

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

DATE: 20 December 2020

**REQUEST FOR QUOTATION: No. RFQ/HCR/SDN/NYL/SUP/RFQ/2020/028
FOR THE PROVISION OF Guesthouse and accommodation equipment for
South Darfur, Nyala****QUOTATION TO BE RECEIVED BY: 24thDecember 2020 23:59:00 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 **Guesthouse and accommodation equipment for South Darfur, Nyala**

1. REQUIREMENTS**Description:**

- **Provision of Guesthouse and accommodation equipment for South Darfur, Nyala as per Annex A.**
- **Quantity/Specification:** As per Annex: A
- **Delivery lead time:** Immediately (within fifteen (15) Calendar days upon order placement)
- **Delivery Location:** UNHCR Nyala Field office, South Darfur.

Description of Goods:

| No | Description | Unit | Quantity |
|----|------------------------------------|-------|----------|
| 1 | Smart T.V Screen 43 inch (LG type) | Each | 8 |
| 2 | T.V Table | Each | 8 |
| 3 | Oven Dishes set (glass) | Set | 4 |
| 4 | Bed sheets (Dozen) | Dozen | 4 |
| 5 | Soft Pillows (80 X 35 cm) (Dozen) | Dozen | 2 |
| 6 | Cups (Water) (Dozen) | Dozen | 5 |
| 7 | Muck (Dozen) | Dozen | 3 |
| 8 | Food Spoons (Dozen) | Dozen | 10 |
| 9 | Tea Spoons (Dozen) | Dozen | 10 |
| 10 | Soup Spoons (Dozen) | Dozen | 10 |
| 11 | Frocks (Dozen) | Dozen | 10 |
| 12 | Reading Lights | Each | 10 |
| 13 | Food Container | Each | 6 |

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

| | | | |
|----|-------------------------------|------|----|
| 14 | Armchair | Each | 10 |
| 15 | M3 Chair | Each | 20 |
| 16 | Blankets (12 Kg) | Each | 8 |
| 17 | Door Mat (100 X 50 cm) | Each | 10 |
| 18 | Bathroom foot mat (80 X50 cm) | Each | 10 |
| 19 | Utilities Cabinet | Each | 8 |
| 20 | Knives (Set) | Set | 5 |
| 21 | Curtains (room) | Each | 8 |
| 22 | Curtains (bathroom) | Each | 8 |
| 23 | Mosquito combater (lights) | Each | 10 |

Important:

Please include the following price information in your quote (without VAT) by completing the Annex: B financial offer form.

- Currency: United States Dollars (USD)
- Your quotation must be valid at least for 30 days.
- Your quotation must state the warranty of the product.
- The standard payment terms of UNHCR is net 30 days upon satisfactory completion of the services and acceptance thereof by UNHCR.
- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the local banks and not banks outside of the Sudan and therefore the current market condition must be factored in before submitting your quote.
- You must have a USD bank account for payment. The bank account must be in the name of your firm. If you don't have a USD bank account, by submitting a bid you agree that UNHCR should convert the payment amount into SDG using the official UN exchange rate at the time of payment.

2. RFQ Submission

We would appreciate receiving your quotation on or before **24thDecember 2020 – 23:59hrs.**

The offers must be sent to the following addresses either by post or courier or can be deposited in the tender box located at UNHCR Representation Office in Sudan (Khartoum):
Khartoum 2, Ahamed Khair Street, North of Al-Farouq cemetery

- a. By Hand delivery: Please send your sealed signed and stamped financial offer to:
UNHCR Representation Office in Sudan (Khartoum):
Khartoum 2, Ahamed Khair Street, North of Al-Farouq cemetery
- b. By email: send your signed and stamped financial offer to: SUDKHFO@unhcr.org with "HCR/SDN/NYL/SUP/RFQ/2020/028 FOR THE PROVISION OF Guesthouse and accommodation equipment for South Darfur, Nyala)" in the Subject line of your email.

REQUEST FOR QUOTATIONS: NO. RFQ/HCR/SDN/NYL/SUP/RFQ/2020/028
RFQ TITLE: PROVISION OF Guesthouse and Accommodation Equipment for South Darfur, Nyala)

RFQ: RFQ/HCR/SDN/NYL/SUP/RFQ/2020/028

- Name of your firm:

Care of Supply unit

The following annexes form an integral part of this RFQ:

- Annex A – Specification and financial offer form
- Annex C - UNHCR's General Terms and Conditions for the provision of Goods and services (July 2018)
- Annex E - UN Supplier Code of Conduct

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and Services and UN Supplier Code of Conduct.

Thank you for your kind attention.

Yours Sincerely,

Supply Unit, UNHCR



ANNEX A: FINANCIAL PROPOSAL FORM FOR THE Provision of Guesthouse and accommodation equipment for South Darfur, Nyala RFQ No: HCR/SDN/NYL/SUP/RFQ/2020/028

ANY OTHER DISCOUNTS (PLEASE SPECIFY):

| ITEM DESCRIPTION (DETAILS) | Qty | UNIT PRICE (USD) | TOTAL PRICE (USD) |
|------------------------------------|-----|------------------|-------------------|
| Smart T.V Screen 43 inch (LG type) | 8 | | |
| T.V Table | 8 | | |
| Oven Dishes set (glass) | 4 | | |
| Bed sheets (Dozen) | 4 | | |
| Soft Pillows (80 X 35 cm) (Dozen) | 2 | | |
| Cups (Water) (Dozen) | 5 | | |
| Muck (Dozen) | 3 | | |
| Food Spoons (Dozen) | 10 | | |
| Tea Spoons (Dozen) | 10 | | |
| Soup Spoons (Dozen) | 10 | | |
| Frocks (Dozen) | 10 | | |
| Reading Lights | 10 | | |
| Food Container | 6 | | |
| Armchair | 10 | | |
| M3 Chair | 20 | | |
| Blankets (12 Kg) | 8 | | |
| Door Mat (100 X 50 cm) | 10 | | |
| Bath room foot mat (80 X50 cm) | 10 | | |
| Utilities Cabinet | 8 | | |
| Knives (Set) | 5 | | |
| Curtains (room) | 8 | | |
| Curtains (bathroom) | 8 | | |
| Mosquito combater (lights) | 10 | | |

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

NAME: _____

Delivery Date required by UNHCR: Maximum 7 days

Proposed Delivery Date:

Validity of the offer: (minimum 30 days)

Warranty:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____



IN THE CAPACITY OF:

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP:
