



UNHCR

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

DATE: 07 July 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/038

FOR THE PROVISION OF COMMERCIAL REAL ESTATE SERVICES FOR UNHCR KHARTOUM OFFICE

QUOTATION TO BE RECEIVED BY: 13 July 2021 – 15:00 HR

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the Provision of Commercial Real Estate Services for UNHCR Khartoum office as per Terms of References attached (Annex A)

1. REQUIREMENTS

Description: Provision of real estate services for UNHCR Khartoum office.

- **Delivery time:**
- **Proposed Locations:**

Currency: **Depends on the currency of the lease agreement**

Important:

- Please note that UNHCR has tax- and duty-free exemption status.
- UNHCR can only facilitate payments through the local Banks and not Banks outside of Sudan
- Your Price quotation must be valid at least for 90 days.

2. Technical Evaluation Criteria:

Main Criteria	Sub Criteria and Points allocated	PASS/FAIL
Vendor Eligibility (Valid Registration Certificate)	Legal Accreditation (recognized by the government)	
Experience and References (Not less than 3 years)	Provide previous experience in the rental of commercial properties or similar works and references and company profile.	
References	Provide five (5) references clients to which similar or relevant services were provided during the last three (3) years	
Understanding of the requirement, and responsiveness to, UNHCR requirements and Compliance to the Terms of Reference (Annex A: TOR).	Provide detailed Services and acknowledge understanding of UNHCR requirement.	
Acceptance of UNHCR Payment terms	Acceptance of the UNHCR terms and conditions without objections. Sign and stamp the document	

¹ For further information on UNHCR, please see <http://www.unhcr.org>

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Annex B: Financial Offer

- Cost per services (Percentage):
- Additional fees if any (please specify)
- Offer Validity Period:

For the services:

- Name of Vendor:.....
- Address/Telephone No:
- Contact Person:
- Delivery time in days:
- Total Amount in Words
- Date:
- Signature:

3. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Terms of reference (ToR)

Annex B: Financial offer Form

Annex C: Vendor Registration Form

Annex D: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018

Annex F: UN Supplier code of conduct

Please note that UNHCR has tax- and duty-free 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 upon receipt of invoice at UNHCR Office confirming satisfactory delivery of the goods or services.

of receipt in UNHCR, Khartoum office of complete documents in good order after satisfactory delivery of the 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 (USD) or local currency (SDG) depending on the lease offer currency

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 (**attached with this RFQ**) will be strictly adhered to for the purpose of any future contract.

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

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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.

3. RFQ Submission

We would appreciate receiving your quotation on or before **13 July 2021 15:00 HRS Local time Sudan** by return only to email: 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 **20 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/SOK/2021/038**
- 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.

Please find attached in **(ANNEX D)** the UNHCR's General Conditions of Contracts for the Provision of Services- Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.


Alexander B. Woart,

Supply Officer
UNHCR Representative Office, Khartoum

