

**DATE:15/02/2023**

**REQUEST FOR QUOTATION No: RFQ NO. 2023/SOP/SCU/RFQ/006  
FOR THE PROVISION OF VISIBILITY ITEMS FOR WOMENS DAY FOR UNHCR SUB-  
OFFICE PESHAWAR**

**QUOTATION TO BE RECEIVED ON OR BEFORE: 21/02/2023 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 a price quotation for the Visibility Items for UNHCR Sub Office Peshawar KPK, tender to UNHCR Sub Office Peshawar in Pakistan.

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

- **Annex A:** Bid Data Form
- **Annex B:** Technical Specification & Logo
- **Annex C:** Financial Offer Form
- **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods (July - 2018)
- **Annex E:** UNHCR Supplier 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 delivery period once UNHCR issues a Purchase Order and subsequent periodic requests. UNHCR's minimum delivery period is as per require schedule, UNHCR issues a Purchase order and subsequent requests for the Provision Visibility items for UNHCR Sub Office Peshawar.

2. **Incoterms:** Delivered at UNHCR SUB- Office Peshawar

3. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex C**).

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price must be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

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 services and acceptance thereof by UNHCR.

Please find attached (**ANNEX D**) the UNHCR's General Conditions of Contracts for the Provision of Goods (July 2018). You must clearly indicate in your quotation if you accept them.

- 4. RFQ Submission:** We would appreciate receiving your quotation on or before **21/02/2023 by 17:00 hrs PST** by e-mail in PDF format (signed and stamped) to email address [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org) Incomplete submissions may result in disqualification.

Please indicate in the e-mail subject field:

- RFQ NO./2023/SOP/SCU/RFQ/006
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

*zfredah 15.02.2023*

**Fredah Zawedde  
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Pakistan.**