

DATE: 28/12/2022

REQUEST FOR QUOTATION No: UNHCR/SDNELF/SUP/RFQ/2022/0044

For the Supply of ICT Equipment for UNHCR El Fasher Office, North Darfur

QUOTATION TO BE RECEIVED ON OR BEFORE: 29/12/2022 by 23:59 Sudan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the goods specified in the table below – Description of goods.

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 Proposal with the Specifications (**To be completed and submitted**)
- Annex C: Vender Registration Form (**To be filled, stamped, and submitted**)

1. Technical Requirements:

- The Goods you are offering must be as per provided specifications.
- Delivery Point: DAP UNHCR El Fasher Office, North Darfur.

Description of Goods

No	Descriptions	Specifications	Unit	QTY
1	Laptop Computer	CPU: Intel Core i5, Screen Size: 15.6", RAM: 8 GB Storage: 512 GB, Colour: Chalkboard Grey	EA	4
2	Multi-purpose Blank and White Printer	Print, copy, scan, fax Print speed letter: Up to 40 ppm (black); Auto duplex printing; Scan to email; shared folder, 50-sheet ADF; 2 paper trays (standard); Wired/wireless networking: Ethernet, 802.11b/g/n.	EA	1

2. **Delivery lead time:** Please clearly mention your delivery lead time (**Max 7 Days**) after purchase order is placed.
3. **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 offer all costs including, production, labour, overhead, exchange rates and other risks, transportation up to el Fasher. 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**
4. **Award Criteria:** The lowest priced, substantially compliant offer will be recommended for provision of requested equipment.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR are 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 goods. You must clearly indicate in your quotation if you accept them.

5. **RFQ Submission:** We would appreciate receiving your quotation on or before **29 December 2022 at 23:59 Sudan Time by one of the following ways:**

5.1. By e-mail in an attached PDF format to sudefrfq@unhcr.org with **UNHCR/SDNELF/SUP/RFQ/2022/0044** in the subject line

Or

5.2. In a sealed envelope addressed to:
Supply Unit, UNHCR El Fasher Sub-Office
El Fasher, North Darfur
On the envelope, please mention the following mention:
RFQ UNHCR/SDELFF/SUP/RFQ/2022/0044
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.

Thank you for your kind attention.

Supply Unit
UNHCR Darfur, Sudan

22-UNHCR/SDNELF/SUP/RFQ/2022/044

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ANNEX B – FINANCIAL OFFER FORM

For the Supply of ICT Equipment for UNHCR El Fasher Office, North Darfur

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#	DESCRIPTION	SPECIFICATIONS	UoM	Qty	Unit Price (DAP UNHCR EL FASHER)	Total Amt (DAP UNHCR EL FASHER)
1	Laptop Computer	CPU: Intel Core i5, Screen Size: 15.6", RAM: 8 GB Storage: 512 GB, Colour: Chalkboard Grey	Each	4		
	Multi-purpose Blank and White Printer	Print, copy, scan, fax Print speed letter: Up to 40 ppm (black); Auto duplex printing; Scan to email; shared folder, 50-sheet ADF; 2 paper trays (standard); Wired/wireless networking: Ethernet, 802.11b/g/n.	Each	1		
Total						

OTHER INFORMATION PERTAINING TO YOUR QUOTATION

Other Information pertaining to our RFQ are as follows:	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
Offer Validity: (minimum 30 Calendar Days minimum).		
Confirmation that your financial offer has no cancelations or corrective fluid. (any corrective fluid on your offer will lead to disqualification)		
Confirmation that your goods meet UNHCR specifications <i>UNHCR shall not issue a partial payment or cancel part of the order because the contractor is not able 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>		
What is your delivery lead time in days? (Maximum 7 days)		
What is the currency of your offer?		
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.		

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: _____