

DATE: 21 JUNE 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/034

SUPPLY AND DELIVERY OF PRINTED FLEET BOOKLETS TO UNHCR REPRESENTATION OFFICE IN KHARTOUM-SUDAN

QUOTATION TO BE RECEIVED BY: 25 JUNE 2021 - 15:00HRS 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 of **Supply and delivery of Fuel Request slip booklets, Service & Repair request forms, Pump meter reading forms, Goods receiving note for fuel, and Fuel ration cards** specified in the **Annex A** below as part of this Request for Quotation (RFQ).

### 1. REQUIREMENTS

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

#### Annex A: Financial Offer form:

Item	Specification	Quantity	Unit Price (USD)	Total Amount (USD)
<b>Fuel Request Slip Booklet</b>	<ul style="list-style-type: none"> <li>• Each Fuel Voucher booklet should contain 30 sets of five (5) A5 papers, as follow:               <ol style="list-style-type: none"> <li>1. the first - original - white paper</li> </ol>               and four (4) copies:               <ol style="list-style-type: none"> <li>2. the second - yellow paper</li> <li>3. the third – light green paper</li> <li>4. the fourth - pink paper</li> <li>5. the fifth - blue paper</li> </ol> </li> <li>• Carbonless copy paper should be used (paper treated to duplicate writing from a top sheet onto the sheet below)</li> <li>• Each set should be numbered (serial number)</li> </ul>	100		
<b>Service Request form Booklet</b>	<ul style="list-style-type: none"> <li>• Each booklet should contain 25 sets of four (4) A4 papers, as follow:               <ol style="list-style-type: none"> <li>1. the first - original - white paper</li> </ol>               and three (3) copies:               <ol style="list-style-type: none"> <li>2. the second - blue paper</li> <li>3. the third - pink paper</li> <li>4. the fourth - yellow paper</li> </ol> </li> <li>• Carbonless copy paper should be used (paper treated to duplicate writing from a top sheet onto the sheet below)</li> <li>• Each set should be serial numbered (serial number)</li> </ul>	60		
<b>Goods Receiving Note</b>	<ul style="list-style-type: none"> <li>• Each booklet should contain 25 sets of four (4) A4 papers, as follow:               <ol style="list-style-type: none"> <li>1. the first - original - white paper</li> </ol>               and three (3) copies:               <ol style="list-style-type: none"> <li>2. the second - blue paper</li> <li>3. the third - pink paper</li> <li>4. the fourth - yellow paper</li> </ol> </li> <li>• Carbonless copy paper should be used (paper treated to duplicate writing from a top sheet onto the sheet below)</li> <li>• Each set should be serial numbered (serial number)</li> </ul>	60		
<b>Pump meter</b>	<ul style="list-style-type: none"> <li>• Each booklet should contain 25 sets of three (3) A4 papers, as follow:               <ol style="list-style-type: none"> <li>1. the first - original - white paper</li> </ol> </li> </ul>	30		

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

<b>reading form Booklet</b>	and two (2) copies: 2. the second - pink paper 3. the third - yellow paper • Carbonless copy paper should be used (paper treated to duplicate writing from a top sheet onto the sheet below) Each set should be serial numbered (serial number)			
<b>Fuel Ration Card</b>	<ul style="list-style-type: none"> <li>• Each Fuel Ration Card form should consist of one original only.</li> <li>• Should be serial numbered (serial number)</li> <li>• Should be on white paper.</li> <li>• Should be in A4 poster paper, 130 – 170 gsm</li> </ul>	60		
<b>Total cost (USD) Kindly State:</b>				

**Booklets & Fuel Ration Card Forms are provided in Annex B.**

**IMPORTANT:**  
Please note that samples are requested before printing in bulk

**Delivery lead time: within ten days upon receipt of Purchase Order.**

**Please fill in below lines:**

Delivery Point: To be delivered in UNHCR Office in Khartoum

Name of Vendor: .....

Address/Telephone No: .....

Contact Person: .....

Delivery time in days: .....

Total Amount in Words: .....

Offer Validity Period: .....

Date: .....

Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

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

Annex A: Financial Offer Form

Annex B: Booklets & Fuel Ration Card Forms

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.

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

**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](mailto:SUDKH-SU@unhcr.org). The deadline for receipt of questions is **23 June 2021 23:59 HRS Sudan Standard Time**. Bidders are requested to keep all questions concise.

### **4. YOUR OFFER**

Your Offer shall be prepared in **English**.

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 **25 June 2021, 15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org).

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.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/ROK/2021/034**
- 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.



Abdikani Hassan Gedi

Associate Supply Officer

**UNHCR Representation Office in Khartoum**

