

DATE: 16-NOV-2022
REQUEST FOR QUOTATION: No. PAKIS/RFQ/22/050
PROCUREMENT OF LAPTOPS FOR UNHCR OFFICE, ISLAMABAD
QUOTATION TO BE RECEIVED BY: 21-NOV-22, 10.00 AM

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 Items
- Annex C: Financial offer form.

1. REQUIREMENTS

Goods: As per attached specifications in Annex-B

Quantity: As per Annex-B

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 **21st November 2022 – 10.00 AM 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/22/050
- 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
<p><u>Orange wristband</u></p> <ul style="list-style-type: none"> - Orange Silicone Wrist Band logo printed in white X4 times: x2 UNHCR logo in blue + x2 #orangetheworld logo in white - 100% silicone rubber and should be packaged in a polybag. 	455
<p><u>Orange Scarf</u></p> <ul style="list-style-type: none"> - Pure Cotton, UPF Lightweight Scarf, Prevent Facial Skin Damage. - Four (4) Logos To be printed on 4-Corners - Dimensions 185 x 90cm or 105 x 184cm 	365
<p><u>Bags - Tote</u></p> <ul style="list-style-type: none"> - White with logo printed full colour on one side. - cotton 100% organic with logo - Two Handles of the same Fabric - Size 17 cm x 15 CM - One Packet without Zipper 	455

	
<p>T-shirts</p> <ul style="list-style-type: none"> - White Full sleeve T-shirt - Round Neck - Size: Small, Medium & Large/XL - 100 percent combed cotton 200 GSM - Logo printed full color on the front and the back. On the front: left side up / heart in size of (10cm and 6cm). On the back: logo printed full color (20cm and 14cm) size 	330

ANNEX-C

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

ITEM NAME & DESCRIPTION	QTY	UOM	UNIT PRICE (PKR)	TOTAL PRICE (PKR)
Wrist Band	455	Pcs		
Scarf	365	Pcs		
Bags-Tote	455	Pcs		
T-Shirts	330	Pcs		
Total Amount (PKR)				

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: (Delivery Time is 24-Nov-22)		

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