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DATE: 25 OCTOBER 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2023/039

**SUPPLY AND DELIVERY (DDP GEDAREF) OF ASSORTED FURNITURE TO UNHCR OPERATIONS IN GADAREF, EAST SUDAN**

QUOTATION TO BE RECEIVED BY: 30 OCTOBER 2023 - 15:00HRS SUDAN STANDARD TIME

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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 requests your price quotation for the **Supply and Delivery (DDP Gedaref) of Assorted Furniture to UNHCR Operations in Gedaref, East Sudan** as specified in (Annex A) and attached to this Request for Quotation (RFQ).

**1. REQUIREMENTS**

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

1. Supply and Delivery (DDP Gedaref) of Assorted Furniture to UNHCR Operations in Gedaref, East Sudan as per the attached specification Annex A.

**2. ITB DOCUMENTS-ANNEXES.**

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

Annex A: Technical Specification and photos

Annex B: Financial Offer Form

Annex C: Vendor Registration Form

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

Annex E: 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, Gedaref's 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 Primary Bank is the Blue Nile Meshrag Bank and therefore can only facilitate payments through the local banks and not in banks outside of Sudan and therefore the current market condition and Central Bank of Sudan regulations and policies must be factored in before submitting your quote.**

**Vendor Registration Form:** If your company is not registered with UNHCR or have not been active or have not received a UNHCR PO for more six (6) months, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex C).

**3. CLARIFICATIONS**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [khalils@unhcr.org](mailto:khalils@unhcr.org) The deadline for receipt of questions is **30 OCTOBER 2023, 15:00 HRS** Sudan Standard Time. Bidders are requested to keep all questions concise

Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

#### 4. 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.

#### 5. RFQ SUBMISSION.

We would appreciate receiving your quotation/offer on or before **30 OCTOBER 2023, 15:00 HRS Sudan Standard Time** by return only to email: [sudgesu@unhcr.org](mailto:sudgesu@unhcr.org) or delivered in a sealed envelope at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamed West, Gedaref Town.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [20] **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/GSO/2023/039**
- 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.**

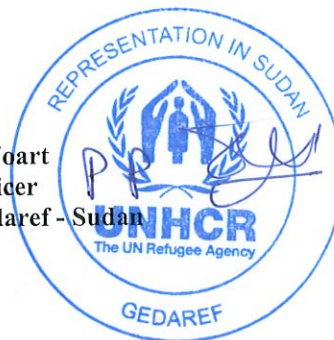
Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation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

Alexander B. Woart  
Supply Officer  
UNHCR Sub Office Gedaref - Sudan



ANNEX A

TECHNICAL SPECIFICATIONS OF SUPPLY AND DELIVERY (DDP GEDAREF) OF ASSORTED FURNITURE TO UNHCR OPERATIONS IN GADEREF, EAST SUDAN

RFQ/HCR/GSO/2023/039

#	ITEM DISCRIPTION	SAMPLE PICTURE	QUANTITY REQUIRED	U/M
1	Metallic Bench three seaters		20	EA
2	Office Desk with Metal legs Dimension 70 cm width, 75 cm height, 150 cm length (high quality metallic table).		8	EA
3	Plastic water dispenser containers 15 litres – large size Good quality		5	EA
4	Stand fans. Metallic (4) blades fan - oscillating - metallic pedestal. Any brand.		5	EA
5	Electric Extension cords Multi plug in		10	EA
6	Office cabinet Metallic – four drawers cabinet.		5	EA
7	Plastic chairs Plastic chairs with metallic leg.		30	EA

**ANNEX B – FINANCIAL OFFER FORM**

**RFQ/HCR/GSO/2023/039**

**FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY (DDP GEDAREF) OF ASSORTED FURNITURE TO UNHCR OPERATIONS IN GADAREF, EAST SUDAN**

**QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):**

**THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION**

**PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E., 30 DAYS NET FROM RECEIPT OF DOCUMENTS)**

**YES**  **NO**

**BIDDER NAME:** \_\_\_\_\_

#	ITEM DISCRIPTION	QUANTITY REQUIRED	U/M	UNIT PRICE USD	TOTAL PRICE USD
1	Metallic Bench three seaters	20	EA		
2	Office Desk with Metal legs Dimension 70 cm width, 75 cm height, 150 cm length (high quality metallic table).	8	EA		
3	Plastic water dispenser containers 15 litres – large size Good quality	5	EA		
4	Stand fans. Metallic (4) blades fan - oscillating - metallic pedestal. Any brand.	5	EA		
5	Electric Extension cords Multi plug in	10	EA		
6	Office cabinet Metallic – four drawers cabinet	5	EA		
	Plastic chairs Plastic chairs with metallic legs	30	EA		
<b>GRAND TOTAL (USD)</b>					

Name of Vendor.....

Address/Telephone No: .....

Email Address.....

Contact Person: .....

Delivery time in days: .....

Total Amount in Words: .....

Offer Validity Period: .....

Warranty.....

Date: .....

Signature: .....

IN THE CAPACITY OF.....