

DATE: 14-NOV-2022
REQUEST FOR QUOTATION: No. PAKIS/RFQ/22/047
PROCUREMENT OF LAPTOPS FOR UNHCR OFFICE, ISLAMABAD
QUOTATION TO BE RECEIVED BY: 18-NOV-22, 05.00 PM

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, 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 Goods-2018.
- Annex B: Technical Specifications of Laptops
- Annex C: Financial offer form.

1. REQUIREMENTS

Goods: Laptops (As per attached specifications in Annex-B)

Quantity: 175 Pcs

Delivery: At UNHCR Office, Diplomatic Enclave-2, Islamabad

Payment: 100% after delivery of goods

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

We would appreciate receiving your proposal on or before **18th November 2022 – 05.00 PM PST** by e-mail in PDF format to 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 **2 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:

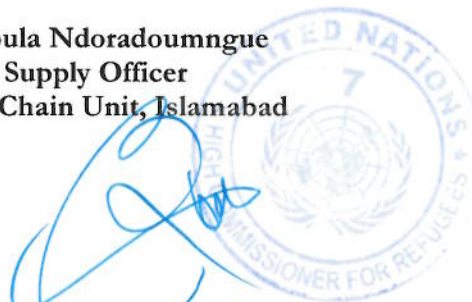
- RFQ Number PAKIS/RFQ/22/047
- Name of your firm

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 Goods-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



ANNEX-B

TECHNICAL SPECIFICATIONS

ITEM NAME & DESCRIPTION	QTY
Laptop Intel Core i7-10th Gen. Processor; 16GB DDR4 RAM; Hard drive SATA 1TB; 2GB Graphic card; 15.6" FHD Display; Wi-Fi; 720p HD camera and digital microphones, Windows 11 Pre-installed Licensed. With Carry bag	175
Warranty: As per standard manufacturer's warranty covered locally	
Delivery Time: Preferable Delivery time is 30-45 Days	



ANNEX-C

FINANCIAL OFFER FORM (DAP-UNHCR-Islamabad Office Basis)

ITEM NAME & DESCRIPTION	QTY	UOM	UNIT PRICE (PKR)	TOTAL PRICE (PKR)
Laptop Intel Core i7-10th Gen. Processor; 16GB DDR4 RAM; Hard drive SATA 1TB 2GB Graphic card 15.6" FHD Display; Wi-Fi; 720p HD camera and digital microphones Windows 11 Pre-installed Licensed. With Carry bag	175	Laptop with Bag		
Offered Brand and Model: Please Specify				
Local Warranty Period: Please Specify				

Other Information Pertaining to our Quotation are as Follows:	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
Acceptance to offer goods as per requirements (Annex-B)		
Delivery Location: DAP UNHCR Office. Diplomatic Enclave, Islamabad		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNHCR General Terms and Conditions for Goods attached		
Completion Time acceptable: (Approximate Days: 30-45 Working Days)		

NAME:	
TITLE:	
FOR AND ON BEHALF OF:	
DATE:	

