



UNHCR

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

DATE: 02/12/2022

**REQUEST FOR QUOTATION No: RFQ NO. 2022/SOP/SCU/RFQ/044
FOR PROVISION OF SUPPLY DIGITAL CAMERA & AUDIO VIDEO EQUIPMENTS FOR
UNHCR SUB OFFICE PESHAWAR.**

QUOTATION TO BE RECEIVED ON OR BEFORE: 09/12/2022 by 23:59 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers for procurement of digital camera & Audio/Video equipments for UNHCR Sub-office Peshawar.

The following Annexes are an integral part of this Request for Quotation,

- **Annex A:** Bid Data Form
- **Annex B:** Technical Specification of items.
- **Annex C:** Financial Offer Form.
- **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods.
- **Annex E:** UN Suppliers code of Conduct
- **Annex F:** Vendor Registration form *(to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM).*

1. **Lead time:** Please clearly mention your Lead time after UNHCR places a Purchase order is placed).
2. **Incoterms:** Delivered at Places UNHCR Sub Office 01 Gul Mohar Lane University Town Peshawar. As Per Annex B delivery locations.
3. **Warranty terms:** Bidders are requested to indicate in their financial Offer the manufacturer's warranty terms, conditions and period of the warranty if any including of proof of manufacturers certificates, authorized dealership and after sales services if any.
4. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex C**). Please note that supplier submit bid with required needs of item specification in (**Annex – B**).

UNHCR is GST exempted, with this regard, price must be given without GST & Withholding tax.

UNHCR reserves the right to award either a full or partial delivery for the supply goods of the required items to one or more suppliers. The basis of award of contract will be the lowest most technically compliant supplier (s) Financial offer that meets UNHCR needs in the best manner. UNHCR's technical evaluation process may include visiting your company premises to inspect the products quality, and company's delivery capacity and products compliancy to Technical Specifications detailed in Annex B as part of the evaluation process.

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

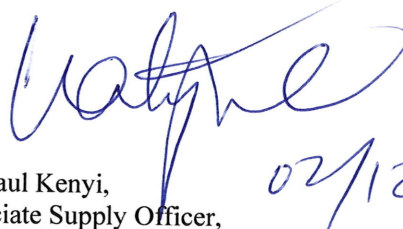
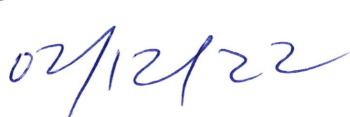
Please find attached (**ANNEX D**) the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

5. **RFQ Submission:** We would appreciate receiving your quotation on or before **9th December 2022 by 23:59 hrs PST** by e-mail in PDF format (signed and stamped) to email address pakperfg@unhcr.org Incomplete submissions may result in disqualification.

Please indicate in the e-mail subject field:

- RFQ NO.2022/SOP/SCU/RFQ/044
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Mr Paul Kenyi,
Associate Supply Officer,
UNHCR Pakistan.

