

DATE: 17 June 2021
REQUEST FOR QUOTATION: [No. KSO/ SC/RFQ/21/009]

Supply and delivery of office supplies (stationary) – for UNHCR Kassala office- Sudan

QUOTATION TO BE RECEIVED BY: 06 July 2021 by 1200Hrs.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Sub-office Kassala would like to purchase office supplies (stationary) and to receive firm offers from duly registered local companies in Sudan. The required office supplies (stationary) per the specification given in Annex A.

- Requirement: Office supplies (stationary)
- Quantities: 1 lot
- Delivery: DAP UNHCR Warehouse in Kassala– Sudan
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the kits. Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: SGD / USD
- Unit Cost: SGD / USD without VAT
- Cost of all goods: SDG / USD

The following annexes form integral part of this request for quotation:

Annex A: Detailed Specification and Financial Offer Form

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)

2. RFQ Submission

We would appreciate receiving your quotation on or before **06 July 2021** i.e. **Sunday** by **12:00 hrs.** The quotations must be accompanied with the below mentioned documents.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address or hard copies to the below address on or before the closing date and time:

SUPPLY CHAIN UNIT,
UNHCR Sub Office Kassala
Modfaya Area,
Wali Street, Plot # 231
Kassala- Sudan

To: Email address: mohammog@unhcr.org, hussaish@unhcr.org, elmahajo@unhcr.org.

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply staff members or unless otherwise advised, will be marked invalid and not considered for evaluation.

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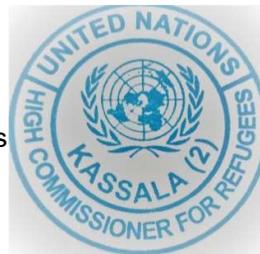
The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods–July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Syed Shabbir Hussain


Supply Officer
Supply Chain Unit
UNHCR Sub Office Kas



ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. KSO/ SC/RFQ/21/009

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Supply and delivery of Pre-Disaster Kits at UNHCR warehouse in Gedarif – Sudan

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES or NO

I undertake, if our quotation is accepted, to ensure supply of any of the materials in accordance with required specification, quality, financial offer and delivery period of **1 week** as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

Price proposal					
S/no	Item description	QNTY	UoM	Unit price (SDG)/(USD)	Total (SDG)/(USD)
1	Republic of Sudan- The National Centre for Syllabus & Research- Basic Education stage- 8 Class mathematics textbooks	12	Ea		
2	Republic of Sudan- The National Centre for Syllabus & Research- Basic Education stage- 8 Class Arabic Grammar	12	Ea		
3	Republic of Sudan- The National Centre for Syllabus & Research- Basic Education stage- 8 Class General Arabic	12	Ea		
4	A5 Notebooks- colored- Hardcover 120 pages	2	Dozen		
5	A4 Paper (1x5 Reams) double A carton of 10 reams	250	Carton		
6	Paper Shredder (Heavy Duty)	20	Each		
7	Box File (1x50 Pieces) Large Size)	250	Each		
8	Box File (1x50 Pieces) Small size	250	Each		
9	Pen (BIG) box of 50 pcs	30	Box		
10	Flip Chart Pad (Paper)	100	RLs		
11	Notice Board (120x90)	50	Each		
12	White Board (120X90cm) medium,	50	Each		
13	White Board Stand (Big Size)	25	Each		
14	White Board Marker (1x12 Pieces)	50	box		
15	Permanent Marker	60	dozen		
16	A4 Envelop (white color with blue UNHCR logo)	5,000	Each		
17	A3 Envelopes (white color with blue UNHCR logo)	3000	Each		
18	Envelop (Medium Size) (white color with blue UNHCR logo)	5,000	Each		

19	Envelop (Small) (white color with blue UNHCR logo)	5,500	Each		
20	Note Pad (3"X3") (76mmx76mm) different colours	500	Each		
21	Notebook (A4) (Registry book 100 paper A4)	100	Each		
22	Notebook (Small Size)	500	Each		
23	Stick on Pad (Big) 3x3 Inches	200	Each		
24	Stick on Pad (Small) 1.5*2 Inches	200	Each		
25	Ledger/Registration Book (50 Sheets)	25	Each		
26	Signature Book	25	Each		
27	Assorted Paper Clips (Large, medium & Small)	100	Each		
28	Stapler (Kangaroo 24/6-1m, Good Quality)	50	Each		
29	Stapler Remover	100	Each		
30	Stapler (Heavy Duty)	10	Each		
31	Ruler (100 cm)	12	Each		
32	Ruler (30m)	12	each		
33	Calculator (Casio 14 Digits)	25	Each		
34	Clear Bag/Plastic folder/ UNHCR Logo	50	Each		
35	Transparent Plastic Folder - Packet	100	Each		
36	paper Divider	500	Each		
37	Perforator (Hole Puncher)	50	Each		
38	Correction Fluid (Correction Pen)	100	Each		
39	Highlighter	50	Set		
40	Paper Glue	100	Each		
41	Lamination Machine Plastic	50	Each		
Total amount SDG/USD					

Note: All the items required to be sourced locally and should be delivered within 1 week after the issuance of purchase order to UNHCR warehouse in Kassala – Sudan

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____