

Date: 10/09/2020

Request for Quotation No UNFPA/SDN/RFQ/WU/09/2020/014

WORK UNIFORMS

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **Work Uniforms** as per the items named below:

#	Description & Specifications	U.O.M	Quantity	Color
1	Safari Suit (80% - 100% cotton), good quality, different sizes لبسة سفاري - بنطلون وقميص - 80% - 100% قطن - نوعية جيدة - لون موحد	Piece	45	Unified
2	Boots (100% genuine leather), good quality, different sizes حذاء رجالي 100% جلد. مقاسات مختلفة نوعية جيدة - الالوان سوف تحدد لاحقا	Pair	23	To be defined
3	Belt (100% genuine leather) good quality, different sizes حزام 100% جلد. مقاسات مختلفة. نوعية جيدة - الالوان سوف تحدد لاحقا	Piece	44	To be defined
4	Socks (70% - 100% cotton), good quality, different sizes 70% - 80% قطن - نوعية جيدة - مقاسات مختلفة - لون اسود	Pair	44	Black
5	Skirt (80% - 100% cotton), good quality, different sizes اسكيرت حريمي - 80% - 100% قطن - نوعية جيدة - اللون ازرق غامق	Piece	6	Dark Blue
6	Blouse (80% - 100% cotton), good quality, different sizes قميص حريمي 80% - 100% قطن - نوعية جيدة - مقاسات مختلفة	Piece	6	Royal Blue
7	Female Shoes (100% genuine leather), good quality, different sizes احذية نسائية - جلد 100% - نوعية جيدة - مقاسات مختلفة	Pair	6	Navy Blue
8	Head cover (Tarha) (80% - 100% cotton), 2 m length غطاء راس (طرحة) - 80% - 100% قطن - نوعية جيدة - لون اسود	Piece	6	Black

The goods are to be delivered maximum in **10 days** upon issuing of PO.

The quotation shall be valid at least for **one month** after the closing date.

Suppliers are requested to provide **samples of all requested items** for evaluation purposes. 3 weeks after the closing date, the samples will be able to be collected by the suppliers from UNFPA office. The samples of the winning bidder can only be collected after successfully completing the delivery inspection of the totality of items requested by UNFPA.



If you are interested in submitting a quotation for these items, kindly fill in the **Quotation Form** on pages **3-4**.

There are 2 submission options:

1. Electronically to the secure mailbox sudan.office@unfpa.org . Clearly specify the following text in the subject line:

RFQ No. UNFPA/SDN/RFQ/WU/09/2020/014

2. Sealed bid in hard copy. The outer envelope must be clearly marked with the following:

UNITED NATIONS POPULATION FUND (UNFPA)
Address: Almanshia Area, Intersection of Omak & Alsiteen Street,
Block 1/s, House # 386, Khartoum, Sudan
RFQ No. **UNFPA/SDN/RFQ/WU/09/2020/014**
Attention: Abeer Mohamed, Procurement Associate
ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

The sealed envelope shall also indicate the name and address of the Bidder.

RFQ Currency and Prices:

Please submit your quotation in **SDG or USD** currency. Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Payment Currency:

The currency of payment can be in either Sudanese pounds (SDG) or US Dollar (USD), and if processed in US dollar it's the Suppliers responsibility to mention in written that they have bank account in US Dollar and they are authorized/able to cash checks in US Dollar (USD).

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

21/09/2020, 1.00 pm Sudan local time

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Contact Person in UNFPA: Abeer Mohamed
Phone No.: +249 912915951
Email: abemohamed@unfpa.org

Do not submit your bid to this contact, or your bid will be disqualified. This contact is made available only for questions and clarifications.

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

Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: _____

Currency of Bid price: _____

Delivery time (*days from receipt of order till dispatch*): _____

Expiration of Validity of Quotation (*The quotation shall be Valid for a period of at least one month after the Closing date.*): _____

Price Schedule:

	Description	U.O.M	Quantity	Unit Price	Total price
1	Safari Suit	Piece	45		
2	Boots	Pair	23		
3	Belt	Piece	44		
4	Socks	Pair	44		
5	Skirt	Piece	6		
6	Blouse	Piece	6		
7	Female Shoes	Pair	6		
9	Head cover	Piece	6		
SUBTOTAL					
VAT (17%)					
TOTAL PRICE					

Name and title

Date and Place



In your offer, please include:

1. Specific technical specifications of each product offered
2. Quality standard of each product

#	Description	VENDOR'S Specifications	DIFFERENCE with Specifications Requested by UNFPA
1	Safari Suit		
2	Boots		
3	Belt		
4	Socks		
5	Skirt		
6	Blouse		
7	Female Shoes		
8	Head cover		
9	Safari		

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