



UNHCR

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

DATE: 11 SEPTEMBER 2021

REQUEST FOR QUOTATION: RFQ/HCR/FOD/2021/005

SUPPLY AND ASSEMBLY OF OFFICE/GUESTHOUSE FURNITURE TO UNHCR FIELD OFFICE IN DAMAZINE, BLUE NILE STATE, SUDAN

QUOTATION TO BE RECEIVED BY: 16 SEPTEMBER 2021 at 16:00 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) Below in this Request for Quotation (RFQ) for **Supply and Assembly of Office/Guesthouse Furniture** to UNHCR Field Office in Damazine, Blue Nile state-Sudan.

1. REQUIREMENTS

- **Delivery Point:** To be delivered to UNHCR Field Office in Damazine, Blue Nile state-Sudan.
- **Delivery lead time:** within **05 working days** upon receipt of Award letter or Purchase Order.
- **NOTE:** Sample of a clear photo of each item should be submitted with your quotation.

Please include all your services (Transport and Assembly etc.) in your quotation and the following price information (without VAT) and note that UNHCR has tax and duty exemption status in Sudan:

- Currency: **US\$ Dollar**
- Unit Cost:
- Total Cost:

Please fill in below lines:

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

Annex A: Financial Offer Form with Specifications

| <i>S/N</i> | <i>Item Description</i> | <i>Specifications</i> | <i>UoM</i> | <i>Qty</i> | <i>Unit Price in USD</i> | <i>Total Price in USD</i> |
|------------|---|---|------------|------------|---------------------------|---------------------------|
| 1 | Office Desks | 1.60 cm x 80 cm | EA | 28 | | |
| 2 | Office Chairs fabric (Standard executive) | Low back with arm rest | EA | 28 | | |
| 3 | Visitor office chairs M5 | Standard Fabric black | EA | 48 | | |
| 4 | Coffee tables | 1m 20 cm L x 60 cm l | EA | 9 | | |
| 5 | Metal cabinets | 80 cm large x 2 m high | EA | 9 | | |
| 6 | Metal cupboard | 80 cm large x 2 m high | EA | 2 | | |
| 7 | Meeting table | 5 m Long x 1.5 m large | EA | 1 | | |
| 8 | King single bed + Mattress | King | Set | 8 | | |
| 9 | Wardrobes, (wood) | 1.60 m Long x 2 m high | EA | 8 | | |
| 10 | Study tables, (wood) | 1.10 m Long x 40 cm large | EA | 8 | | |
| 11 | Sofa sets (wood 3 sets) | Two seaters sofa + 1 chair | Set | 3 | | |
| 12 | Sofa sets (wood) | Two seaters sofa | Set | 2 | | |
| 13 | Sofa sets (wood) | Three seaters sofa + 4 chairs | Set | 2 | | |
| 14 | Carpets | 2.30 m Long x 1.50 m large | EA | 2 | | |
| 15 | Kitchen cabinet (L shape on two walls Each wall is 4 meters long) | 4 meters Long | EA | 2 | | |
| 16 | Dining table with 12 chairs | Standard | Set | 1 | | |
| 17 | Hanger | sets | Set | 16 | | |
| 18 | Mirrors | Stand alone mirrors | EA | 8 | | |
| 19 | Mosquito net | For king beds | EA | 9 | | |
| 20 | Upholstery (bed sheets, cushion, pillows, duvets etc.) | 3 sets for each 8 rooms | Set | 24 | | |
| 21 | Bedside lights | Standard | EA | 8 | | |
| 22 | foot rugs | For bathrooms | EA | 9 | | |
| 23 | Garden chairs and tables | 1 table and 4 chairs each | EA | 3 | | |
| 24 | Cantilever Sun shades | Rectangular garden shades (Big umbrellas) | EA | 3 | | |
| | | | | | Grand Total in USD | |

2. RFQ DOCUMENTS

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

- Annex A:** Financial offer Form with Specifications
- Annex B:** UNHCR General condition of contract for the provision of goods and services
- Annex C:** UN Suppliers Code of conduct
- Annex D:** Vendor Registration Form

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 accepted thereof by the supervising or received 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 quotation the vendor registration Form (**Annex D**).

Please note that the UNHCR General condition of contracts for provision of Goods/Services in (**Annex B**) should 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 C**) the UN Supplier code of conduct and must be signed.

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to suddasu@unhcr.org by quoting the RFQ number (**RFQ/HCR/FOD/2021/005**) in the subject line of your email.

The deadline for receipt of questions is 15th September 2021, 15:00 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 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.

5. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **16 September 2021, 16:00 Hrs**, Sudan Standard Time by email to: suddasu@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/2021/005**
- 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

