

**DATE: 24/04/2026**  
**REQUEST FOR QUOTATION: No. PAKIS/RFQ/2735**  
**FOR THE PROVISION OF FIRST AID KITS**

**TO UNHCR OFFICES IN PAKISTAN**

**QUOTATION TO BE RECEIVED BY: 01 MAY 2026, 23:59 hours PST**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14<sup>th</sup> December 1950 by the United Nations General Assembly<sup>1</sup>, UNHCR Office in Islamabad invites qualified firms to provide proposals for the items specified in this Request for Quotation (RFQ).

The following annexes are integral part of this request for quotation (RFQ)

- *Annex A: UNHCR General terms and Conditions for Goods*
- *Annex B: Requirements (Specifications)*
- *Annex C: Price Proposal Form*
- *Annex D: UN Supplier Code of conduct.*
- *Annex E: Vendor registration form (for new suppliers only)*

## **1. REQUIREMENTS**

### **Description:**

Provision of First Aid Kits to UNHCR in Pakistan as specified in the Annex B (Requirements) and Annex C “Price Proposal Form”.

- **Requirements (Specifications)** As per attached Annex-B.
- **Quantity:** As per attached Annex B & C.
- **Delivery Locations:** As specified in Annex B & C.

Please note that figures have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase full quantities mentioned in Annex B and C. Quantities may vary and will depend on the actual requirements and funds available at the time of issuance of Purchase Orders.

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.

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.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, the quotation should be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption only, upon provision of all required documents by bidder.

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

## 2. ACKNOWLEDGMENT

We would appreciate your acknowledgment of the receipt of this RFQ by return e-mail to [PAKISSC@unhcr.org](mailto:PAKISSC@unhcr.org) as to:

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

## 3. TECHNICAL ELGIBILITY OF THE BIDDERS

Only interested bidders with the following eligibility factors are required to submit their proposals. Therefore, the bidders shall include in their proposals enough documentation to satisfy the below mentioned requirement.

Sr	Eligibility of the Bidders	Means of Verification	Pass/Fail
1	<b>Business Registration:</b> Bidder should be registered with Government Authorities (NTN / STRN/ Form H and/or Incorporation Certificate	Copies of relevant documents as required	
2	<b>Experience:</b> At least two (02) copy of similar nature of Purchase Order/ Work Order/Contract/ LTA or frame agreements for provision of similar nature of items in last 5-years (2020-2026).	Bidder should provide scan copies of POs of similar nature of items	
3	<b>Shelf life / Replacement of close expiry/expired items</b> The bidder should confirm to provide the items with minimum 75% left of the recommended shelf life at the time of delivery to UNHCR office and if any item(s)' shelf life is below the acceptable limit, such item(s) will be replaced by the awarded bidder at no cost to UNHCR.	Bidder should confirm by mentioning Yes on Annex B to commit the replacement of below acceptable shelf-life items	
4	<b>Delivery Period:</b> The bidder must complete the delivery within four (04) weeks	Bidder should confirm by mentioning Yes on Annex B to commit the delivery lead time	
5	<b>UNHCR General Conditions of contract for Goods</b> The bidder should confirm the acceptance of UNHCR General Conditions of contract for (Annex A)	Bidder should confirm by providing signed and stamped Annex A	
6	<b>UN Supplier Code of Conduct</b> The bidder should acknowledge the UN Supplier Code of Conduct (Annex D)	Bidder should confirm by providing signed and stamped Annex D	

*Failing to provide above-mentioned documentation may lead to disqualification of bidders for further process.*

#### **4. FINANCIAL EVALUATION**

The financial component will be analysed only for technically qualified bidders. Please use only Annex C to submit your financial offer. Financial offers submitted in any other forms will not be considered. All eligible bids will be evaluated based on:

- Compliance with the established UNHCR requirements/Specifications
- Lowest price offer of technically qualified Bid

Please note that UNHCR is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract shall be awarded to the offer considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

#### **5. RFQ SUBMISSION**

Please submit your proposal using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

Your quotation must be valid for minimum 90 Days from the closing date of submission.

Your offer shall comprise the following two sets of separate emails:

- Technical offer (First email) by submitting the company profile, relevant experience, similar nature of contracts/POs, signed and stamped copies of UNHCR General terms and conditions and UN Supplier's Code of conduct as required in technical criteria. If bidder is not registered with UNHCR, complete filled and signed vendor registration form (Annex E) should be provided as well.
- Financial Offer (Second Email) by submitting only the filled and signed Annex-C (Price proposal form) in PDF format.

Please indicate in the e-mail subject field:

- **PAKIS/RFQ/2735/Technical OR Financial whichever is applicable**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Any delay in UNHCR's response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware 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.

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with supporting documentation on or before **01 May 2026 23:59 Hrs Pakistan Standard Time (PST)** by e-mail in PDF format to [pakissc@unhcr.org](mailto:pakissc@unhcr.org).

UNHCR's standard payment terms are within 30 days after satisfactory delivery, acceptance thereof by UNHCR and receipt of documents in order.

Please find attached in Annex A the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them by submitting the signed and stamped copy.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved

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in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached at Annex-D.

***UNHCR reserves the right to accept the whole or part of your bid or cancel it without any liability.*** UNHCR may at its discretion increase or decrease the proposed content and other terms and conditions which will be notified accordingly.

Thank you for your kind attention.

**Kristof Benedek Horvath**  
Senior Supply Officer  
UNHCR Country Office  
Islamabad