

**DATE: 03/03/2023**  
**REQUEST FOR QUOTATION No: 2023/SOP/SCU/RFQ/007**  
**FOR TRANSPORTATION SERVICES TO UNHCR PESHAWAR TO MULTIPLE**  
**LOCATIONS OF KPK.**  
**QUOTATION TO BE RECEIVED ON OR BEFORE: 09/03/2023 by 12:00 hrs PST**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests your bid against attached Scope of Work (Annex B) and financial form (Annex C) specified in this Request for Quotation (RFQ) for provision of road transportation facility to support its operation in Pakistan.

The following Annexes are an integral part of this RFQ:-

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Services
- Annex B: Scope of Work
- Annex C: Financial Offer Form (to be completed and submitted)
- Annex D: Vendor registration form (to be completed and submitted by vendor who are neither registered with UNHCR).

1. **Delivery time:** Vehicles must be provided on a notice within 24 hours
2. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex C**).

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

The fairly priced, substantially compliant offer or award will subsequently be recommended for a contract (s) award. UNHCR reserves the right to award either full or partial contracts for the provision of the required **services** to more than one suppliers.

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

Please find attached annex **A** - The UNHCR's General Conditions of Contracts for the Provision of **Services**. You must clearly indicate in your quotation if you accept them.

3. **RFQ Submission:** We would appreciate receiving your quotation on or before **09 March 2023** by 12:00 hrs PST by e-mail in PDF format (signed and stamped) to [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org). Incomplete submissions may result in disqualification.

Please indicate in the e-mail subject field:

- **2023/SOP/SCU/RFQ/007**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

*for*  
  
**Fredah Zawedde**  
Associate Supply Officer, UNHCR Peshawar



## Annex B

# SCOPE OF WORK

UNHCR Peshawar is looking for the services of provision of road transportation facility to support its operations in Pakistan and distribute the below mentioned shelter toolkit to multiple locations mentioned below.

**Provision of Vehicles:** Given the operations of UNHCR Pakistan, it requires a variety of vehicles listed in Annex C. A large number of vehicles might be needed upon UNHCR's request. Moreover, short notice and last-minute request in response of changes in plan (postponement and/or cancellation) might frequently happen, the Contractor needs to be quickly flexible and adaptable. Vendor must have access to fleet of variety of vehicles.

**Safety and Quality Assurance:** Contractor is obligated to comply with generally accepted standards of the transportation industry for operation and maintenance practices. As a minimum, Contractor shall comply with all provisions of applicable statutes and agreements which may affect safety, and with all government's regulations, directives, orders, rules and standards pertaining to service provided hereunder. The Contractor shall agree not to deviate from the schedule unless instructed to do otherwise by UNHCR. If a route deviation is necessary, the Contractor shall contact UNHCR and inform the deviation.

**Registration/Licensing/Permits:** All vehicles provided must have valid local quality registration, licensed, and have the appropriate Government permits to carry the anticipated passenger and baggage weight within each transit state.

**Vehicle Quality:** Vehicle provided by the Contractor must be in good mechanical and working condition except for normal wear-and-tear, including heating/air-conditioning and smooth riding. Bidders shall provide a complete listing of all vehicles available to be used to provide the requested services (including vehicle type, age of vehicle, seating capacity, fuel type).

For transportation of personnel, the vehicles' interiors and exteriors must be clean, showing no signs of damage and must be properly serviced prior to start of the rental. Each vehicle shall have a full tank of fuel prior to the start of each mission. All fuel required for vehicle operation shall be provided by the UNHCR and shall not be priced separately. Cars will remain parked inside UNHCR compound at night/week-ends.

For transportation of cargo, the trucks must be well equipped with proper tools and an enclosed compartment to secure the high value cargo and equipment during the trip to excavation sites. The trucks must operate at a capacity that is not exceeded the standard. Moreover, the forklifts and the cranes must be in good working condition in terms of strong tyres and cables, and have valid license. In the event of mechanical malfunctions for breakdowns the Contractor will be responsible for providing replacement transportation to UNHCR. The cost of replacement transportation, all mechanical repairs and tow service will be the Contractor's responsibility. Any event penalties or bills incurred by the UNHCR and its agents or employees, because of vehicle mechanical malfunctions or breakdowns, will be the responsibility of the Contractor. The Contractor shall be bonded/insured against damage to employees and vehicle for work done during the performance of this contract. Bondage/insurance shall be at a minimum in accordance with local and Pakistani law.

**Billing:** The Contractor shall submit an invoice for services after completion of the activity. This invoice must indicate the dates of vehicle rental and total amount. The amount then will be paid for by EFT from the UNHCR within 30 days since the receiving the invoice.

**Section Rejection:** UNHCR may reject any means of transportation that does not meet the specific requirements of this contract. UNHCR will not invoke this right without due cause and prior discussion with the Contractor.

**Food and Drink:** The Contractor may provide meals to drivers which is not UNHCR's responsibility.

**Indemnification** UNHCR, its employees and agents shall be exempt from any liability in respect of any direct, indirect or consequential loss and/or damage and/or injury sustained by the Contractor, its employees, agents or any third party arising from this Contract or the performance thereof, which is undertaken entirely at the risk of the Contractor, its agents, or employees. Should any claim arise, the Contractor will indemnify UNHCR and hold harmless UNHCR, its employees and agents from any liability whatsoever. In addition, the Contractor shall assume full liability for any fraudulent and/or illegal acts it commits knowingly or unknowingly, and UNHCR shall be exempt from any liability whatsoever in this respect.

**Loading/Unloading of Consignments:** It will be arranged by UNHCR through labour contractor.

**Missing/Damaged Commodities/Contractor's liabilities:** All missing or damaged commodities/non-food items and any spillage or leakage during the period under the Contractor's responsibility will be debited against transport invoices at cost on which UNHCR has procured those items or contractor will be asked for replacement. All charges/costs arising from the negligence, non-performance or poor-performance of the Contractor shall be for his account

**UN Immunity Clause** Nothing in this Contract or any document entered into in connection with this Contract shall imply a waiver, express or implied, by UNHCR or the United Nations, of any privileges and immunities enjoyed by them pursuant to the 1946 Convention on the Privileges and Immunities of the United Nations, the 1947 Convention on the Privileges and Immunities of Specialized Agencies, customary international law, other relevant international or national Contracts, and under domestic law.

**Transportation Materials.** Below is the kit that will be transported to the selected mentioned locations.

S. No	Description	Size	Nos	Unit
<b>1</b>	<b>Shelter repair kit size 16'x17' (one shelter kit for 7 persons @3.5sq.m per person)</b>			
<b>A</b>	<b>Wood Poplar square</b>			
1	Tie Beam @ 12" c/c	2.5" x 3.5" x 8'	36	No
2	Long beams	3" x 2" x 9'	4	No
3	Main Beam centre	4" x 4" x 9'	2	No
4	Supporting Columns @4' c/c	2.5" x 3.5" x 8'	8	No
5	Main Columns	2.5" x 3.5" x 9'	4	No
6	Corner bracing	2" x 1" x 2'	28	No
<b>B</b>	<b>Plastic Sheet</b>			
1	Plastic Sheeting for Roof	17' x 18'	1	No
<b>C</b>	<b>Chick (Dry Bamboo Sticks Mat)</b>			
1	Chick For Roof	18' x 20'	1	No
2	Chick For long walls and short walls	20' x 6'	3	No
<b>D</b>	<b>Nails and Nails cap and Washer</b>			
1	3" iron		2	Kg
2	2" iron			
3	Nylon twisted rope (12mm twisted nylon rope)	20'	2	bundle
<b>E</b>	<b>Door &amp; Window</b>			

1	Single leaf steel door with frame fully panelled with M.S sheet 18 gauge (1.59mm) painted with two coats of red oxide including cost of fabrication, iron hook and lock	3.5'x7'	1	No
2	Steel window with openable glazed panels, brass fittings holdfast, duly painted, complete in all respects.	4'x4'	1	No
<b>G Iron Strip for Joints</b>				
1	Iron Strip (30 gauge)	1"x6"	80	No
2	GI Wire 16 gauges	120 feet	1	No
<b>H Tool kit</b>				
1	Measuring Tape (16 ft.)	16 ft	1	No
2	Pick Large with handle (heavy)		1	No
3	Saw Large (18") with wood handle		1	No
4	Claw Hammer Steel Body (1 piece)	0.50 kg	1	No
5	Shovel with handle (large and heavy)		1	No
6	Steel pain (Tatki karahi type)	16" diameter	2	No

### Transportation Locations,

The shelter materials will be transported to the below mentioned locations.

District	Refugee Village
PESHAWAR	BADABER, GULABAD, NAGUMAN, KHAZANA
DIK	GARHA JAMAL,
	GAYRSAL
	PASHAPUL
	REHMAN MOR
	ZANDANI
	RATTA KULACHI
HANGU	BABRAK
	DOABA
	KAHI
	KATA KANRI
	LAKHTI BANDA
KOHAT	CHICHANA
	GAMKOL
	GHULAM BANDA
NOWSHERA	KHESHKI
CHARSADDA	HAIJIZAI
	MUNDA
	UTMANZAI
MARDAN	BAGHICHA
	KAGAN
	JALALA
SWABI	BARAKI
	GANDAF
MANSHERA	BARARI
	BARARI (DURAHA)
	BARARI (ZARA MERA)
	HICHRIA
	KHAKI
HARIPUR	PADHANA and PANAIN
LOWER DIR	CHAKDARA, TIMER, TOOR
UPPER DIR	BARAWAL
CHITRAL	AYUN
	KALKATAK
	KESSU

**ANNEX C - FINANCIAL OFFER FORM - TRANSPORTATION SERVICES**

RFQ # 2023/SOP/SCU/RFQ/007

S#	DESTINATIONS FROM AZAKHEL WAREHOUSE, NOWSHERA LOCATION	6-WHEELER MAZDA (Price per Trip) (PKR)	6-WHEELER TRUCK (Price per Trip) (PKR)	10-WHEELER TRUCK (Price per Trip) (PKR)	20' CONTAINER WITH OPEN BED TRUCK (Price per Trip) (PKR)	Remarks
1	<b>PESHAWAR</b>					
	BADABER					
	GULABAD					
	NAGUMAN					
	KHAZANA					
2	<b>D.I.Khan</b>					
	GARHA JAMAL,					
	GAYRSAL					
	PASHAPUL					
	REHMAN MOR					
	ZANDANI					
	RATTA KULACHI					
3	<b>HANGU</b>					
	BABRAK					
	DOABA					
	KAHI					
	KATA KANRI					
	LAKHTI BANDA					
4	<b>KOHAT</b>					
	CHICHANA					
	GAMKOL					
	GHULAM BANDA					
	NOWSHERA KHESHKI					
5	<b>CHARSADDA</b>					
	HAJIZAI					
	MUNDA					
	UTMANZAI					
6	<b>MARDAN</b>					
	BAGHICHA					
	KAGAN					
	JALALA					
7	<b>SWABI</b>					
	BARAKI					
	GANDAF					
8	<b>MANSHERA</b>					
	BARARI					
	BARARI (DURAHA)					
	BARARI (ZARA MERA)					
	HICHRIA					
	KHAKI					
9	<b>HARIPUR</b>					
	PADHANA					
	PANAIN					
10	<b>LOWER DIR</b>					
	CHAKDARA					
	TIMER					
	TOOR					
	UPPER DIR BARAWAL					
11	<b>CHITRAL</b>					
	AYUN					
	KALKATAK					
	KESSU					

NOTE : YOUR RATES SHOULD BE EXCLUSIVE OF ALL APPLICABLE TAXES AND COVER THAT DISTRICT, AND INCLUSIVE OF TOLL TAXES OR ANY OTHER ROAD TAXES APPLICABLE

Company Name:

Representative Name/Sign/Stamp:

Date:

Bid Validity :

Payment Terms of UNHCR Acceptable (Yes/No):

(consolidated bills to be submitted once a month. 30 days after bill submission)