



## REQUEST FOR QUOTATION (RFQ)

REFERENCE: <b>RFQ/KRT/ESP/09/051</b>	DATE: 05 November 2009
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Dear Sir / Madam:

You are kindly requested to submit your quotation for **Standard Size Euro Pallets** in accordance with the minimum technical specifications enclosed by 15 November 2009 at 16:00 hours. Original offers shall be delivered in sealed envelopes marked **RFQ/KRT/ESP/09/051. Provision of Standard Size Euro Pallets** at the following address before the indicated deadline:

Attention: Mr. Marco Moreno, Procurement Specialist  
 United Nations Development Programme  
 House No. 28, Block 10  
 Riyadh  
 Khartoum, Sudan  
 Email: [marco.moreno@undp.org](mailto:marco.moreno@undp.org)

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
1	Standard Size Euro Pallets  (wooden or plastic, 80x100cm, dynamic load 850 kg)	1590 units

## TERM AND CONDITIONS

Delivery Term, Place	FCA NEC Warehouse in Khartoum
Payment Terms	Goods and Services will be paid in USD and/or SDG upon delivery, submission of suppliers invoice according to UN General Conditions of Contract for Goods.  Note: in cases where works and services are contracted, different payment terms may apply.
Validity of Quotation	60 days from deadline for submission of offers
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> <b>Partial bids permitted</b> <input type="checkbox"/> Partial bids not permitted
Delivery Date	Please indicate earliest date of availability for requested Goods/Services:  _____: Number of days/weeks from notification of award of contract.  NOTE: Only offers stating delivery date of <b>3 Weeks or</b> shorter will be considered for evaluation purposes

**United Nations Development Programme**

Currency of quotations/offers	Offers submitted by national suppliers shall be nominated in Sudanese pounds (SDG)
Request for clarification	Bidders requesting clarification of any of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with UNDP office. Only requests for clarification received at least 96 hours prior to the deadline for submission of offers will be entertained. Replies to any requests for clarification will be transmitted to all bidders at <a href="http://www.sd.undp.org/bids.htm">www.sd.undp.org/bids.htm</a> .
General Terms and Conditions	This RFQ is subject to UN General Conditions of Contract for Goods available at <a href="http://www.sd.undp.org/bids.htm">www.sd.undp.org/bids.htm</a> , which can also be provided upon request.
Evaluation Criteria	Evaluation of offers will be based on the following: <ul style="list-style-type: none"> <li>• Complete submission of the offer including: <ol style="list-style-type: none"> <li>1. Delivery Time and terms</li> <li>2. Validity of offer</li> <li>3. Acceptance of general terms and conditions of the RFQ</li> <li>4. Conformity to technical specifications</li> </ol> </li> <li>• Cost of the quotation</li> </ul>

**IMPORTANT:**

**In order to be considered for evaluation purposes, your offer shall include the following information:**

- Bidders are requested to clearly indicate the technical characteristics or the description of goods, and services offered.

**NOTA BENE: Sudan is under a special commercial restrictions, therefore some brands/makes are not allowed to be imported into the country. Your company must be aware of this restriction and therefore be aware and able to obtain the necessary permits to export/import items into Sudan.**

**Supporting technical documentation:** Bidders are requested to include in their offers all-necessary supporting documentation (i.e. company profile, technical brochures, maintenance program, warranty, etc.) to allow the evaluating committee to identify the quality of the goods/services offered.

NAME: Guillaume Chartres

FUNCTIONAL TITLE: Project Manager (SEP)

