 of assorted stationery supplies (DDP) to UNHCR office in Gedaref town, 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 of assorted stationery supplies (DDP) to UNHCR office in Gedaref town, east Sudan

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specifications

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 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. UNHCR can only facilitate payments through the local banks and not in banks outside of Sudan. Therefore, the current market condition and Central Bank of Sudan regulations and policies MUST be factored in before submitting your offer.

Vendor Registration Form: If your company is not registered with UNHCR or have not been active or 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).

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to; aliala@unhcr.org copy khalils@unhcr.org; alawad@unhcr.org; woart@unhcr.org The deadline for receipt of questions is **19 April 2023, 12:00 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.

For further information on UNHCR, please see <http://www.unhcr.org>



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 **19 April 2023, 15:00 HRS 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/2023/007**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

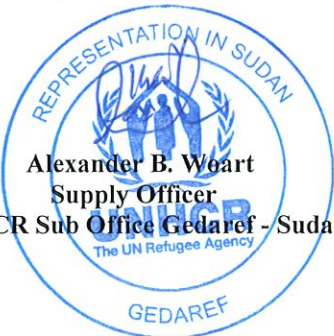
Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

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.

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


[Handwritten signature]

ANNEX A

TECHNICAL SPECIFICATIONS OF SUPPLY AND DELIVERY OF ASSORTED STATIONERY SUPPLIES (DDP)
TO UNHCR OFFICE IN GEDAREF TOWN, EAST SUDAN

RFQ/HCR/GSO/2023/007

S/N	Description	Qty	U/M
1	A4 papers (Box 5 rim by 500) Double A premium	50	EA
2	Highlighters (Box 10 Highlighters) Different colors	120	EA
3	Paper Punchers A4	15	EA
4	Staples SIZE 24/6 (Box 100)	100	EA
5	Post it /Stick note medium size different colors	10	EA
6	Suspension files FC Size with metal fasteners	19,500	EA
7	Handheld Battery-Operated Megaphone	4	EA
8	Batteries for the megaphones	64	EA

For further information on UNHCR, please see <http://www.unhcr.org>

SAMIR
hul

ANNEX B – FINANCIAL OFFER FORM

RFQ/HCR/GSO/2023/007

**TECHNICAL SPECIFICATIONS OF SUPPLY AND DELIVERY OF ASSORTED STATIONERY SUPPLIES (DDP)
TO UNHCR OFFICE IN GEDAREF TOWN, EAST SUDAN**

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSIONPAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E., 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

BIDDER NAME: _____

S/N	Description	Qty	U/M	Unit Price (USD)	Total Price (USD)
1	A4 papers (Box 5 rim by 500) Double A premium	50	EA		
2	Highlighters (Box 10 Highlighters) Different colors	120	EA		
3	Punchers A4	15	EA		
4	Staples SIZE 24/6 (Box 100)	100	EA		
5	Post it /Stick note medium size different colors	10	EA		
6	Suspension files FC Size with metal fasteners	19,500	EA		
7	Handheld Battery-Operated Megaphone	4	EA		
8	Batteries for the megaphones	64	EA		
Grand Total USD					

Name of Vendor.....

Address/Telephone No:

Email Address.....

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Warranty.....

Date:

Signature:

IN THE CAPACITY OF.....

OFFICIAL STAMP:

For further information on UNHCR, please see <http://www.unhcr.org>

SAMER
[Signature]