



UNHCR

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

DATE: 23 March 2022

REQUEST FOR QUOTATION: NO. RFQ/HCR/KAD/SUP/2022/004 -Amendment 1

**SUPPLY INSTALLATION AND DELIVERY OF HOME /OFFICE APPLIANCE TO THE
UNHCR OFFICES IN KORDOFAN, SUDAN**

QUOTATION TO BE RECEIVED BY: 10 April 2022 – 15:00 HRS

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 supply delivery and installation of home appliance to the UNHCR Kadugli Sub Office, Abu Jubiha Filed unit, EL Fula field Office , EL Leri Guesthouse , EL Meriam Guesthouse, Keilek Guesthouse Kordofan States, Sudan.

1. REQUIREMENT:

As per **Annex A:** Financial Offer and **Annex B:** Technical specification.

2. RFQ DOCUMENTS-ANNEXES:

The followings Annexes are integral part of this RFQ:

- Annex A: Financial Offer
- Annex B: Technical specifications
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for provision of Goods and services
- Annex G: UN Code of conduct

Please note that UNHCR has tax and duty 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 of receipt in UNHCR, Kadugli Sub Office of complete documents in good order after satisfactory delivery of goods/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.

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

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

Vendor Registration Form: If your company is not registered with UNHCR you should complete, sign, and submit with your offer the Vendor Registration Form (**Annex C**). Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

3. ACKNOWLEDGMENT:

We would appreciate your informing us of the receipt of this RFQ by return email to sudkdst@unhcr.org As to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

4. CLARIFICATIONS:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to sudkdst@unhcr.org The deadline for receipt of questions is 03 April 2022 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 all **templates provided**. It should conform to the requirements and contain all information required. Your offer should consist of the following **signed and stamped** documents:

- This RFQ document
- Annex A: Financial Offer
- Annex B: Technical specifications
- Annex C: Vendor Registration Form (if not registered)

Please fill in below lines:

Name of the vendor:.....

Address/telephone No:.....

Email adress:.....

Contact person/ title:.....

Delivery lead time in days.....

Delivery term;

Delivery location:

Total amount without VAT (**Indicate USD or SDG**):.....

Total amount in words:.....

Offer validity period:.....

Indicate that you accept UNHCR general conditions of contracts for provision of goods and services/
UN code of conduct:.....

Date:.....

Signature & Stamp:.....

6. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **10 April 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudkdst@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 **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/KAD/SUP/2022/004 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 Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

**Samawal Mohamed
Senior Supply Assistant
UNHCR Kadugli Sub-Office, Sudan**

Annex A: Financial Offer

After you go through this RFQ document, please fill the financial and the formal information below (without VAT): Referred to attached Annex (B) technical specification

(1) Kadugli: (South Kordofan)

Item	Description	Unit	Quantity	Unit Price	Total Amount DAP Kadugli
1	SMART TV 32 inch	Each	4		
2	Air conditioner (Split Unit)	Each	4		
3	Washing machine	Each	2		
4	Electrical Kettle	Each	3		
5	Iron Board	Each	2		
6	Board	Each	2		
7	Microwave	Each	1		
8	Refrigerator 14 feet	Each	1		
10	Fridge 6 Feet	Each	4		
11	Bath towels large	Each	8		
12	Bed sheets, double set of 2 with 2 pillowcases	Set	16		
13	Bedside reading lamp	Each	8		
14	Blender	Each	2		
15	Bowls,	Each	48		
16	Can opener	Each	3		
17	Clothes drying rack, foldable	Each	5		
18	Coffee maker	Each	2		
19	Coffee cups	Each	48		
20	Cooking Pots	Each	3		
21	Cooking stove Gas	Each	1		
22	Cutting boards Large	Each	6		
23	Frying pan medium, Large, small set of three	Set	4		
24	Glasses juice	Each	48		
25	Fork large size for kitchen	Each	6		
26	Spoon large size for kitchen	Each	6		
27	peeler	Each	6		
28	Slotted spoon	Each	6		
29	Kitchen Knives, 12" blade	Each	6		
30	Table knives	Each	48		
31	Mosquito dome tent	Each	8		
32	Plates (dinner)	Each	48		

33	Pyrex rectangular roaster	Each	6		
34	Tray	Each	12		
35	Soup bowls	Each	48		
36	Spoons tea	Each	24		
37	Spoons table	Each	48		
38	Toaster	Each	2		
39	Hot Water Dispenser countertop (thermos 40L)	Each	2		
40	Deep freezer 14 feet	Each	1		
41	Forks table	Each	48		
42	Water Dispenser	Each	5		
Total Amount (indicate USD or SDG)					

(2) Abu Jubiha (South Kordofan)

Item	Description	Unit	Quantity	Unit Price	Total Amount DAP Abu Jubiha
1	SMART TV 43 inch	Each	1		
3	Washing machine	Each	1		
4	Electrical Kettle	Each	1		
5	Iron Board	Each	2		
6	Board	Each	2		
7	Microwave	Each	1		
8	Fridge 6 Feet	Each	4		
9	Bath towels large	Each	8		
10	Bed sheets, double set of 2 with 2 pillowcases	Set	16		
11	Blender	Each	1		
12	Bowls,	Each	12		
13	Can opener	Each	2		
14	Clothes drying rack, foldable	Each	2		
15	Coffee maker	Each	1		
16	Coffee cups	Each	24		
17	Cooking Pots	Each	2		
18	Cutting boards Large	Each	3		
19	Frying pan medium, Large, small set of three	Set	1		
20	Glasses juice	Each	24		
21	Fork large size for kitchen	Each	3		
22	Spoon large size for kitchen	Each	3		
23	peeler	Each	3		

34	Slotted spoon	Each	3		
25	Kitchen Knives, 12" blade	Each	3		
26	Table knives	Each	12		
27	Mosquito dome tent	Each	8		
28	Plates (dinner)	Each	12		
29	Pyrex rectangular roaster	Each	2		
30	Tray	Each	4		
31	Soup bowls	Each	12		
32	Spoons tea	Each	12		
33	Spoons table	Each	12		
34	Toaster	Each	1		
35	Hot Water Dispenser countertop (thermos 40L)	Each	1		
36	Forks table	Each	12		
37	Water dispenser	Each	1		
37Total Amount (indicate USD or SDG)					

(3) EL leri : (South Kordofan)

Item	Description	Unit	Quantity	Unit Price	Total Amount DAP EL Leri
1	SMART TV 43 inch	Each	1		
3	Washing machine	Each	1		
4	Electrical Kettle	Each	1		
5	Iron	Each	2		
6	Iron Board	Each	2		
7	Microwave	Each	1		
8	Refrigerator 14 feet	Each	1		
11	Bath towels large	Each	8		
12	Bed sheets, double set of 2 with 2 pillowcases	Set	16		
14	Blender	Each	1		
15	Bowls,	Each	12		
16	Can opener	Each	2		
17	Clothes drying rack, foldable	Each	2		
18	Coffee maker	Each	1		
19	Coffee cups	Each	12		
20	Cooking Pots	Each	12		
21	Oven	Each	1		

22	Cutting boards Large	Each	2		
23	Frying pan medium, Lage, small set of three	Set	2		
24	Glasses juice	Each	12		
25	Fork large size for kitchen	Each	2		
26	Spoon large size for kitchen	Each	2		
27	peeler	Each	2		
28	Slotted spoon	Each	2		
29	Kitchen Knives, 12" blade	Each	3		
30	Table knives	Each	12		
31	Mosquito dome tent	Each	8		
32	Plates (dinner)	Each	12		
33	Pyrex rectangular roaster	Each	2		
34	Tray	Each	4		
35	Soup bowls	Each	12		
36	Spoons tea	Each	12		
37	Spoons table	Each	12		
38	Toaster	Each	1		
39	Forks table	Each	12		
40	Water Dispenser	Each	1		
Total Amount (indicate USD or SDG)					

(4) EL Fula: (West Kordofan)

Item	Description	Unit	Quantity	Unit Price	Total Amount DAP EL Fula
1	Iron	Each	2		
2	Iron Board	Each	2		
3	Microwave	Each	1		
4	Fridge 6 Feet	Each	3		
5	Bath towels large	Each	8		
6	Bed sheets, double set of 2 with 2 pillowcases	Set	8		
7	Bowls,	Each	12		
8	Can opener	Each	3		
9	Clothes drying rack, foldable	Each	2		
10	Coffee maker	Each	1		
11	Coffee cups	Each	12		
12	Cooking Pots	Each	1		

13	Cooking stove Gas	Each	1		
14	Cutting boards Large	Each	2		
15	Frying pan medium, Lage, small set of three	Set	2		
16	Glasses juice	Each	48		
17	Fork large size for kitchen	Each	2		
18	Spoon large size for kitchen	Each	2		
19	peeler	Each	2		
20	Slotted spoon	Each	2		
21	Kitchen Knives, 12" blade	Each	3		
22	Table knives	Each	12		
23	Mosquito dome tent	Each	6		
24	Plates (dinner)	Each	48		
25	Pyrex rectangular roaster	Each	3		
26	Tray	Each	6		
27	Soup bowls	Each	12		
28	Spoons tea	Each	12		
29	Spoons table	Each	12		
30	Toaster	Each	1		
31	Deep freezer 14 feet	Each	1		
32	Forks table	Each	12		
Total Amount (indicate USD or SDG)					

(5) Keilek : (West Kordofan)

Item	Description	Unit	Quantity	Unit Price	Total Amount DAP Keilek
1	SMART TV 43 inch	Each	1		
2	Bath towels large	Each	8		
3	Bed sheets, double set of 2 with 2 pillowcases	Set	8		
4	Bowls,	Each	8		
5	Can opener	Each	2		
6	Coffee cups	Each	12		
7	Cooking Pots	Each	2		
8	Cutting boards Large	Each	2		
9	Frying pan medium, Lage, small set of three	Set	2		
10	Glasses juice	Each	12		

11	Fork large size for kitchen	Each	3		
12	Spoon large size for kitchen	Each	2		
13	peeler	Each	2		
14	Slotted spoon	Each	2		
15	Kitchen Knives, 12" blade	Each	3		
16	Table knives	Each	12		
17	Mosquito dome tent	Each	8		
18	Plates (dinner)	Each	12		
19	Pyrex rectangular roaster	Each	3		
21	Tray	Each	3		
21	Soup bowls	Each	12		
22	Spoons tea	Each	6		
23	Spoons table	Each	12		
24	Forks table	Each	12		
25	Water dispenser	Each	1		
Total Amount (indicate USD or SDG)					

(6) EL Meriam : (West Kordofan)

Item	Description	Unit	Quantity	Unit Price	Total Amount DAP EL Meriam
1	SMART TV 43 inch	Each	1		
2	Bath towels large	Each	8		
3	Bed sheets, double set of 2 with 2 pillowcases	Set	8		
4	Bowls,	Each	8		
5	Can opener	Each	2		
6	Coffee cups	Each	12		
7	Cooking Pots	Each	2		
8	Cutting boards Large	Each	2		
9	Frying pan medium, Lage, small set of three	Set	2		
10	Glasses juice	Each	12		
11	Fork large size for kitchen	Each	3		
12	Spoon large size for kitchen	Each	2		
13	peeler	Each	2		
14	Slotted spoon	Each	2		
15	Kitchen Knives, 12" blade	Each	3		
16	Table knives	Each	12		
17	Mosquito dome tent	Each	8		

18	Plates (dinner)	Each	12		
19	Pyrex rectangular roaster	Each	3		
21	Tray	Each	3		
21	Soup bowls	Each	12		
22	Spoons tea	Each	6		
23	Spoons table	Each	12		
24	Forks table	Each	12		
25	Water dispenser	Each	1		
Total Amount (indicate USD or SDG)					

Delivery term: **Delivery at Place (DAP)**

Delivery location: **UNHCR Offices in Kadugli, EL Fula, and EL Leri , Abu Jubiha, EL Meriam, EL Keilek**

Delivery lead time: **Maximum 15 days upon receiving the purchase order**

DATE: -----

NAME: -----

SIGNATURE: -----

COMPANY NAME: -----

MOBILE: -----

OFFICAL STAMP: -----

Annex B: Technical Specifications

Item	Description	Specification	Sample
1	Washing machine	Capacity: At least 9 Kgs - Smart Inverter motor - Smart motion - Smart diagnosis - Top loader - Warranty: 10 years for the motor and 2 years for the other parts (with serialized warranty card for the product)	
2	Air conditioner (Split Unit)	Dual inverter 18,000 BTU - Energy saving: At least 55% - Fast colling: At least 55 % - Warranty: 10 years for the compressor and 2 years for the other parts (with serialized warranty card for the product)	
3	Refrigerator 14 inch	LG or equivalent Smart Inverter Compressor LED Lighting, 2 door, Tempered Glass Shelves, Fresh Zone, Smart Diagnosis, Capacity 437, Net Litre 393, 14 feet's, Platinum Silver	
4	Oven	Table gas cooker/liquefied gas - Material: Aluminum - Number of burners: 3 - Warranty: At least 1 year (with serialized warranty card for the product)	
5	Microwave	. Capacity: 20 liters - Warranty: 5 years for the motor and 2 years for the other parts (with serialized warranty card for the product)	
6	Iron	- Watts: 1200 - Features: thermostat control/ swivel card/ indicator - Manufacturer: Tefal or equivalent - Warranty: at least 1 year (with serialized warranty card for the product)	
7	Electrical Kettle	- Capacity: At least: 1.5 liters - Watts: 2400 W - Manufacturer: Tefal or equivalent - Warranty: At least 1 year (with serialized warranty card for the product)	
8	TV	43''inch UHD - Resolution: at least 3840*1260 UHD - WebOS Smart - Connectivity: 3 HDMI, 2 USB, LAN - Quad Core Processor - AI smart - Warranty: at least 2 years (with serialized warranty card for the product)	
9	Ironing Board	Extra Large Size METALIZED Design Ironing Board Cover with Thick Foam Backing & Drawstrings	

10	Fridge 5 Feet	<p>Type: compressor based, with internal freezer</p> <p>- Warranty: 5 years for the compressor and 1 year for the other parts (with serialized warranty card for the product)</p>	
11	Bath towels large	100% cotton, 70x140cm, GSM white	
12	Bed sheets, double set of 2 with 2 pillowcases	100% Cotton, sheets 200 TC 120 X 200cm, pillowcase 200 TC, 50 X 75cm white, Gray	
13	Bedside reading lamp	Set of 2 lamps. Each is 30" high overall. Bases are 5 3/4" wide x 4 3/8" deep. Weigh 5.8 lbs.	
14	Blender	<p>3 speeds, 64 oz. break-resistant polycarbonate</p> <p>Overall Outside Dimensions:</p> <p>7.0" wide x 8.0" deep x 16.0" high</p> <p>Manufacture warranty 1-year parts & labor plastic container ja</p>	
15	Bowls,	<p>(Cereal, soup) material: Porcelain, Shape: Round, Color: White, Capacity: 29 Ounce</p> <p>Features: Microwave & Freezer Safe/ Dish Washer Safe</p>	
16	Can opener	<p>Dimension: 7.9 x 2.1 x 3.3"/20 x 5.3 x 8.4 cm</p> <p>Warranty- Free of manufacturing defects for one year</p>	

17	Clothes drying rack, foldable	Indoor Outdoor Clothing Drying Rack Installation Type: Standing Pipe Material:430 Stainless Steel Composite Pipe	
18	Coffee maker	<ul style="list-style-type: none"> -Detachable filter holder -Drip-stop -Dish-washer-proof parts -Capacity: 1.2 L -Power: 1000W -Voltage: 220-240V - Frequency: 50/60Hz- Brewing time: 10minute(s) -Warranty: at least 2 years (with serialized warranty card 	
19	Coffee cups	High temperature resistance. Applicable microwave oven, dishwasher, sterilizer	
20	Cooking Pots	Capacity: 7 litres minimum total inner volume Material: stainless steel or aluminium Diameter: min 250mm, max 280mm internal diameter Thickness: min 0.8mm in the center of the bottom and minimum 0.6mm at 20mm from the top of the wall (aluminium min1.75mm) Handles: 2 stainless steel handles Warranty: at least 2 years (with serialized warranty card	
21	Cooking stove Gas	Gas 4 burner with oven including lateral 3,8kW triple ring burner; w/ Safety device Settings oven Stainless steel single piece worktop Cast iron trivet Black glass control panel Oven thermometer Large metal finish knobs, one-hand ignition U-shaped stainless steel oven door triple glass door Dimensions:60X59.5XM	
22	Cutting boards Large	Material: food grade plastic PP best quality Eco-friendly material.	

23	Frying pan medium, Lage, small	Aluminium, General Use for Gas and Induction Cooke, Non-stick Frying Pan, good quality	
24	Glasses juice	Material: Glass Dimensions: 8.9 x 6.77 x 4.33 inches	
25	fork	Kitchen utensils - large-size fork for serving	
26	spoon	Kitchen utensils - serving spoon	
27	peeler	Kitchen utensils, peeler	
28	Slotted spoon	Kitchen utensils, Slotted spoon	
29	Knives	Kitchen Knives, 12" blade	
30	Knives	Knives table, stainless steel	

31	Mosquito dome tent	<p>LENGTH X WIDTH OUTER TENT 225 x 130 cm CENTRAL HEIGHT 125 cm FLY SHEET COVERED SURFACE 2,86 m2 MATERIAL FRAME: Fiberglass frame</p>	
32	Plates (dinner)	<p>Color: White Type: Dinner Plate Material: Ceramic Microwave Safe Set of 6 Dinner Plate</p>	
33	Pyrex rectangular roaster	<p>Oven proof, Irresistible Glass Square Roaster High Resistance Easy grip Size: 29 x 23 cm Capacity: 2,3 L Material: Borosilicate glass</p>	
34	Tray	<p>Serving Tray medium Plastic, 14 x 18"</p>	
35	Soup bowls	<p>Primary Materia: Stoneware Dishwasher Safe Color: White Dimensions 2.5" H x 6.5" W x 6.5"</p>	
36	Spoons tea	<p>Spoons for tea, stainless steel, (cutlery)</p>	
37	spoons	<p>Table Stainless steel</p>	
38	Toaster	<p>Extra wide and deep for larger bread High lift lever for safer and easier removal of toast Manual 'Lift & Look' lever to check progress without interrupting the toast cycle 6 browning settings For easy cleaning Cord storage integrated into the base "Lift & Look", 'A Bit More', crumpet, frozen and cancel Warranty: at least 2 years (with serialized warranty card for the product)</p>	

39	Hot Water Dispenser countertop (thermos 40L)	<p>drink warmer/insulator barrel/insulated container/milk tea bucket/coffee pot Material: Stainless steel Capacity:40L Warranty: at least 2 years (with serialized warranty card for the product)</p>	
40	Deep freezer 14 feet	<p>Chest Freezer Door Finish: White Baskets/shelves -Wire Basket with lock -Interior Light -Compressor Type: Ordinary Dimensions (HxWxD): 33.88" x 53.74" x 28.74" Total Capacity: 14.13 cu. ft. Warranty: 10 years for the motor and 2 years for the other parts (with serialized warranty card for the product)</p>	
41	Forks	Forks for table, stainless steel	
42	Water Dispenser	<p>Cooling Floor Standing, Bottle Top Loading Type: Hot & Cold Compressor Heating Power/Capacity:500W, 5L/H (85-95°C) Warranty: 5 years for the motor and 2 years for the other parts (with serialized warranty card for the product)</p>	