

**DATE: 08/12/2022**

**REQUEST FOR QUOTATION No: 22/UNHCR/SDNELF/SUP/RFQ/042**

**For the Provision of Orthopedic Mattress to UNHCR EI Fasher,  
North Darfur**

**QUOTATION TO BE RECEIVED ON OR BEFORE: 12/12/2022 by 23:59 Sudan Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the Service specified in Annex B to this Request for Quotation (RFQ).

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods.
- Annex B: Financial Offer Form and Technical Specifications
- Annex C: Sample Photos

**1. Technical Requirements:**

- The Goods & Service you are offering must be as per the specifications

**2. Delivery Point: DAP EI Fasher (UNHCR Guest House)**

**3. Delivery lead time: Maximum 7 Days.**

**4. Financial Offer: Please submit your price offer, using the financial form (**Annex B**). Your offer must be in **SDG or USD**. Your prices must be inclusive of costs like production, labour, overhead, exchange rates and other risks, transportation up to el Genaina etc. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please Ensure that your financial offer does not have cancelations or corrective fluid on it. Any offer with corrective fluid shall be disqualified.****

UNHCR is Tax exempted, in this regard, price has to be given without VAT

**5. Award Criteria: The lowest priced, substantially compliant offer will be recommended for a contract award.**

Your quotation must be valid for at least 30 calendar 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 ANNEX-A the UNHCR's General Conditions of Contracts for Good & services 2018. You must clearly indicate in your quotation if you accept them.

**6. RFQ Submission: We would appreciate receiving your quotation on or before 12 December 2022 at **23:59 Sudan Time by one of the following ways:****

By e-mail in an attached PDF format to [sudefrfq@unhcr.org](mailto:sudefrfq@unhcr.org) with **22/UNHCR/SDNELF/SUP/RFQ/042 for the Provision of Orthopedic Mattresses to UNHCR EI Fasher**

**6.1. in the subject line**

**Or**

- 6.2. In a sealed envelope addressed to:  
Supply Unit, UNHCR EI Fasher Sub-Office  
EI Fasher, North Darfur

On the envelope, please mention the following mention:

**RFQ 22/UNHCR/SDELF/SUP/RFQ/042- for the Provision of Orthopedic Mattresses to UNHCR EI Fasher**

Name of your firm (Mandatory)

C/o - Supply Unit

Please, ensure to use the format provided (annex B) and that your calculations of unit and total prices are accurate.

Please indicate in the e-mail subject field:

Thank you for your kind attention.

Supply Chain, UNHCR Darfur, Sudan

DATE: 08/12/2022

**ANNEX B – FINANCIAL OFFER FORM**

**For the Provision of Orthopedic Mattress to UNHCR El Fasher, North Darfur**

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| # | DESCRIPTION           | SPECIFICATIONS   | UoM  | Qty | Unit Price (DAP UNHCR EL FASHER) | Total Amt (DAP UNHCR EI FASHER) |
|---|-----------------------|--|------|-----|----------------------------------|---------------------------------|
| 1 | Double bed mattresses | Size: 200 x 150cm<br>Firmness: Firm<br>Comfort fillings: Memory Foam<br>Support System: Posture Tech Core Support Springs<br>Back Care: Orthopedic support<br>Edge Support: Yes<br>Cover: Damask Cover<br>Turning Handles: Yes<br>Single Sided: Yes  | Each | 13  |                                  |                                 |
| 2 | Single bed mattresses | Size: 200 x 120 cm<br>Firmness: Firm<br>Comfort fillings: Memory Foam<br>Support System: Posture Tech Core Support Springs<br>Back Care: Orthopedic support<br>Edge Support: Yes<br>Cover: Damask Cover<br>Turning Handles: Yes<br>Single Sided: Yes | Each | 16  |                                  |                                 |

**OTHER INFORMATION PERTAINING TO YOUR QUOTATION**

| Other Information pertaining to our RFQ are as follows:  | <i>Yes, we will comply<br/>(State, as required)</i> | <i>No, we cannot comply<br/>(state as required)</i> |
|--|---|---|
| <b>Offer Validity:</b> (minimum 30 Calendar Days minimum).   |   |   |
| <b>Confirmation that your financial offer has no cancelations or corrective fluid. (any corrective fluid on your offer will lead to disqualification)</b>  |   |   |
| <b>Confirmation that your goods meet UNHCR specifications</b> <i>UNHCR shall not issue a partial payment or cancel part of the order because the contractor is not able to deliver products as per specifications. By submitting an offer, you accept that UNHCR should withhold 100% of payment until when you would have delivered the right products in full.</i> |   |   |
| <b>What is your delivery lead time in days? (Maximum 7 days)</b>   |   |   |
| <b>What is the currency of your offer?</b>   |   |   |
| <b>If you are offering in USD, please ensure that you have a USD or UNHCR may pay in another currency using the UN exchange rate.</b>  |   |   |

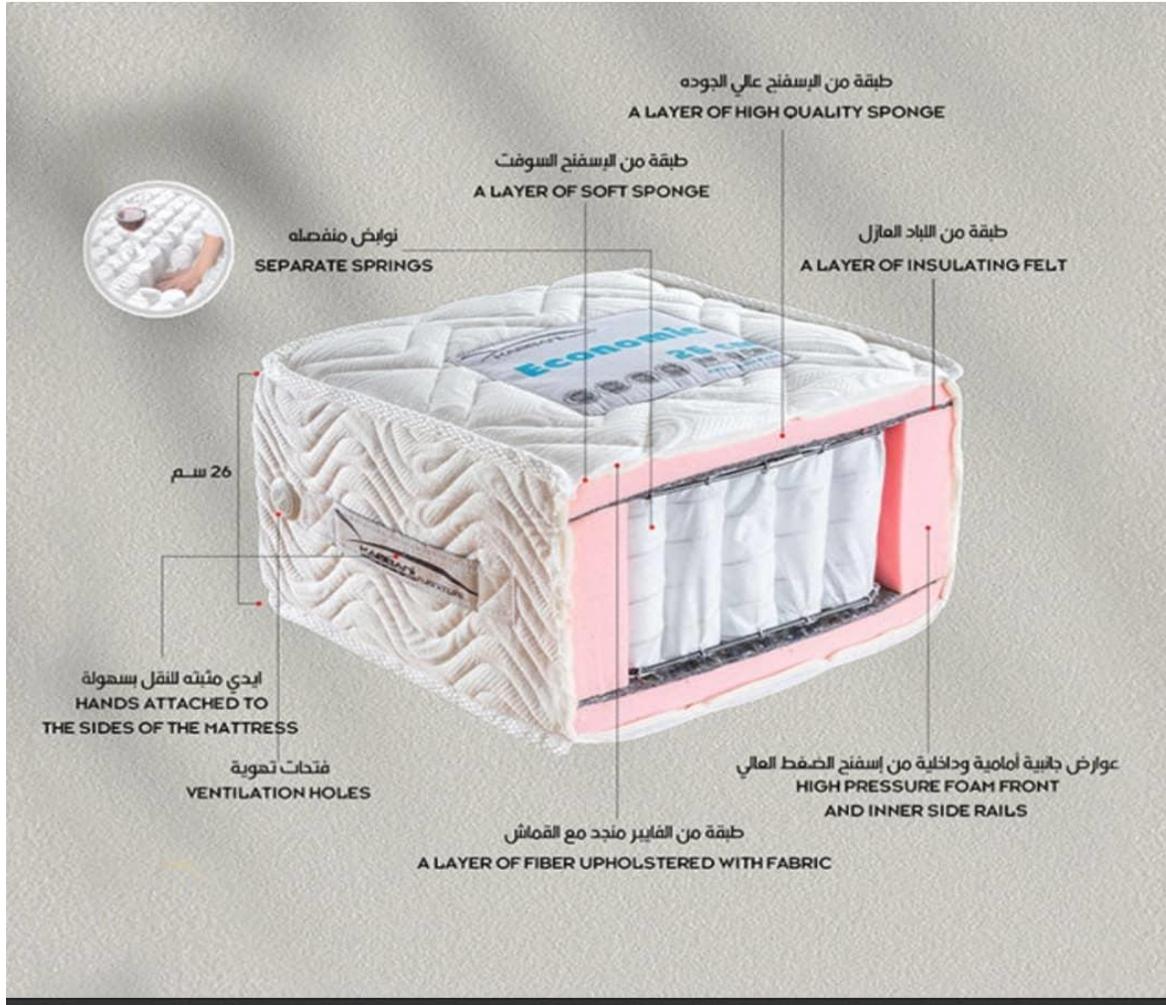
Acceptance of UNHCR General Terms and conditions for Goods (*State yes/no*) \_\_\_\_\_

Company Name: \_\_\_\_\_ Company E mail: \_\_\_\_\_

Company telephone: \_\_\_\_\_ Authorized Person & Title: \_\_\_\_\_ Signature & stamp: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Photos



## Sample Photos



## Sample Photos

