

**DATE: 25-MAY-2026**

**REQUEST FOR QUOTATION: No. PAKQU/RFQ/26/2936**

**FOR SUPPLY OF SAFETY EQUIPMENT, SOLAR INVERTER, BATTERIES, CCTV CAMERA'S INSTALLATION AND COMMISIONING, AND REFILLING OF FIRE EXTINGUISHERS AT UNHCR SUB OFFICE QUETTA**

**QUOTATION TO BE RECEIVED BY: 07-June-2026, 23.59 HOURS PST**

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## **1. INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate, and operations, please see <http://www.unhcr.org>.

## **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 Sub Office in Quetta, For Supply And Installation Safety Equipment At UNHCR Sub Office Quetta as fully detailed in the attached Annex-B of this document.

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- **Requirement and Specifications:** As per the attached Annex-B
- **Quantity:** As per the attached Annex-B & C
- **Delivery point:** UNHCR Office in Quetta and VRC-Baleli,
- **Delivery time:** maximum 2 weeks, after the date of issuance of the UNHCR Purchase Order

Find attached in **ANNEX B-TECHNICAL SPECIFICATIONS** - more information about the requirement for the requirement.

2.2. 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 the above quantity. Quantities may vary and will depend on the actual requirements and funds available 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 GST/or segregating the GST cost.

### 3. ACKNOWLEDGMENT

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

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

### 4. TECHNICAL ELGIBILITY OF THE BIDDERS

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

Sr	Eligibility of the Bidders
1.	<p><b><u>Company Registration:</u></b> Company should be registered in Pakistan and should provide the following documents.</p> <ul style="list-style-type: none"> <li>• Firm Registration Certificate / Certificate of Incorporation, and</li> <li>• NTN Certificate (NTN for sole proprietor with business name mentioned on it shall only be accepted)</li> </ul> <p><b><u>Bidder shall share a copy of the company registration certificate and NTN Certificate.</u></b></p>
2	<p><b><u>Compliance with UNHCR tender requirements.</u></b> The bidder shall provide the complete technical specifications, brand and model of the proposed equipment in compliance with the technical specifications mentioned in Annex-B (Technical Specifications) and by submitting the Annex-B1 of the proposed item specifications.</p>
3	<p><b><u>Relevant Experience:</u></b> The bidder must provide proof of experience by submitting two (2) relevant contracts or work orders (POs) executed from January 2022 for the interested lot. The contracts can be either completed or still ongoing. UNHCR reserves the right to verify the documents provided. The results of such verification exercises will prevail. Submitting fabricated documentation will result in disqualification of the bidder from the tender exercise</p>
4	<p><b><u>Delivery Time:</u></b> UNHCR required delivery time is 2-weeks after confirmation of the order from UNHCR. <b><u>Bidder shall confirm delivery time in Annex A.</u></b></p>
5.	<p><b><u>Payment Terms:</u></b> Bidders must accept UNHCR payment terms i.e., 30 days net, after invoice is verified by UNHCR. No advance payments are allowed. <b><u>Bidder shall confirm payment terms of 30 days in Annex A.</u></b></p>
6.	<p><b><u>Bid Validity:</u></b> The selected bidder must provide the bid validity of 30 days from the closing date of this RFQ. <b><u>Bidder shall confirm bid validity in Annex A.</u></b></p>

<b>7</b>	<p><b>General Contract Conditions and Supplier Code of Conduct:</b></p> <p>As a confirmation of acceptance, the bidder shall submit below documents duly signed and stamped:</p> <ul style="list-style-type: none"><li>• <b>Annex D</b> - UNHCR General Conditions of Contracts for Good</li><li>• <b>Annex F</b> - UN Suppliers Code of Conduct</li></ul> <p><b><u>Bidder shall submit a duly signed and stamped Annex D and Annex F.</u></b></p>
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*Failing to provide above-mentioned documentation may lead to disqualification of bidders for further process.*

## 5. RFQ SUBMISSION

4.1. The quotation shall be submitted to on or before **07-JUNE-2026– 23.59 Hours Pakistan Standard Time** **by e-mail** in PDF format to [pakqurfg@unhcr.org](mailto:pakqurfg@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:

- **UNHCR RFQ: PAK/RFQ/26/2936**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

4.4. Please submit your financial offer as per the attached **financial offer form (Annex-C)**.

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

4.6. Please find attached **ANNEX D, the UNHCR's General Conditions of Contracts for the Provision of Goods and Services - version June 2018**, which must be acknowledged by submitting a signed copy together with your offer..

## 6. 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 PKR currency. Payment of invoices will be made in accordance with the General Conditions of Contract for provision of goods (Annex-B) and in the currency in which the Purchase Order is issued.

5.2. UNHCR's standard payment terms are by bank transfer, **net 30** after satisfactory delivery 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 for Goods and Services (**Annex E**) which will be strictly adhered to for the purpose of any future Contract(s)/ Frame Agreement awarded.

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

5.5 The following annexes form an integral part of this request for quotation:

***Annex A: Bid Data Form***

***Annex B: Specifications/Scope of Works of Requirements***

***Annex B1: Specifications of the proposed items***

***Annex C: Price Proposal Form***

***Annex D: Vendor Registration Form***

***Annex E: UNHCR General Terms and Conditions of Goods and Services***

***Annex F: UN Supplier's Code of Conduct***

Thank you for your kind attention.

**Naveed Hussain Gondal**  
**Associate Supply Officer**  
UNHCR-Islamabad, Pakistan