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

DATE: 01-SEPTEMBER- 2022

REQUEST FOR QUOTATION: No. RFQ/SC/2022/037

FOR THE PROVISION OF VIDEOGRAPHY EQUIPMENT WITH COMPLETE ACCESSORIES TRADE.

QUOTATION TO BE RECEIVED BY: 14th SEPTEMBER 2022 by COB

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 co-ordinate 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 a 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.

1. REQUIREMENTS

UNHCR Sub-office, Quetta would like to videography equipment with complete accessories trade for women technical training center at Quetta. with below specification and quantity

- **Quantity:** As per attached annex B
- **Requirement:** As per attached list (Annex – B)
- **Delivery point:** UNHCR Quetta
- **Delivery time (After receipt of order):** 30 days
- **Completion Time:** 30 days

Find attached in **ANNEX B** -**Specification -** more information about the requirement for videography equipment.

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all taxes and duties but must have the transportation charges up to its delivery point. A vendor should provide the rates for each BoQ item in the Annex A.

- Currency: PKR
- Unit Cost: delivered at place (DAP - Others)
- Cost of all items/goods: in PKR

- Additional charge, if any (please specify): Transportation, Installation and labor charges
- Total Cost for goods / Services (all inclusive)

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

Annex A:	*Technical Requirements*
Annex B:	*Specifications*
Annex B1	*Technical offer form*
Annex B2:	*Technical Bid Data Sheet*
Annex C:	*Price Proposal Form*
Annex C:	*Vendor Registration Form*
Annex D:	*UNHCR General Terms and Conditions for Purchase of Services (January 2010 version)*
Annex F:	*UN Supplier code of conduct*

2. RFQ Submission

We would appreciate receiving your quotation on or before **14th September 2022 that is Sunday by 23:59 PST.** The quotations must be accompanied with the below mentioned documents. Those vendors whose company profile already submitted need not to submit again. However, the vendors should provide with the quotation.

Your offer/quotation must be sent with all supporting documents to pakqurfq@unchr.org in PDF format at PAKQURFQ@UNHCR.ORG

FOR THE PROVISION OF VIDEOGRAPHY EQUIPMENT WITH COMPLETE ACCESSORIES

Closing Date: 14TH SEPTEMBER 2022

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Your quotation must be valid at least for **30** days after the closing date of submission. 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 D, the UNHCR's General Conditions of Contracts for the Provision of Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Richard Musaki
Supply Chain Unit
UNHCR Sub Office Quetta

ANNEX A: RFQ-NO: SC/RFQ/2022/037
TECHNICAL REQUIREMENT

SUPPLIER SHOULD FILL BELOW TABLE AS PART OF THEIR OFFER

Other information pertaining to our Quotation are as Follow	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver within a maximum 30 days from the date UNHCR sends an order to the supplier.		
Delivery Location: Women Technical Training Centre		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for goods 2018 attached		
Acceptance to deliver genuine/original items with warranty as per technical details in Annex B.		

Company Name:

Authorized Person & Title: _____

Signature and Stamp: _____

Date: _____