



UNHCR

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

DATE: 18 November 2024

REQUEST FOR QUOTATION: NO. RFQ/HCR/WH/SUP/2024/013

**SUPPLY AND DELIVERY OF ASSORTED ICT EQUIPMENT FOR UNHCR OFFICE IN
WADI HALFA NORTHERN STATE, SUDAN**

QUOTATION TO BE RECEIVED BY: 24 November 2024 – 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, of assorted ICT Equipment for UNHCR office in Wadi Halfa Northern State, Sudan

1. REQUIREMENT:

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

2. RFQ DOCUMENTS-ANNEXES:

The followings Annexes are integral part of this RFQ:

- Annex A: Technical specifications.
- Annex B: Financial Offer
- Annex C: UNHCR General Conditions of Contracts for provision of Goods and 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, Wadi Halfa 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>

3. **ACKNOWLEDGMENT:**

We would appreciate your informing us of the receipt of this RFQ by return email to sudkh-su@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 sudkh-su@unhcr.org The deadline for receipt of questions is 21 November 2024 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: Technical specifications.
- Annex B: Financial Offer

Please fill in below lines:

Name of the vendor:.....

Address/ttelephone No:.....

Email adress:.....

Contact person/ title:.....

Delivery lead time in days.....

Delivery term;

Delivery location:

Total amount without VAT **in USD** :.....

Total amount in words:.....

Offer validity period:.....

Indicate that you accpet 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 **24 November 2024, 15:00 HRS Sudan Standard Time** by return to email: sudkh-su@unhcr.org OR by hand delivery to the following address:

UNHCR Office Located at Wadi Halfa Block 01 area, Sudan from 8:00 AM to 15:00 PM

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/KRT/SUP/2024/013 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 C)** 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.

**Ibrahima Drame
Supply Officer**

UNHCR Sudan



Annex A: Technical Specification of Assorted ICT Equipment

No	Item Description	Quantities
1	Dansat satellite receiver	5
2	Power Supply (Model No: UTP-221, INPUT: 100 -240V -4.5A 50/60Hz, OUTPUT: 49V = 1.9A (X4) Total Max 320W) LPS IP66 Type 4.)	1
3	Wireless Keyboard (Logitech MK330)	10
4	Monitor (HP M24f)	10
5	Headset (Logitech H540)	10
6	HP Printer LaserJet Pro MFP M227fdn Mono	1
7	Ricoh Print/ IM C2000	1
8	Wi-Fi Router (E5576-325)	3
9	Thuraya dock unit for (<i>Thuraya XT-PRO</i>)	2
10	Mouse (Logitech MK330)	10
11	RJ 45 Cable connector	5
12	HDMI to Rj45 Adapter Extension LAN Cable 2X HDMI 30M to Rj45 Network Cable	4
13	Dual LAN Rj45 network socket wall-mounted	5
14	Dome Camera HIKVISION Model DS-2CD2143G2-LIS2U	2
15	BULLET Camera HIKVISION Model DS-21643G0-IZ (H.265+)	3
16	best quality Toolbox	1
17	Conference set camera with stand (Logitech Rally with microphones, speakers, PC and Tab)	1