

DATE: 19/05/2021

REQUEST FOR QUOTATION No: HCR/SDNEL/SUP/RFQ/2021/0013

For the Provision of Various T Shirts with imprint Logos and Themes

QUOTATION TO BE RECEIVED ON OR BEFORE: 25/05/2021 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 Annex B – 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 -2018.
- Annex B: Financial Proposal (To be completed and submitted)

1. **Technical Requirements:**

- The Goods you are offering must be as per provided specifications.
- Provision of 2 sample from past production or contract of same products
- Delivery Point: DAP UNHCR EI Fasher office.
- Provision of Printing service for all themes on all T shirt in blue as specified in Annex B (Small, Medium, Large and Extra Large)

Description of Goods

Message to be printed	Quantities/Size				
	Small	Medium	Large	Extra large	Total
World Refugee Day	0	75	75	50	200
16 days of Activism	0	75	75	50	200
Disability day 3rd of December	0	75	75	50	200
Community Volunteer	0	50	50	50	150
Day of African Child (8 - 18 years)	100	100	0	0	200
Let's protect our community against Covid - 19 for (8- 12 years old)	100	0	0	0	100

Specification

- Material: 100% BIO cotton
- Colour: white
- Weight: 180 grams / cm2
- Imprint: UNHCR logo blue

Sample Photos



2. **Delivery lead time:** Please clearly mention your delivery lead time (Max 15 Days) after 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 for all costs including, production, printing service, 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 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 goods. You must clearly indicate in your quotation if you accept them.

5. **RFQ Submission:** We would appreciate receiving your quotation on or before **25 May 2021 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 **HCR/SDNEL/SUP/RFQ/2021/0013** in the subject line

Or

- 5.2. 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 HCR/SDEL/SUP/RFQ/2021/013

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.

Kum Roland Fang

Supply Officer, UNHCR Darfur, Sudan

HCR/SDNEL/SUP/RFQ/2021/013

ANNEX B – FINANCIAL OFFER FORM

For the Provision of Various T Shirts with imprint Logos and Themes

#	DESCRIPTION	Specification	Sample Photo	UoM	Qty	Unit Price (DAP UNHCR EL FASHER)	Total Amt (DAP UNHCR EI FASHER)
1	T shirt for teenagers and adolescents (8-18 years) small size	Material: 100% BIO cotton. Color: white Weight: 180 grams / cm2 Imprint: UNHCR logo blue	 	Each	200		
2	T shirts for teenagers (8-12 years) small size			Each	100		
3	T shirt Medium Size			Each	375		
4	T shirt Large Size			Each	275		
5	T shirt Extra Large Size			Each	200		
Total							

HCR/SDNEL/SUP/RFQ/2021/013

OTHER INFORMATION PARTNERING 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		
What is your delivery lead time in days? (Maximum 15 days)		
What is the currency of your offer?		
If you are offering in USD please ensure that you have a USD account at Blue Nile Mashreq Bank or UNHCR may pay in another currency using the UN exchange rate.		

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

Acceptance to offer goods as per UNHCR specifications *(state yes/no)* _____

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____