



**UNHCR**

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

**DATE: 8 June 2023**

**REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/041 E**

**PROVISION OF LAUNDRY SOAP, PERSONAL HYGIENE KITS & JERRY CAN TO UNHCR –  
WHITE NILE OFFICE - Kosti.**

**QUOTATION TO BE RECEIVED BY: 13 JUNE 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 provision of Transportation Service for UNHCR Containers as specified in the **Annex A** below as part of this Request for Quotation (RFQ).

**1. REQUIREMENTS**

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

**Annex A: Financial Offer form**

Description	Unit	Quantity	Unit Cost USD	Total Amount USD
100 bars of 250g per carton 30 cartons per pallet.	Soap	2,942,227		
Package of Sanitary Napkins (disposable) , each pack 10 to 12 pads. Quantity per carton :100 pkt for Disposable pads	Package	332,083		
Cotton female underwear, culturally appropriate in colour, different size	Each	199,250		
Plastic Bukit 15 liters, weight 800g, white or blue colour. The bucket is supplied with a lid, Plastic or metal handle.	Each	332,083		
Jerry can 20 liters, weight 800 to 850g, If supplied in pack, 64pcs and if in pallet 112pcs packing quantity.	Each	100,000		
Total USD				

**Notes:**

- Delivery of the items above will be to White Nile State, KOSTI City.
- Please share in a separate document the delivery schedule if you selected including the quantities, how many days you will deliver.
- Please check below full specification for all above items. Please note the below specifications are UNHCR standard but please feel free to offer what you have.

**1. Soap Specification:**

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

Composition	Detail Specification
Fat type	From vegetable or animal fat, not containing pork fat
Fatty acid	Minimum 70 %
Moisture	Maximum 20 % at time of packing
NaOH content	Maximum 0.3%
NaCl content	Maximum 0.5 %
Net weight	Bar of 250g each
Individual packaging	Bars to be individually packed
Box size	100 bars of 250g per carton 30 cartons per pallet Minimum 20MT per 20ft container

## 2. Sanitary Napkins:

Item no	Specifications: <b>DISPOSABLE SANITARY PADS</b>
a) Material Requirements	<b>i. Absorbent filler</b> When visually examined, the absorbent filler shall be white or light in colour and shall be free from any soluble coloring matter when inspected and tested. It shall not contain extraneous materials, which are not designed to enhance performance.
	<b>ii. Covering</b> The absorbent filler covering shall be made of good quality fabric with Sufficient porosity to permit the assembled towel to meet absorbency requirements.
	<b>iii. Protective barrier</b> The protective barrier shall be water resistant (no wetting of outer surface and no water penetration) when inspected and tested.
b) Workmanship and finishing	<b>i. Absorbent filler</b> The absorbent filler shall be continuous and neatly cut to the required size. It shall be free from hard lumps. It shall be completely covered and free from wrinkles that are not a design feature.
	<b>i. Securing mechanism</b> <b>(Any of the following may be used)</b> a) Loops or tabs which shall extend beyond the Length of the filler materials b) Adhesive strips or patch c) Wings with adhesive which shall be of sufficient length in such a manner as to form folds around the panty/brief for securing the Sanitary pads while in use/ Wings with 6 stretch zones to help pad stay in place
	<b>ii. Protective barrier</b> The sanitary pads when visually examined shall have a protective barrier on one side, if

not clear, they shall have an identifying mark or colour indicating clearly the side of the barrier
<b>iii. Free from-defects</b> If the sanitary pads when visually examined shall be free from defects, which affects the appearance and utility such as oils stains, dirt, soil particles and hard Lumps.
<b>iv. Odor</b> The sanitary pads shall have no unpleasant odor either in dry state immediately after sampling from the packages or after wetting the sample with distilled water.
<b>v. Texture</b> The sanitary pads shall be smooth and soft when felt by hand.

3. **Female Underwear:**

- Cotton female underwear
- Culturally appropriate in colour
- Packing: Piece
- Size: Various.

4. **Plastic Bucket:**

<b><u>Capacity:</u></b>	15 liters.
<b><u>Weight:</u></b>	800 g (+/- 5%).
<b><u>Colour:</u></b>	White or Blue
<b><u>Material:</u></b>	Made of food grade HDPE or polypropylene, containing no toxic elements according to EN 1186-3-9 standard.
<b><u>Handle:</u></b>	Plastic or metal, easy to carry by hand with a strong flat handle (i.e. without sharp edges) and a roller grip strongly fixed to the bucket
<b><u>Lid:</u></b>	The bucket is supplied with a lid that should be able to close tight, but easy to open and close

5. **Jerry Can:**

<b><u>Capacity:</u></b>	- 20 liters
<b><u>Capacity –Brimful</u></b>	- 22.3Litres
<b><u>Weight:</u></b>	- 800-850 grams
<b><u>Material:</u></b>	- Manufactured of food grade LDPE should not contain toxic elements according to EN 1186-3-9 standard. Must stand by itself, even when filled with less than 1/4 of its maximum volume.

**FOR Goods:**

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

- Name of Vendor.....
- Address/Telephone No: .....
- Contact Person: .....
- Delivery time in days: .....
- Total Amount in Words .....
- Date: .....
- Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

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

Annex A: Financial Offer Form

Annex B: Vendor Registration Form

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

Annex D: 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, KOSTI office of complete documents in good order after satisfactory delivery of goods/services. Please share your offer in USD currency.

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

**IMPORTANT: UNHCR may consider the payment method to be out Sudan due to the current situation in Sudan.**

**Vendor Registration Form:** If your company is not registered with UNHCR you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex B**).

Please note that these terms and conditions (**attached with this RFQ**) will be strictly adhered to for the purpose of any future contract.

**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.

**3. RFQ Submission**

We would appreciate receiving your quotation on or before **13 June 2023,15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org) & Copy [Sulimamo@unhcr.org](mailto:Sulimamo@unhcr.org)

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[8] 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/ROK/2023/041 E**
- 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.**

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

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 C) 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.

**Ibrahima Drame**  
**Supply Officer**  
**UNHCR Representation Office in Khartoum**