



UNHCR

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

DATE: 21 September 2021
REQUEST FOR QUOTATION: [No. RFQ/ HCR/GSO/21/030]

Supply and delivery of Engine oil, Tyres & Batteries – for UNHCR Gedaref office- Sudan

QUOTATION TO BE RECEIVED BY: 26 September 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 Gedarif would like to purchase Engine oil, Tyres & Batteries and to receive firm offers from duly registered local companies in Sudan. The required Engine oil, Tyres & Batteries per the specification given in Annex A.

- Requirement: Engine oil, Tyres and Batteries
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Warehouse in Gedarif– Sudan
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the requirement. 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 26 September 2021 by Sunday by 12 hrs. The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

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 Gedarif
Alasra, area Plot 33, Block 2

To: Email address: hussaish@unhcr.org, djeya@unhcr.org, dahab@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.

QUOTATION TO BE RECEIVED BY: 26 September 2021 i.e. Sunday by 1200 Hrs.

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.

Shabbir Hussain

Supply Officer
(On Mission)
UNHCR Sub Office Gedarif

ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. RFQ/ HCR/SC/GSO/2021/030

QUOTATION TO BE RECEIVED BY: 26September 2021 by 1200Hrs.

Supply and delivery of Engine oil, Tyres & Batteries at UNHCR warehouse in Gedaref – 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.

S/No	Item description	UoM	QTY	Unit Price	Total (SDG)	Remarks
1	Tyres (285/65 R17) V8 Dunlop	pieces	50			Supplier should provide detailed information, specs, make and model and country of origin of the Tyres and lubricants and other accessories separately with their financial offers
2	Tyres (265/65 R17) Prado Dunlop	pieces	30			
3	Tyres (750 R16) With Inner Tube LC HT Dunlop	pieces	50			
4	Lubricant (Engine Oil – 50A diesel)	Gallon	300			
5	70 Amp Dry Battery Right	pieces	10			
6	70 Amp Dry Battery Left	pieces	10			
7	100 Amp Dry Battery For Perkins Gen-Set 50 KVA	pieces	5			
8	Brake pads Front (LC V8)	Set	10			
9	Brake pads Rear (LC V8)	Set	10			
10	Brake Pads Front Prado	Set	5			
11	Brake Pads Rear Prado	Set	5			
12	Brake Pads Front LC HT	Set	30			
13	Brake Shoe LC HT	Set	30			
14	Windshield (LC V8)	pieces	10			
15	Windshield (LC Prado)	pieces	5			
16	Glass Windshield 56111-60A90 (LC HT)	pieces	30			
17	Fan Belt LC Prado	Set	5			
18	AC Belt LC Prado	pieces	5			
19	AC Belt LC HT	pieces	20			
20	Fan Belt LC HT	Set	50			
21	Oil Filter LC V 8	pieces	30			
22	Fuel Filter V 8	pieces	30			
23	Air Filter LC V 8	pieces	20			
24	AC filter LC V 8	pieces	6			
25	Oil Filter LC Prado	pieces	20			
26	Fuel Filter Prado	pieces	20			
27	Air Filter LC Prado	pieces	5			
28	AC filter LC Prado	pieces	5			

29	Oil Filter LC H T	pieces	100		
30	Fuel Filter LC H T	pieces	100		
31	Air Filter LC H T	pieces	50		
32	AC filter LC HT	pieces	20		
33	Blade Wiper LC V 8	Set	6		
34	Blade Wiper LC Prado	Set	3		
35	Blade Wiper LC H	Set	20		
36	Front Shock absorber LC V 8	Set	6		
37	Rear Shock absorber LC V 8	Set	6		
38	Front Shock absorber LC Prado	Set	2		
39	Rear Shock absorber LC Prado	Set	2		
40	Front Shock absorber LC HT	Set	5		
41	Rear Shock absorber LC HT	Set	5		
42	Brake Oil / Fluid	Bottle	50		
43	Gear Oil 90	Gallon	20		
Grand Total:					

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

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____