
DATE: 28 Feb 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/08

PROVISION OF CONFERENCE SERVICES FOR 51 STAFF

QUOTATION TO BE RECEIVED BY: 02 March 2023 – 16:00:00HRS SUDAN STANDARD TIME

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 **Conference Services (UNHCR Retreat)** specified as per Annex A – TOR.

1. REQUIREMENTS

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

Annex A : Terms of Reference

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A : Terms of Reference

Annex B: Financial Offer

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, Khartoum 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 can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote

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 (**Annex D**) will be strictly adhered to for the purpose of any future contract.

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to SUDKH-SU@unhcr.org.

4. YOUR OFFER

Your Offer shall be prepared in English.

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

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 on or before **02 March 2023, 16:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.

IMPORTANT:

Bidders should submit their technical and financial proposal in response to the Terms of Reference

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

AWARD OF PURCHASE ORDER :

The award of this Contract/Purchase Order will be based on the lowest technically qualified basis.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/ROK/2023/08**
- 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.

Thank you for your kind attention.

Ibrahima Drame

Supply Officer

UNHCR Representation Office in Khartoum

 28/2/2023


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



UNHCR

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

ANNEX A- Terms of Reference

1. Refreshments (lunch and coffee break) x 2 days for 51 Staff
2. Stationery
3. Indoor and outdoor/garden space, measuring approx. 1 acre to accommodate teambuilding and physical activities
4. A calm atmosphere with green landscape that encourages meaningful reflection (escape from city)
5. Conference room and facilities with internet connection

Technical Evaluation Criteria

1. Company Legal Registration in Sudan (PASS/FAIL)
2. Company experience of more than 3 years from establishment date (PASS/FAIL)
3. Company Profile (PASS/FAIL)
4. Understanding of the requirement/Terms of reference (PASS/FAIL)
5. List of past similar services (PASS/FAIL)
6. Methodology approach (PASS/FAIL)

ANNEX B**FINANCIAL PROPOSAL FORM FOR THE PROVISION OF CONFERENCE SERVICES****RFQ/HCR/ROK/2023/08**

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

BIDDERS-NAME:

S.No	Description	Unit	Unit Price (USD)
1	Full package Fees for Conference Services for 51 staff as per Annex A - TOR	LOT	

Delivery Date required by UNHCR: 06 to 07 March 2023

Proposed Delivery Date:

Validity of the offer:

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: