



UNHCR

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

DATE: 11 July 2023

REQUEST FOR QUOTATION: NO. RFQ/HCR/KRT/SUP/2023/002

SUPPLY INSTALLATION AND DELIVERY OF ELECTRONIC DEVICES TO THE

UNHCR OFFICE IN WADMADANI EL GAZIRA STATE, SUDAN

QUOTATION TO BE RECEIVED BY: 23 July 2023 – 15:00 HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for Supply, delivery, and installation of electronic devices to UNHCR office in Wadmdani, EL Gazira state, Sudan

1. REQUIREMENT:

As per **Annex A:** Financial Offer and **Annex B:** Technical specification.

2. RFQ DOCUMENTS-ANNEXES:

The followings Annexes are integral part of this RFQ:

- Annex A: Financial Offer
- Annex B: Technical specifications
- Annex C: UNHCR General Conditions of Contracts for provision of Goods and services
- Annex D: UN 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, Wadmadani 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 can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote

¹ For further information on UNHCR, please see <http://www.unhcr.org>

3. ACKNOWLEDGMENT:

We would appreciate your informing us of the receipt of this RFQ by return email to sudkdst@unhcr.org As to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

4. CLARIFICATIONS:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to sudkdst@unhcr.org The deadline for receipt of questions is 18 July 2023 15:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

5. YOUR OFFER

Your Offer shall be prepared in English.

Please submit your offer using the submission all **templates provided**. It should conform to the requirements and contain all information required. Your offer should consist of the following **signed and stamped** documents:

- This RFQ document
- Annex A: Financial Offer
- Annex B: Technical specifications

Please fill in below lines:

Name of the vendor:.....

Address/telephone No:.....

Email address:.....

Contact person/ title:.....

Delivery lead time in days.....

Delivery term;

Delivery location:

Total amount without VAT (**Indicate USD or SDG**):.....

Total amount in words:.....

Offer validity period:.....

Indicate that you accept UNHCR general conditions of contracts for provision of goods and services/ UN code of conduct:.....

Date:.....

Signature & Stamp:.....

6. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **23 July 2023, 15:00 HRS Sudan Standard Time** by return to email: sudkdst@unhcr.org OR by hand delivery to the following address Imperial Hotel, South Hantwyb Bridge, Wadmadani, EL Jazira state, Sudan from 8:00 Am to 15:00 Pm

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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/KRT/SUP/2023/002 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 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.

Nasir Khan
Head of Office

Annex A: Financial Offer

After you go through this RFQ document, please fill the financial and the formal information below (without VAT):

Item	Description	Unit	Specification	Quantity	Unit Price USD OR SDG	Total Amount DAP Kharasna
1	Mini Refrigerators 6 FT	Each	As per Annex B (item 1)	12		
2	Refrigerators 14 FT	Each	As per Annex B (item 2)	6		
3	Television 32"inch	Each	As per Annex B (item 3)	10		
4	Television 43"inch	Each	As per Annex B (item 4)	4		
5	Satellite receiver	Each	As per Annex B (item 5)	14		
6	Satellite TV Dish and decoders	Each	As per Annex B (item 6)	4		
7	Electric Iron	Each	As per Annex B (item 7)	10		
8	Electric Kettle	Each	As per Annex B (item 08)	16		
9	Microwave oven 30 Litres	Each	As per Annex B (item 9)	6		
10	Water dispenser	Each	As per Annex B (item 10)	11		
11	Automatic Washing machines	Each	As per Annex B (item 11)	4		
12	Gas (Electric) stove with oven	Sets	As per Annex B (item 12)	4		
13	Blinder	Each	As per Annex B (item 13)	4		
14	Television 55"inch	Each	As per Annex B (item 14)	1		
15	Split Air conditioner 18000BTU	Each	As per Annex B (item 15)	2		
16	Split Air conditioner 12000BTU	Each	As per Annex B (item 16)	1		
17	Microwave oven 25 Litres	Each	As per Annex B (item 17)	1		
Total Amount (indicate USD or SDG)						



Delivery term: **Delivery at Place (DAP)**

Delivery location: **UNHCR Offices in Wadmdani**

Delivery lead time: **Maximum 15 days upon receiving the purchase order**

DATE: -----

NAME: -----






SIGNATURE: -----







COMPANY NAME: -----






MOBILE: -----


OFFICAL STAMP: -----

Annex B: Technical Specifications

Item	Description	Specification	Sample
1	Mini Refrigerators	6 FT, equivalent Samsung, LG Type: compressor based, with internal freezer - Warranty: 5 years for the compressor and 1 year for the other parts (with serialized warranty card for the product)	
2	Refrigerators	14 ft, equivalent to Samsung, LG Type: compressor based, with internal freezer - Warranty: 5 years for the compressor and 1 year for the other parts (with serialized warranty card for the product)	
3	Television	32''inch UHD - Resolution: at least 3840*1260 UHD - WebOS Smart - Connectivity: 3 HDMI, 2 USB, LAN - Quad Core Processor - AI smart - Warranty: at least 2 years (with serialized warranty card for the product)	
4	Television	43''inch UHD - Resolution: at least 3840*1260 UHD - WebOS Smart - Connectivity: 3 HDMI, 2 USB, LAN - Quad Core Processor - AI smart - Warranty: at least 2 years (with serialized warranty card for the product)	
5	Satellite receiver	HD common interface satellite receiver TS4500 HD can decode satellite free to air channels and pay TV channels through external common interface CAM	

6	Satellite TV Dish and decoders	Satellite receivers come in standard, HD tuners, DVR, or FTA formats. In a standard receiver, the digital broadcast signal is decoded and presented in the television in an analog format. Most satellite receivers feature an Electronic Program Guide (EPG), which contains a list of the available channels and programming.	
7	Electric Iron	Watts: 1200 Features: thermostat control/ swivel card/ indicator Manufacturer: Tefal or equivalent Warranty: at least 1 year (with serialized warranty card for the product)	
8	Electric Kettle	Capacity: At least: 1.5 liters Watts: 2400 W Manufacturer: Tefal or equivalent Warranty: At least 1 year (with serialized warranty card for the product)	
9	Microwave oven	Capacity: 30 liters Warranty: 5 years for the motor and 2 years for the other parts (with serialized warranty card for the product)	
10	Water dispenser	Hot and cold-Water Tank: Stainless Steel & Weld Dimension (HxWxD): 88cmx30cmx30cm Color: White Warranty: At least 1 year (with serialized warranty card for the product)	
11	Automatic Washing machines	Capacity: At least 10 Kgs - Smart Inverter motor - Smart motion - Smart diagnosis - Top loader - Warranty: 10 years for the motor and 2 years for the other parts (with serialized warranty card for the product)	

12	Gas (Electric) stove with oven	<p>Gas 4 burner with oven including lateral 3,8kW triple ring burner; w/ Safety device</p> <p>Settings oven</p> <p>Stainless steel single piece worktop</p> <p>Cast iron trivet</p> <p>Black glass control panel</p> <p>Oven thermometer</p> <p>Large metal finish knobs, one-hand ignition</p> <p>U-shaped stainless steel oven door triple glass door</p> <p>Dimensions:60X59.5XM</p> <p>Warranty: At least 1 year (with serialized warranty card for the product)</p>	
13	Blinder	<p>3 speeds, 64 oz. break-resistant polycarbonate Overall Outside Dimensions:</p> <p>7.0" wide x 8.0" deep x 16.0" high</p> <p>Manufacture warranty 1-year parts & labor plastic container ja</p> <p>Warranty: At least 1 year (with serialized warranty card for the product)</p>	
14	Television	<p>55"inch UHD</p> <p>Resolution: at least 3840*1260 UHD</p> <p>WebOS Smart</p> <p>Connectivity: 3 HDMI, 2 USB, LAN Quad Core Processor</p> <p>AI smart</p> <p>Warranty: at least 2 years (with serialized warranty card for the product)</p>	
15	Split Air conditioner	<p>Dual inverter 18,000 BTU</p> <p>Energy saving: At least 55%</p> <p>Fast colling: At least 55 %</p> <p>Warranty: 10 years for the compressor and 2 years for the other parts (with serialized warranty cards for the product)</p>	
16	Split Air conditioner	<p>Dual inverter 12,000 BTU</p> <p>Energy saving: At least 55%</p> <p>Fast colling: At least 55 %</p> <p>Warranty: 10 years for the compressor and 2 years for the other parts (with serialized warranty cards for the product)</p>	

17	Microwave oven	Capacity: 25 liters Warranty: 5 years for the motor and 2 years for the other parts (with serialized warranty card for the product)	
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