

DATE: 31/01/2023

**REQUEST FOR QUOTATION No: RFQ NO. 2023/SOP/SCU/RFQ/003
FOR THE CONSTRUCTION & INSTALLATION OF PREFABRICATED STRUCTURE at
VRC AZAKHEL NOWSHERA UNHCR**

QUOTATION TO BE RECEIVED ON OR BEFORE: 07/02/2023 by 17:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers in Pakistan to submit an offer for the Construction & Installations of Prefabricated structure at VRC UNHCR Azakhel as per below details.

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

- Annex A : Bid Data Form (to be completed and submitted with the offer)
 - Annex B : Technical Drawings
 - Annex C : Technical Specification/TORs
 - Annex D : Financial Offer Form (BOQ)
 - Annex E : UNHCR's General Conditions of Contracts for the Provision of Services (July - 2018)
 - Annex F : UNHCR Supplier code of Conduct
 - Annex G : 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 completion period once UNHCR issues a Purchase Order. UNHCR's maximum completion period is 60 working days after UNHCR issues a Purchase order and subsequent requests for the Civil works..
 2. **Incoterms:** Delivered at VRC UNHCR AZAKHEL NOWSHERA
 3. **Financial Offer:** Please submit your price offer in PKR, using Financial offer form **(Annex D)** excluding GST.

UNHCR is exempted from GST and other duties, with this regard, Price must be given without GST & Withholding tax.

UNHCR reserves the right to award either a full or partial contract (s) for these works to one or more suppliers. The basis of award of contract will be the lowest price & most technically compliant supplier(s) Financial offer that meets UNHCR needs in the best manner.

UNHCR's technical evaluation will be based on Pass/Fail proof of submission of the following documents by bidders.

SN	Other Information pertaining to our RFQ are as follows:	PASS /FAIL
1	Company / Business Registration Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile	
2	Registration with Pakistan Engineering Council (PEC) Bidder to provide copy of valid certificate from PEC in C-5 or above category. In case the bidder has applied for license renewal, the renewal receipt to be provided	
3	Submission of Methodology, Proposed approach, Quality risk management Plan and Gantt chart. Has the bidder submitted a (1-3 page) proposed methodology, approach, quality risk management plan and Gantt chart for the works?	
4	Technical Staff, including PEC Registered Project Manager (1), Mechanical Site Engineer (1), Civil Site Engineer (1) Has the bidder submitted an Organogram and profiles/CVs of key staff to be assigned to the contract? Please only profile individuals that will directly be working on this project. Clearly identify the Project Manager.	
5	Financial Capacity Has the bidder submitted proof of financial capacity (last 2 years financial bank statement or audit report), showing total credit/annual turnover amount of at least USD 20,000 - USD 35,000 or equivalent in local currency?	
6	Minimum 2 years of experience in similar project contracts the bidder submitted proof of experience (work order, purchase order) of at least 3 similar contracts of the same nature undertaken over the past 3 years? The total value of each contract to be at least PKR 05 -10 million	

Your quotation must be valid for at least 60 calendar days. 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 (**ANNEX E**) the UNHCR's General Conditions of Contracts for the Provision of services (July 2018). You must clearly indicate in your quotation if you accept them.

4. RFQ Submission by email: We would appreciate receiving your quotation on or before **07/02/2023 by 17:00 hrs PST** by e-mail in PDF format (signed and stamped) to email address: pakperfq@unhcr.org Incomplete submissions may result in disqualification.

Please indicate in the e-mail subject field:

- RFQ NO./2023/SOP/SCU/RFQ/003
- 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 Sub-Office, Peshawar
Pakistan