

DATE: 14 May 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/PZU/2024/10

FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE AND ELECTRICAL
ITEMS

QUOTATION TO BE RECEIVED BY: 20 May 2024 , 13:00 HRS Mid day

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 supply and delivery of Guesthouse Furniture and Electrical items to UNHCR Port Sudan Office** as per the attached Bill of quantity (Annexes A).

1. REQUIREMENTS

Description: For the supply and delivery of Guesthouse Furniture and Electrical items as per the attached Requirement **Annex A**.

- **Delivery time (After receipt of contract) :** Immediately
- **Location:** Port Sudan , Hai Elmatar , Block 01 , House Number 17

Please include the following price information in your quote (without VAT):

Currency: **USD/SDG**

Total Cost for goods:

Important:

- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the Banks
- Your Price quotation must be valid at least for 90 days.

Annex A: Financial Offer

- Additional fees if any (please specify)
- Delivery Lead Time :
- Offer Validity Period :

For Goods and Services:

- **Delivery Point:** Port Sudan , Hai Elmatar , Block 01
- Name of Vendor.....
- Address/Telephone No:
- Contact Person:

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

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- Delivery time in days:
- Warranty:.....
- Total Amount in Words
- Date:.....
- Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specifications / Photoes

Annex B : Financial Offer form

Annex C: General Terms and Conditions for Goods & Services

Annex D: Vendor Registration Form

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, Port Sudan 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 (USD) or local currency (SDG)

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 D**).

Please note that these terms and conditions (**attached with this RFQ**) will be strictly adhered to for the purpose of any future contract.

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.

SUPPLIER VISIT:

UNHCR will visit shops to check quality of items.

3. RFQ Submission

We would appreciate receiving your quotation on or before **20 May 2024 , 13:00 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/PZU/2024/10**

-Name of your firm:

-Number of e-mails that are sent (example: 1/2, 2/2)

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

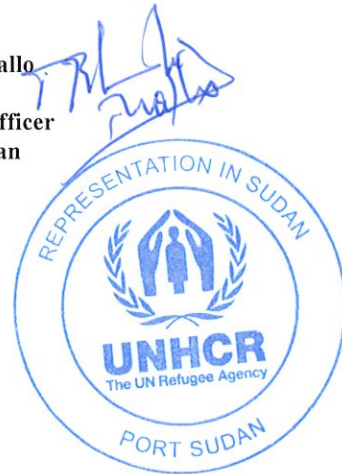
Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

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.



Thank you for your kind attention.

Mamoudou Diallo
Senior Supply Officer
UNHCR Sudan



Annex A - Specification for Furniture and Electrical Items - RFQ/HCR/PZU/2024/10

#	Item Description	Specifications	Sample photo	UOM	Qty
1	Office/ Rolling Chairs	Good quality		Each	20
2	Visitors chairs	Good quality		Each	30
3	Cabinet wooden 2 Doors	Good quality lockable 90X140 CM the upper doors should be glass		Each	5
4	Wooden Table	Wooden table small size LWH 40X40X38.5 cm		Each	10
5	Paper Shredder	Heavy duty Dimensions (W x H x D mm) 406 x 589 x 320 Power consumption (W) 450 Shreds: Paper, Paper clips & Staples Cut Type: Cross Cut Shredded 10 - 30 sheets		Each	5
6	Small Refrigerator 5ft			Each	2
7	Coffee Machine	Good quality		Each	5

8	Smart TV 43 inches (Flat) (LG, /Samsung/Sonny or equivalent)	Screen Size 43" inches smart TV. Definition UHD. All accessories must be included and Manufacturer's warranty and quality certificate to be provide. Please submit the technical brochure/sheet in your technical offer.		Each	2
9	Wooden dining Table with 6 Sets	274cm long and 100cm wide the height 80cm Good quality		Each	2

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TOTAL COST - USD

Notes:-

1. Offer should be for the provision of materials and installation services inclusively
2. Prices should be quoted in SDG/USD. Kindly indicate the currency of the Quote
3. Prices quoted must be exclusive of VAT
4. The supplier will be paid VAT in SDG by UNHCR at the invoicing stage at the applicable rate

Please Indicate:-

(a) Delivery time from PO Date

(b) Validity of the Offer

Date:-

Name:-

Signature:-

In the Capacity of:

Duly authorised to Sign the Bid for and on Behalf of:

Official Stamp