

DATE: 15 October 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/PZU/2023/18

For the provision of Construction/Renovation works for Containers in UNHCR Port Sudan Office

QUOTATION TO BE RECEIVED BY: 22 October 2023 14:00 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 the provision of Construction/Renovation works for Containers in UNHCR Port Sudan Office as per the attached Bill of quantity (Annexes A).

1. REQUIREMENTS

- **Description:** Provision of Construction/Renovation works in UNHCR Port Sudan Office as per the attached BOQ Annex A.
- **Location:** Port Sudan , Hai Elmatar , Block 01 , House Number 17

Please include the following price information in your quote (without VAT):

Currency: **USD**

Total Cost for goods:

Important:

- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the Banks
- Your Price quotation must be valid at least for 90 days.

Annex A: Financial Offer

- Additional fees if any (please specify)
- Delivery Lead Time : Three Weeks from PO date .
- Offer Validity Period :

For Goods and Services:

- Delivery Point: Port Sudan , Hai Elmatar , Block 01
- Name of Vendor.....
- Address/Telephone No:
- Contact Person:
- Delivery time in days:

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

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- Warranty:.....
- Total Amount in Words
- Date:.....
- Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Bill of quantity /Financial Offer Form

Annex B : Drawings / design

Annex C: General Terms and Conditions for Goods & Services

Annex D : 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, Port Sudan 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 (USD) or local currency (SDG)

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 C**).

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.

SITE VISIT (If required)

UNHCR civil engineer Mr. Mamoun Could be contacted any time for the site visit and any technical clarifications on the site. He can be contacted through E-mail: bakerm@unhcr.org, or Mobile : +249 923050000

3. RFQ Submission

We would appreciate receiving your quotation on or before **22 October 2023 14:00 HRS Local time Sudan** by return only to email: sudkh-su@unhcr.org ,CC; Mahmouid@unhcr.org or by hand delivery (**Closed envelop**) by Calling UNHCR Supply Procurement Focal point on +249 912509336 (Idris Mahmoud)

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/PZU/2023/18**
- Name of your firm:

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

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-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.

Thank you for your kind attention.



Haider Kakakhel
15.10.2023
Supply Officer
UNHCR Sudan