



UNHCR

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

DATE: 30 July 2023

REQUEST FOR QUOTATION: NO. RFQ/HCR/KRT/SUP/2023/003

SUPPLY AND DELIVERY OF GENERATORS TO THE

UNHCR OFFICE IN WADMADANI EL GAZIRA STATE, SUDAN

QUOTATION TO BE RECEIVED BY: 08 August 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 and delivery of generators 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 Mohamsam@unhcr.org The deadline for receipt of questions is 04 August 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 adress:.....

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 **08 August 2023, 15:00 HRS Sudan Standard Time** by return to email: sudkh-su@unhcr.org OR by hand delivery to UNHCR office located in Alzamalik area, Madani, Block no. 288, house no .32 (**Closed envelop**) Calling UNHCR Supply Procurement Focal point on +249 912392644 (Samawal Mohamed) to the following address:

Alzamalik area, Block no. 288, house no .32, 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/2023/003

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.

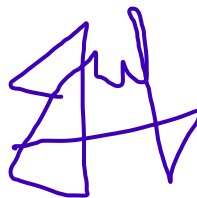
Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation 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.

Ibrahima Drame
Supply Officer



Annex A: Financial Offer

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

Option (1)

Supply, delivery, and **Installation** of generators to UNHCR office in Wadmdani, EL Gazira state, Sudan

Item	Description	Unit	Specification	Location	Quantity	Unit Price USD OR SDG	Total Amount DAP
1	Generator (200) Kva Perkins	Each	As per Annex B	UNHCR Wadmdani	1		
2	Generator (100) Kva Perkins	Each	As per Annex B	UNHCR Wadmdani	1		
3	Generator (20) Kva Perkins	Each	As per Annex B	HAC Office	1		
Total Amount (indicate USD or SDG)							

Option (2)

Supply and delivery of generators to UNHCR office in Wadmdani, EL Gazira state, Sudan

Item	Description	Unit	Specification	Location	Quantity	Unit Price USD OR SDG	Total Amount DAP
1	Generator (200) Kva Perkins	Each	As per Annex B	UNHCR Wadmdani	1		
2	Generator (100) Kva Perkins	Each	As per Annex B	UNHCR Wadmdani	1		
3	Generator (20) Kva Perkins	Each	As per Annex B	HAC Office	1		
Total Amount (indicate USD or SDG)							

Supply and delivery of generators to UNHCR office in Wadmdani, EL Gazira state, Sudan

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

Delivery location: **UNHCR Offices in Wadmdani**

Delivery lead time: **Maximum 10 days upon receiving the purchase order**

DATE: -----

NAME: -----

SIGNATURE: -----

COMPANY NAME: -----

MOBILE: -----

OFFICAL STAMP: -----