

**DATE: 17/01/2022**

**REQUEST FOR QUOTATION No: 2022/SOP/SCU/RFQ/03  
TO ESTABLISH A FRAME AGREEMENT FOR THE PROVISION OF  
TRANSPORTATION SERVICES FOR UNHCR SUB OFFICE PESHAWAR  
QUOTATION TO BE RECEIVED ON OR BEFORE: 03/02/2022 by 11:00 hrs PST**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests your bid against attached Scope of Work and Financial form (Annex C) specified in this Request for Quotation (RFQ) for provision of Road transportation Facility to support its operation in Pakistan.

The following Annexes are an integral part of this RFQ:-

- Annex A: Bid Data Form (to be completed and submitted)
- Annex B: Scope of Works
- Annex C: Financial Offer Form (to be completed and submitted)
- Annex D: Vendor registration form (to be completed and submitted by vendor who are neither registered with UNHCR).
- Annex E: UNHCR's General Conditions of Contracts for the Provision of Services

1. **Delivery time:** Vehicles must be provided on a notice within 24 hours
2. **Financial Offer:** Please submit your price offer in PKR, using financial form (Annex C).

UNHCR is GST exempted, with this regard, price must be given without GST & Withholding tax.

The fairly priced, substantially compliant offer or award will subsequently be recommended for a contract (s) award. UNHCR reserves the right to award either full or partial contracts for the provision of the required **services** to more than one suppliers.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached annex E - The UNHCR's General Conditions of Contracts for the Provision of **Services**. You must clearly indicate in your quotation if you accept them.

3. **RFQ Submission:** We would appreciate receiving your quotation on or before **03 Feb 2022** by 11:00 hrs PST by e-mail in PDF format (signed and stamped) to [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org) with copy to [kenyip@unhcr.org](mailto:kenyip@unhcr.org). Incomplete submissions may result in disqualification.

Please indicate in the e-mail subject field:

- **2022/SOP/SCU/RFQ/03**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

  
**Mr Paul Kenyi**  
Associate Supply Officer, UNHCR Peshawar



**Annex A**

**Bid Data Form**

**Suppliers should fill below table as part of their offer:**

<b>Other Information pertaining to our RFQ are as follows:</b>	<b><i>Yes, we will comply (State, as required)</i></b>	<b><i>No, we cannot comply (state as required)</i></b>
<b>Understanding of the requirement and proposed workplan</b> Bidders must prepare at least a 1–3-page narrative of their proposed approach/methodology, quality and risks management plans: Bidders shall provide an executive summary that defines the overall approach to manage the allocated time, resources, and risks in the transportation		
<b>Experience in Transportation:</b> The bidder shall show proof of past 3 years' experience in similar works by submitting at least 3 contracts, work orders, POs or reference letters (each costing at least PKR 03-10 million). All documents must be credible with letter heads and/or stamps of issuing organizations		
<b>Project completion time:</b> Acceptance to complete the delivery within a maximum of 60 days from the date UNHCR sends an order to the supplier.		
<b>Offer Validity:</b> (Minimum 30 Calendar Days from the closing date of the tender).		
<b>Offer:</b> Bid must include all costs. No separate charges will be entertained.		
<b>Payment Term:</b> Bills of each month be submitted in 1 <sup>st</sup> week of next month. Acceptance to UNHCR payment terms i.e 30 days net after invoice is verified by UNHCR. No advance payment		
<b>Acceptance of UNHCR General Terms and Conditions for Services</b>		

**Company Name:** \_\_\_\_\_

**Authorized Person & Title:** \_\_\_\_\_

**Signature & stamp:** \_\_\_\_\_

**Date:** \_\_\_\_\_ Feb 2022 \_\_\_\_\_



*Handwritten signature*

ANNEX C - FINANCIAL OFFER FORM - TRANSPORTATION SERVICES

S#	DESTINATIONS FROM AZAKHEL WAREHOUSE, NOWSHERA LOCATION	6- WHEELER TRUCK	10- WHEELER TRUCK	20' CONTAINER WITH OPEN BED TRUCK	40' CONTAINER WITH OPEN BED TRUCK	HIACE/ MERCEDES VAN	SUZUKI PICKUP	Mazda Crane	SHAHZORE	56 SEATER BUS	TRUCK FLAT BED/SEMI TRAILOR 20 FEET	TRUCK FLAT/SEMI TRAILOR BED 40 FEET	Toyota Corolla (latest 5 year model- monthly rent)	Remarks
1	Bara, Khyber Agency													
2	Central Kurram													
3	Chamkani													
4	District Bannu													
5	District Haripur													
6	District Kohat													
7	Islamabad													
8	Karachi													
9	Lahore District													
10	Mardan													
11	Mianwali													
12	Haripur													
13	Manshera													
14	North Waziristan													
15	Nowshera district													
16	Peshawar													
17	Pubbi													
18	Rawalpindi													
19	Bajour													
20	Abbottabad													
21	Shawal South Waziristan													
22	South Waziristan Agency (rest of District)													
23	Torkham													
24	Mohamand Agency													
25	Orakzai Agency													
26	Lower Dir													
27	Timergara													
28	Quetta													



