
ANNEX - A

DATE: 9/SEPTEMBER/2026

REQUEST FOR QUOTATION REF. NO.:
RFQ-HCR-GSO-2026-007

**FOR THE SUPPLY AND DELIVERY (DDP) OF VEHICLE, CONSUMABLES,
AND SPARE PARTS TO UNHCR GEDAREF OPERATIONS**

QUOTATION TO BE RECEIVED BY:

17 SEPT 2026-10:00HRS -SUDAN STANDARD TIME

1. INTRODUCTION TO UNHCR

1.1. UNHCR, the United Nations (UN) Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance, help safeguard fundamental human rights and develop solutions that ensure people have a safe place called home where they can build a better future. We also work to ensure that stateless people are granted a nationality. We work in over 130 countries, using our expertise to protect and care for millions.

2. OVERVIEW AND REQUIREMENTS OF REQUEST FOR QUOTATION

2.1. The purpose of this Request for Quotation (RFQ) from the Office of the United Nations High Commissioner for Refugees (UNHCR) is to invite qualified suppliers to submit a quotation (hereafter also referred to as offer) for UNHCR [Office in Gedaref], for the establishment of a [Contract /Frame Agreement] for the Supply and Delivery (DDP) of Vehicle Consumables Spares to UNHCR Gedaref Operations as fully detailed in the attached Annex A of this document.

- Description: Supply and Delivery (DDP) Gedaref of Vehicle Consumables Spare parts to UNHCR Gedaref Operations
- Quantity: **As per Annex B**
- Delivery and assembly point: **UNHCR Office, Gedaref**
- Delivery time (After receipt of order)

[Find attached in **ANNEX B** more information about the goods required (specifications)].

2.2. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available, as regulated by issuance of individual Purchase Orders.

2.3. This RFQ is an invitation to submit offers to UNHCR and is not intended and shall not be construed in any way as an offer to contract with your firm or as giving rise to any

binding commitments on the part of UNHCR, whether expressed or implied. No binding Contract or other understanding or arrangement, whether expressed or implied, will exist between the bidder and UNHCR and nothing in, or in connection with this RFQ shall give rise to any liability on the part of UNHCR until a Contract is signed by UNHCR and the successful bidder.

2.4. UNHCR reserves the right to accept the whole or part of your offer, or to allow split or partial awards and to cancel this informal solicitation at any stage of the procurement process prior to final notice of award of a Contract.

2.5. UNHCR is exempt from all direct taxes and customs duties. For this RFQ, the price must be given **without VAT**/or segregating the VAT cost. **See Annex B**

- Currency: **USD**
- Unit Cost: **(DDP)** UNHCR Office, Gedaref) Daim Hamad area.
- Cost of all items/goods:
- Total Cost for goods (all inclusive):
- Delivery time

3. ACKNOWLEDGMENT

3.1. We would appreciate your informing us of the receipt of this RFQ by return e-mail to UNHCR technical body at ahmedmam@unhcr.org, copy sirleaf@unhcr.org, buyer's khalils@unhcr.org, as to:

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

4. RFQ SUBMISSION

4.1. The quotation shall be submitted on or before **17 Sept 2026-10:00HRS** SUDAN STANDARD TIME [by e-mail] in PDF format to sudgesu@unhcr.org, cc. khalils@unhcr.org; sirleaf@unhcr.org

4.2. 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.

4.3. Please indicate in the e-mail subject field:

- **RFQ-HCR-GSO-2026-007**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- For example: **RFQ-HCR-GSO-2026-007-Company ABC** (email 1 of 3)

Or, hand-delivered, enclosed in an outer envelope clearly indicating the project title, project number and the address below:

RFQ-HCR-GSO-2026-007 -Gedaref office

C/O: Samir Khalil

**UNHCR Gedaref office, Daim Hamad area
Supply Section**



4.4. Your quotation must be valid at least for **[30 (thirty)]** days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

4.5. Please find attached **[ANNEX C]** in **UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services - version June 2018**, which has to be acknowledged by submitting a signed copy together with your offer.

5. CURRENCY, PAYMENT TERMS AND GENERAL CONDITIONS OF CONTRACTS

5.1. Any Purchase Order issued as a result of this RFQ will be made in the currency of the winning offer. Payment of invoices will be made in accordance with the General Conditions of Contract and in the currency in which the Purchase Order is issued, governed by the local bank of Sudan policies on foreign currency payment.

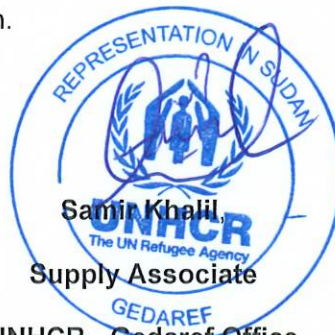
5.2. UNHCR's standard payment terms are by bank transfer, net 30 (thirty) days after satisfactory implementation and receipt of documents in order. Payments shall only be processed after confirmation by UNHCR business owner of successful completion of the project, or of delivery by UNHCR business owner, and after acceptance of contractor's invoice.

5.3. Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contracts (**Annex C**) which will be strictly adhered to for the purpose of any future Contract(s)/ Frame Agreement awarded and **Annex D**

5.4. The bidders are required to maintain the quoted prices for **30** days. Unless this RFQ is cancelled, UNHCR will award the PO to the bidder who provided the lowest-priced, technically compliant offer.

Thank you for your kind attention.

Signature



Samir Khalil

Supply Associate

UNHCR - Gedaref Office