



**UNHCR**

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

DATE: 25 AUGUST 2021

REQUEST FOR QUOTATION: RFQ/HCR/FOD/2021/001

FOR PROVISION OF NETWORK (LAN) AND POWER CABLING FOR UNHCR FIELD OFFICE IN  
DAMAZINE, BLUE NILE STATE-SUDAN

QUOTATION TO BE RECEIVED BY: 02 SEPTEMBER 2021 at 15:00 HRS Local time

The Office of the United Nations High Commissioner for Refugees 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. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

The Office of the United Nations High Commissioner for Refugees (UNHCR) requests your company/firm to submit its prospective/best quotation as per the specifications in the annex (A) attached in this Request for Quotation (RFQ) for Provision of Network (LAN) and Power Cabling Services to UNHCR Field Office in Damazine, Blue Nile state-Sudan.

**1. REQUIREMENTS**

- **Description:** Provision of Network (LAN) and Power Cabling as per the attached Term of Reference (TOR) in Annex (A) and the Bill of Quantity (BoQ) and Financial offer in Annex (B).
  - Location to deliver the service: UNHCR Field office in Damazine, Blue Nile State-SUDAN
- Please include the following price information in your quote (without VAT)
  - Currency: **US\$ Dollar**
  - Unit Cost:
  - Total Cost for Services:

**Please fill in below lines:**

- Name of Vendor/Company: .....
- Address/Telephone No: .....
- Contact Person: .....
- Service Delivery (After receipt of Award letter/PO) in days: .....
- Total USD Amount in Words: .....
- Offer Validity Period: .....
- Date: .....
- Signature & Stamp: .....

## 2. RFQ DOCUMENTS

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

- Annex A:** Scope of the Work
- Annex B:** Bill of Quantity (BoQ) and Financial offer Form
- Annex C:** Technical Evaluation Criteria
- Annex D:** Vendor Registration Form
- Annex E:** UNHCR General condition of contract for the provision of goods and services
- Annex F:** UN Suppliers Code of conduct

**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, Damazine office of complete documents in good order after satisfactory delivery of goods/services and certified by the supervising technical staff from UNHCR.

UNHCR does not undertake to pay by letters of credit or in advance of delivery.

**CURRENCY OF PAYMENT:** Payment will be made in US\$ Dollar in which the purchase order should issue to and should be transferred to the local Banks in Sudan.

**Important:**

- Please note that UNHCR has tax and duty exemption status in Sudan.
- 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.

**Vendor Registration Form:** If your company is not registered in UNHCR database. You should complete, sign, and submit with your technical proposal the vendor registration Form (**Annex D**). Please note that the UNHCR General condition of contracts for Goods/Services in (**Annex E**) will be strictly adhered to for the purpose of any future contract. You must sign and clearly indicate in your quotation if you accept them. Also, the attached (**Annex F**) the UN Supplier code of conduct and must be signed.

## 3. SITE VISIT:

Site visit is mandatory requirement to all service providers/contractors and specify the brand before submitting their offer to UNHCR Field Office in Damazine for clear/better understanding of the office map and to propose network and power structures.

The Service providers/contractors are required to contact the below focal person in Damazine Office for site visit arrangements or send an email to this email address: [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org), in CC: [ibramoha@unhcr.org](mailto:ibramoha@unhcr.org) by quoting the RFQ number (**RFQ/HCR/FOD/2021/001**) in the email subject:

- 1- Mohamed Isack Ibrahim,  
Tel: +249-911254196

## 4. 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) in CC: [ibramoha@unhcr.org](mailto:ibramoha@unhcr.org) by quoting the RFQ number (**RFQ/HCR/FOD/2021/001**) in the subject line of your email.

The deadline for receipt of questions is 30 August 2021, 15:00 Hrs, Sudan Standard Time. Bidders are requested to keep all questions concise.

## 5. YOUR OFFER

Your Offer shall be prepared in English.

Please submit your offer using the submission form provided in this RFQ. 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.

## 6. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **02 September 2021, 15:00 Hrs**, Sudan Standard Time by email to: [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org) in CC: [ibramoha@unhcr.org](mailto:ibramoha@unhcr.org) in PDF format.

UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project.

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/FOD/2021/001**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

Bids received after the deadline 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.

Thank you for your kind attention and wish you the best.

Mohamed Isack Ibrahim  
Associate Supply Officer

UNHCR DAMAZINE OFFICE BLUE NILE STATE-SUDAN



**Annex B: Bill of Quantity (BoQ) and Financial Offer Form**

S/N	ITEM	DESCRIPTION	Location	QTY	Unit Price in US\$	Total Price in US\$
<b>A</b>	<b>CABLE MANAGEMENT</b>					
	1	2 COMPARTMENT TRUNKINGS WITH ALL ACCESSORIES (Marshall-Tufflex or equivalent brand)		TBD		
	2	PVC Conduits with related accessories		TBD		
<b>SUB-TOTAL IN US\$</b>						
<b>B</b>	<b>LAN CABLING</b>					
	<b>GROUND FLOOR</b>					
	1	Double Data Sockets with related accessories	Office Block	21		
	2	Double Data Sockets with related accessories	Store	1		
	3	Double Data Sockets with related accessories	Security Office	5		
	4	Double Data Sockets with related accessories	Guest House	11		
	5	Single Data Sockets with related accessories	Office Block	4		
	6	Single Data Sockets with related accessories	Store	1		
	7	Single Data Sockets with related accessories	Security Office	1		
	8	Single Data Sockets with related accessories	Guest House	5		
	<b>FIRST FLOOR</b>					
	9	Double Data Sockets with related accessories	Office Block	20		
	10	Double Data Sockets with related accessories	Meeting Hall	7		
	11	Double Data Sockets with related accessories	Guest House	14		
	12	Single Data Sockets with related accessories	Office Block	3		
13	Single Data Sockets with related accessories	Meeting Hall	1			
14	Single Data Sockets with related accessories	Guest House	2			
<b>SECOND FLOOR</b>						
15	Double Data Sockets with related accessories	Gym	6			

	16	Double Data Sockets with related accessories	Library	2		
	17	Double Data Sockets with related accessories	Lobby	2		
	18	Double Data Sockets with related accessories	Roof	5		
	19	Single Data Sockets with related accessories	Gym	1		
	20	Single Data Sockets with related accessories	Lobby	1		
	21	Single Data Sockets with related accessories	Roof	1		
	22	Cat 6 3-meter Patch Cords (Krone brand or equivalent)		100		
	23	Cat 6 1-meter Patch Cords (Krone brand or equivalent)		150		
	24	Cat 6 STP Cable (Krone brand or equivalent)		TBD		
	25	Cat 6 SSTP Cable (Krone brand or equivalent)		TBD		
	26	24 Port Cat 6 Patch Panel (Krone brand or equivalent)		10		
	27	Brush Panel/Cable Manager (Krone brand or equivalent)		10		
<b>SUB-TOTAL IN US\$</b>						
<b>C</b>	<b>LAN ADMINISTRATION</b>					
	1	42U Rack with all accessories	Server room	2		
	2	24U Rack with all accessories	Guest House	1		
<b>D</b>	<b>LAN POWER</b>					
<b>GROUND FLOOR</b>						
	1	13A Standard Double Power Sockets for Clean Power	Office Block	21		
	2	13A Standard Double Power Sockets for Clean Power	Store	1		
	3	13A Standard Double Power Sockets for Clean Power	Security Office	5		
	4	13A Standard Double Power Sockets for Clean Power	Guest House	11		
	5	13A Standard Single Power Sockets for Clean Power	Office Block	4		
	6	13A Standard Single Power Sockets for Clean Power	Store	1		

7	13A Standard Single Power Sockets for Clean Power	Security Office	1		
8	13A Standard Single Power Sockets for Clean Power	Guest House	5		
9	13A Standard Double Power Sockets for Raw Power	Office Block	7		
10	13A Standard Double Power Sockets for Raw Power	Store	1		
11	13A Standard Double Power Sockets for Raw Power	Security Office	2		
<b>FIRST FLOOR</b>					
12	13A Standard Double Power Sockets for Clean Power	Office Block	20		
13	13A Standard Double Power Sockets for Clean Power	Meeting Hall	7		
14	13A Standard Double Power Sockets for Clean Power	Guest House	14		
15	13A Standard Single Power Sockets for Clean Power	Office Block	3		
16	13A Standard Single Power Sockets for Clean Power	Meeting Hall	1		
17	13A Standard Single Power Sockets for Clean Power	Guest House	2		
18	13A Standard Double Power Sockets for Raw Power	Office Block	6		
19	13A Standard Double Power Sockets for Raw Power	Meeting Hall	2		
<b>SECOND FLOOR</b>					
20	13A Standard Double Power Sockets for Clean Power	Gym	4		
21	13A Standard Double Power Sockets for Clean Power	Library	2		
22	13A Standard Double Power Sockets for Clean Power	Lobby	2		
23	13A Standard Double Power Sockets for Clean Power	Roof	5		
24	13A Standard Single Power Sockets for Clean Power	Gym	1		
25	13A Standard Single Power Sockets for Clean Power	Lobby	1		
26	13A Standard Single Power Sockets for Clean Power	Roof	1		
27	13A Standard Double Power Sockets for Raw Power	Gym	7		
28	13A Standard Double Power Sockets for Raw Power	Library	2		

	29	13A Standard Double Power Sockets for Raw Power	Lobby	2		
	30	13A Standard Double Power Sockets for Raw Power	Roof	5		
	31	32Amp Single phase Circuit Breakers	Server room	5		
	32	12-way 3 Phase Power Distribution Board with single phase Circuit Breakers		TBD		
	33	2.5mm Single Core Power Cable (Red, Green & Black)		TBD		
	34	Power Cabling Accessories (Cable Lugs e.t.c)		TBD		
	35	Flexible Power Cable		TBD		
<b>SUB-TOTAL IN US\$</b>						
<b>E</b>	<b>EARTHING MATERIALS</b>					
	1	Earth Bar		TBD		
	2	Earth Cable		TBD		
	3	Cable Lugs		TBD		
	4	Earthing Accessory materials		TBD		
<b>SUB-TOTAL IN US\$</b>						
<b>F</b>	<b>INSTALLATION CONSUMABLES AND ACCESSORIES</b>					
	1	RJ45 Connectors		TBD		
	2	Wall Plugs		TBD		
	3	Screws		TBD		
	4	Cable Ties		TBD		
	5	Masking and Insulation tape		TBD		
	6	Labelling Cartridge		TBD		
<b>SUB-TOTAL IN US\$</b>						
<b>G</b>	<b>LABOUR</b>					
	1	Civil works		TBD		
	2	Labour for Cable Pulling, Termination, Testing, labelling, and Commissioning		TBD		
<b>SUB-TOTAL IN US\$</b>						
<b>GRAND TOTAL IN US\$</b>						

I hear by confirm that all the items quoted in this offer confirms to the above-mentioned specification.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE and STAMP: \_\_\_\_\_

## Annex C: Technical Evaluation Criteria

Mandatory Evaluation Criteria		
Valid Registration Documents / Certificate issued by competent authority	<b>PASS/FAIL</b>	
The company registration date of a minimum three years before the tender deadline	<b>PASS/FAIL</b>	
Bidder confirms the acceptance of the following Annexes in writing and will be required to strictly adhere to, for the purpose the proposed contract.		
<b>Annex F:</b> General Conditions of Contracts for the provision of and Services -2018	<b>PASS/FAIL</b>	
<b>Annex G:</b> Supplier's Code of conduct	<b>PASS/FAIL</b>	
Criteria	Evaluation criteria	Marks distribution
The Bidder's qualifications & Capacity	Company's organizational structure for Escalations (0-20) marks	<b>10 marks.</b>
	1- Technical e.g., Technical Helpdesk, Technicians, Engineers 2- Commercial e.g., Account Manager, Dep Account Manager	<b>10 marks</b>
	Technicians Availability Provide CVs of trained/Certified Technicians. (0- 10) marks	<b>10 marks</b>
	Company's experience in provision of LAN & Power Cabling Services (0-10) marks	<b>10 marks</b>
Proposal Work Plan and Approach	Understanding of, and responsiveness to, UNHCR requirements. (0-10 marks)	<b>10 marks</b>
	- Clear service provision approach (0-10 marks)	<b>10 marks</b>
	- Understanding of scope, objectives and completeness of response (0-10 marks)	<b>10 marks</b>
	Site Visit done and Signed Site visit certification from authorised UNHCR Personnel (10 Marks)	<b>10 marks</b>
Company's experiences	Company has experience of the provision of implementing, commissioning and maintenance of LAN and Power Cabling projects within the UN agency or INGO	<b>15 marks</b>
	- Provided proof of Signed contracts or Purchase Orders POs or Certificate of Project completion (0-15 marks). - Provided reference letters from the clients (0-5 marks)	<b>5 marks</b>