

DATE: 26-OCT-2022  
REQUEST FOR QUOTATION: No. PAKIS/RFQ/22/039

**ADDITIONAL ELECTRIFICATION WORKS AT GOVERNMENT TECHNICAL AND  
VACATIONAL CENTRE, KHALABAT-HARIPUR**

**QUOTATION TO BE RECEIVED BY: 01-NOV-22, 05.00 PM PST**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following services specified in this Request for Quotation (RFQ).

The following Annexes are integral part of this RFQ:

- Annex-A: UNHCR's General Conditions of Contracts for the Provision of Services-2018.
- Annex-B: Technical Specifications
- Annex-B1: Bidder Estimate Preamble (To be signed/stamped by the bidder)
- Annex-C: BOQS / Financial offer form
- Annex-D: Load Plan of Solar System

**1. REQUIREMENTS**

**Delivery & Installation:** Government Technical and Vocational Centre, Khalabat, Haripur

**Payment:** 100% after completion of services and works

**Financial Offer:** Please submit your price offer, using financial form (Annex C).  
Please note that UNHCR has tax and duty exemption status.

**2. RFQ SUBMISSION**

Your proposal should contain the following necessary information for evaluation purposes.

**a. Company Profile:**

- Provide copies of company registration certificates (NTN & STRN, Form H and or Incorporation certificate).
- Provide a copy of valid certificate in C-6 category or above under specialization code EE11
- Provide a detailed description of the company, its activities, and specializations, including list of projects and company office location in Pakistan. Company must be in operation for at least 3 years.

**b. Relevant Experience:**

- Details of the ongoing or completed **03** similar kind of projects in last 3 years i.e., solar hybrid on-grid systems installation, including wiring and load distribution. Each project shall have a total capacity of **20kW or more**.
- Provide copies of Purchase Orders (POs), Contracts, Agreements, or work orders etc. (showing duration, value, organization or firm name and contact details of the organization/s).

**c. Technical Staff:**

- Technical staff should include at least PEC Registered Lead Electrical Engineer (1), Assistant Engineer/ Site Supervisor (1), and Diploma holder Electricians (2)
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- Bidder to submit an organogram and CV/profiles of key staff with at least 5 years of experience, to be assigned to this project. Please submit profiles of only those individuals who will directly working on this project.

**d. Completion Time:**

- Bidder to propose the estimated number of days for completion of work required under this contract. UNHCR's expected completion time is 20 days.

Only interested companies with a proven experience are required to submit proposals. 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 will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

We would appreciate receiving your proposal on or before **1<sup>st</sup> November 2022 – 05.00 PM PST** by e-mail in PDF format to [pakisrfq@unhcr.org](mailto:pakisrfq@unhcr.org).

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.

Please indicate in the e-mail subject field:

- RFQ Number PAKIS/RFQ/22/039
- Name of your firm

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR are net 30 days upon satisfactory completion of services and acceptance thereof by UNHCR.

Please find attached in ANNEX-A the UNHCR's General Conditions of Contracts for the Provision of Services-2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.



**Bansoula Ndoradoumngue**  
Supply Officer  
Supply Chain Unit, Islamabad

