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**DATE:22 August 2023**

**REQUEST FOR QUOTATION: NO. RFQ/HCR/WM/SUP/2023/005**

**SUPPLY, INSTALLTION AND DELIVERY OF ICT EQUIPEMNTS TO THE**

**UNHCR OFFICE IN WADMADANI EL GAZIRA STATE, SUDAN**

**QUOTATION TO BE RECEIVED BY: 30 August 2023 – 15:00 HRS**

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The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, requests your price quotation for Supply, installation, and delivery of ICT Equipment's to UNHCR office in Wadmdani, EL Jazeera 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
- Annex E: Vendor Registration Form

**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.

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

**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**

**3. ACKNOWLEDGMENT:**

We would appreciate your informing us of the receipt of this RFQ by return email to [Mohamsam@unhcr.org](mailto:Mohamsam@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](mailto:Mohamsam@unhcr.org) The deadline for receipt of questions is 27 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 (technical sheet) of each quoted item**
- **Pictures of each item**

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 **30 August 2023, 15:00 HRS Sudan Standard Time** by return to email: [Mohamsam@unhcr.org](mailto:Mohamsam@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/WD/SUP/2023/005

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.

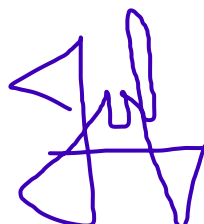
Your quotation must be valid at least for **(90)** days. The standard payment terms of UNHCR is net **(30)** days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

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

22/08/2023



### Annex A: Financial Offer

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

Supply, delivery, and Installation ICT equipment's to UNHCR office in Wadmdani, EL Gazeera state, Sudan

Item	Description	Unit	Specification	Quantity	Unit Price USD OR SDG	Total Amount DDU
1	Solar Power Backup System	Lot	As per Annex B	1		
2	Printer Colour, Rico IM2000mfp	Each	As per Annex B	2		
3	HP Color Printer	Each	As per Annex B	1		
4	Printer B/W, HP, LaserJet Enterprise 281mfp	Each	As per Annex B	1		
5	HP 30A Original Black LaserJet Toner Cartridge CF230A	Each	As per Annex B	4		
6	HP 59X High Yield Black LaserJet Toner Cartridge CF259A	Each	As per Annex B	4		
7	Ubiquiti Nano station M2; model: NSM2; Indoor/outdoor wireless CPE; 150+Mbps Throughput; up to 13+Km range	Each	As per Annex B	6		
8	Keyboard & Mouse	Each	As per Annex B	15		
9	Headphones	Each	As per Annex B	15		
10	Crimping Tool- RJ45 crimper	Each	As per Annex B	1		
<b>Total Amount (indicate USD or SDG)</b>						

Supply, delivery, and installation of ICT equipment's to UNHCR office in Wadmdani, EL Gazira state, Sudan

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

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: -----

**Supply, delivery, and Installation of ICT equipment's to UNHCR office in Wadmdani, EL Gazeera state, Sudan**

**Annex B: Technical specifications**

No	Item	Description
1	Solar Power Backup System	<ul style="list-style-type: none"> <li>• Hybrid Solar Inverter GSB capacity: 5.2KW, Model name: GSB 5200HA; QTY (1). Off-grid Mode: Rated power:5200VA/5200W, DC Input: 48VDC 135A. AC Output: 220VAC. 50Hz 22.6A AC Charger Mode: AC Input: 220VAC. 50Hz 35A. DC Output: 48VDC 60A (Max).</li> <li>• Solar Gel Battery, 12V 200AH, model: EUR20012 12V 200 Ah; QTY (4).</li> <li>• Solar Panel 655W; QTY (8),</li> <li>• Solar Panel stand; QTY (8)</li> <li>• Installation.</li> </ul> <p>Warranty certificates and reports</p> <p>Upon completion and before final acceptance of the work, the contractor shall furnish UNHCR with a written guarantee, stating that all works executed under this project are free from material defects and workmanship; and the guarantee for supplied equipment shall have a period of at least two (2) years inclusive of labor, transportation, and expenses that are needed for the repair/replacement of defective equipment.</p>
2	Printer Color, Rich IM2000mfp	Printer Color, Rich IM2000mfp Warranty one year
3	HP Color Printer	HP Color LaserJet Pro MFP M281fdw Warranty one Year
4	Printer B/W, HP, LaserJet 281mfp, Heavy duty	Printer HP, LaserJet 281mfp Warranty one Year
5	Toner & Cartridge	<p>HP 30A Original Black LaserJet Toner Cartridge CF230A <b>(Original)</b></p> <p>HP 59X High Yield Black LaserJet Toner Cartridge CF259A <b>(Original)</b></p>
6	Ubiquiti Nano station M2; model: NSM2; Indoor/outdoor wireless CPE	Ubiquiti Nano station M2; model: NSM2; Indoor/outdoor wireless CPE; 150+Mbps Throughput; up to 13+Km range

7	Keyboard & Mouse	Lenovo Pro Wireless Keyboard and Mouse Combo US English
8	Headphones	Jabra Evolve 80 MS Stereo
9	Crimping Tool- RJ45 crimper	Proskit - Crimping Tool- RJ45