

United Nations Population Fund (UNFPA)

Email: [sudan@unfpa.org](mailto:sudan@unfpa.org), Website: www.unfpa.org

Date:26/01/2025

# Request for Quotation No. UNFPA/SDN/RFQ/ICT/002/25

**For the procurement of ICT Equipment’s**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of ICT Equipment’s to UNFPA Sudan.

This process is based on Fast Tracking Process (FTP), accordingly you have only 4 days to submit your quotation.

Specifications of the equipment’s were described in Annex A. Quotation Forms here below.

Bidders are required to provide:

* Prices in USD, DDP destination as per Annex A.
* Delivery time for each item
* Guarantee and after sale service as stated in the bidding documents (3 years against manufacturing defects)
* Validity of the quotation as stated in the bidding documents (90 days)
* Company registration documents (if not in UNFPA Sudan Suppliers list)
* All supporting contracts, PO’s proofs experience with UN agencies and NGO’s.

The goods are to be delivered maximum in 5 days upon issuance of PO.

A purchase order will be rewarded to the lowest bid technically compliant to the specifications detailed in this RFQ document.

UNFPA reserves the right to submit a Purchase Order for all items or partial for items matching the requirements.

UNFPA reserves the right to issue returning pricing accordingly.

**Documents to be submitted with the RFQ:** **Annex A. Quotation Forms (A )** **Electronically to the secure mailbox** [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org)

**Do not put any other email address in copy when submitting your bid, or you may be disqualified.**

Clearly specify the following text in the subject line:

**RFQ No. UNFPA/SDN/RFQ/ICT/002/25** US Dollars (USD). Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline, which can be checked at [http://treasury.un.org/operationalrates](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftreasury.un.org%2Foperationalrates&data=02%7C01%7Csumaya.abuzeid%40undp.org%7Cc00b00cf55fd47fc629b08d805e642a9%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637265834251976078&sdata=GfOInUTLKMpeo9%2FrC1WBDomnQ%2B%2FBCqLzwzbDuT%2FTVjE%3D&reserved=0) .

If payment is executed in US Dollar (USD), it is the Bidder’s responsibility to own a bank account in US Dollar (USD) registered in the name of the company and be authorized to receive electronic transfer (EFT) in US Dollar (USD).

Your earliest response to this query would be highly appreciated, but not later than:

**30/01/2025, 03.00 pm Sudan local time**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: [http://www.unfpa.org/suppliers.](http://www.unfpa.org/suppliers)

Best regards,

Name of Contact Person in UNFPA: Mohamed Abdalla, [mabdallah@unfpa.org](mailto:mabdallah@unfpa.org)

Tel. No.: 0912566474

Email : **sudan.office@unfpa.org.**

**Do not submit your bid to these contacts, or your bid will be disqualified. These contacts are made available only for questions and clarifications.**

**Bidders shall not receive responses to questions sent to** **sudan.office@unfpa.orgsince it is a secure mailbox.**

**Quotation Form**

**Name of Bidder:**

**Date of Bid: \_**

**Request for Quotation No: UNFPA-SDN-RFQ/ICT/002/25**

**Currency of Bid price:**

**Delivery time** *(weeks from receipt of order until dispatch):\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Expiration of Validity of Quotation** *(The quotation shall be*

*Valid for a period of at least 3 months* *after the Closing date.):* **90 days**

**Price Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Price** | **Total Cost DDP Port Sudan/Sudan** | **Technical Specs** |
|  |  |  |  |  |
|  |  |  |  |  |

**In your offer, please include:**

1. Detailed technical specifications.
2. Quality standard of the products.

*Vendor’s Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (**<http://www.unfpa.org/resources/unfpa-general-conditions-contract> **) and we will abide by this quotation until it expires.**

**Name and title Date and Place**

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