UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 11 Aug 2022

REQUEST FOR QUOTATION: No. PAKIS/RFQ/22/025

FOR THE RENOVATION/MAINTENANCE WORK OF

UNHCR'S RAHA SECRETARIATE/CELL OFFICE AT DIPLOMATIC ENCLAVE ISLAMABAD.

QUOTATION TO BE RECEIVED BY: Monday 22 Aug 2022 – 23:59 hrs

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly[1], requests your quotation for improvement of security works at residence of staff members at Islamabad as specified in this Request for Quotation (RFQ).

The following annexes are an integral part of this RFQ

- Annex A: Drawings & Technical Specifications &
- Annex B: UNHCR General Conditions of Contract for Civil Works
- Annex C: BOQ and Financial Offer Form (to be completed and submitted)
- Annex D: UN Supplier Code of conduct
- Annex E: Vendor registration form
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1. REQUIREMENTS

The Office of the UNHCR Country Office Islamabad invites only qualified and registered contractors / construction companies with Government of Pakistan and Pakistan Engineering Council (PEC) to submit their best competitive proposal for the renovation services of the UNHCR's RAHA SECRETARIATE/CELL situated at Diplomatic Enclave Islamabad.

For Goods and Services:

- **Requirements:** As per the attached Annex C (Bill of Quantities & Financial offer form).
- **Location:** Diplomatic Enclave, Sector G-4, Islamabad
- **Delivery & Completion time:** Please specify no of calendar days, preferred time is 90 days after issuance of PO and Contract by UNHCR.

Please note that UNHCR has tax and duty exemption status. The vendor shall include the following price information in your quote (without VAT/GST):

- Currency: Pakistani Rupees
- Unit Cost:
- Additional charge, if any (please specify):

[1] For further information on UNHCR, please see http://www.unhcr.org

UNHCR

- Total Cost for Goods & Services (all inclusive)

3. RFQ Submission

We would appreciate receiving your quotation on or before **Monday 22 Aug 2022 – 23:59 hrs.**

N.B: All submissions should be signed and stamped.

Please indicate on your submission subject:
- SC/RFQ/22/025
- Name of Your Firm.

Submission made by e-mail should be addressed to pakisrfq@unhcr.org

Please note that Bid Submissions are ONLY to be sent to the e-mail addresses pakisrfq@unhcr.org. Failure to comply with this provision may result in disqualification.

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.

Please indicate in the e-mail subject field:
- PAKIS/RFQ/22/025
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid for at least for 60 days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **ANNEX B the UNHCR's General Conditions of Contract for Civil Works**, which has to be acknowledged by submitting a signed copy together with your offer. **Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions Contract for Civil works.**

The award of this purchase will be done to the lowest bid submitted. UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

Thank you for your kind attention.

Bansoula Ndoradoumngue
Supply Officer
UNHCR Country Office Islamabad