



UNHCR

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

DATE: 21ST MARCH 2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/005

**FOR SUPPLY, INSTALALTION, COMMISSIONING AND TESTING OF 200 KVA
AND 100 KVA TRANSFORMER TO UNHCR SUB OFFICE QUETTA.**

QUOTATION TO BE RECEIVED BY: 02ND APRIL 2023

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 at UNHCR Sub-office Quetta specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Sub-office, Quetta would like to procure and installed 200KVA and 100 KVA transformer as per the detailed specifications given in Annex-B.

Scope of work and Quantity: as per annex B

Requirement: For supply, Installation, commissioning, and testing of 200 kva and 100KVA transformer to UNHCR sub office Quetta.

- **Delivery point:** DAP: UNHCR, SUB-OFFICE QUETTA
- **Delivery time (After receipt of order):** 10 days max
- **Completion Time (Delivery) :** 10 days

Find attached in **ANNEX B** more information about the details and quantity of required items.

Please include following **MANDATORY DOCUTMENTS** along with your quotation.

1. Registration of Business (At least three years old, valid registration with Govt of Pakistan, NTN, STRN)
2. Detail of previous service contracts/deliveries (Copies of PO and Contract).
3. Vendor registration form, if not register with UNHCR.

Please include the following price information in your quote (without VAT):

- Currency: PKR
- Unit Cost: delivered at place (DAP – Incoterms 2010)
- Cost of all items/goods: in PKR
- Additional charge, if any (please specify): Installation charges
- Total Cost for goods (all inclusive)

Please note that UNHCR has tax and duty exemption status.

The following annexes form integral part of this request for quotation:

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Technical specification-BOQ</i>
<i>Annex C:</i>	<i>Price Proposal Form</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>UNHCR General Terms and Conditions for good (2018 version)</i>
<i>Annex F:</i>	<i>UN code of conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **02ND APRIL 2023** i.e. **SUNDAY** by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Borchers of offered Item
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex-C)

Your offer/quotation must be sent with all supporting documents to pakqurfq@unchr.org "**SC/RFQ/2023/005**",

FOR SUPPLY, INSTALLATION, COMMISSIONING AND TESTING OF 200 KVA AND 100 KVA TRANSFORMER TO UNHCR SUB OFFICE QUETTA.

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Your quotation must be valid at least for **30** 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 in ANNEX E, the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.



Supply Chain Unit
UNHCR Sub Office Quetta

Annex – A Technical Requirements

Suppliers should fill below table as part of their technical offer:

Other Information pertaining to our ITB are as follows:	<i>Yes, we will comply OR State, as required</i>	<i>No, we cannot comply (state as required)</i>
Delivery lead time: Goods/services must be delivered at Quetta within 15-20 days of order placed by UNHCR		
Delivery Terms and Location: DAP: UNHCR SUB OFFICE QUETTA		
Offer Validity: (minimum 30 Calendar Days from the closing date of the RFQ).		
UNHCR General Conditions of Contracts for provision of Goods & Services – 2018		
Acceptance to offer goods as per the Technical Specification including quality certification as in Annex B		
Acceptance to abide by the Suppliers' Code of Conduct		

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____

ANNEX-B
Technical Specifications
Transformer (200 KVA & 100KVA)
DAP: UNHCR SUB OFFICE AT QUETTA

S.No	Description	Specs	Qty
01	200 KVA Transformers	Supply, Installation, commissioning, and Testing of 200KVA 11/0.415KV Oil immersed IP66 QESCO/WAPDA/NTDC approved Transformer to be Installed inside the transformer room with Transformer Mounting PAD including construction of mounting pad and all accessories complete in all respects as mentioned in Specification. Unloading and Installation at site will be the responsibility of Supplier).	01
02	100 KVA Transformers	Supply, Installation, commissioning and Testing of 100KVA 11/0.415KV Oil immersed IP66 QESCO/WAPDA/NTDC approved Transformer to be Installed inside the transformer room with Transformer Mounting PAD including construction of mounting pad and all accessories complete in all respects as mentioned in Specification. Unloading and Installation at site will be the responsibility of Supplier).	01

**ANNEX-C
PRICE PROPOSAL**

S.No	Description	Qty	Rate	Total
01	200 KVA Transformers	01		
02	100 KVA Transformers	01		
TOTAL				

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____