

**DATE: 03-MARCH-2023****REQUEST FOR QUOTATION: No. RFQ/SC/2023/004****FOR THE PRINTING OF POSTERS****QUOTATION TO BE RECEIVED BY 14-MARCH-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 is seeking experienced printing companies to submit Bid for printing of posters.

Specifications and Quantity: Find attached in ANNEX A more information about the specifications and quantities

Requirement: For Printing Material as per specified in ANNEX-A

Delivery point: UNHCR Sub office Quetta

Completion Time: within 10 Days

Please include following **MANDATORY DOCUMENTS** 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.
4. 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>Specification-</i>
<i>Annex B</i>	<i>Technical Requirements</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 Goods.</i>
<i>Annex F:</i>	<i>United Nation Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **14th March 2023** i.e. **Tuesday** by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Duly filled Vendor Registration Form
- National Tax Registration Certificate

- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex B)

Your offer/quotation must be sent via email to the following address:

PAKQURFQ@unhcr.org

RFQ/SC/2023/004


“QUOTATION FOR PRINTING MATERIAL OF POSTER

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.


Muhammad Hashim Khan
Supply Chain Unit
UNHCR Sub Office Quetta



Annex-A

Technical Specifications:

ITEMS	SPECIFICATIONS	QTY	Sample
POSTER (Pashto, Persian, English) (3 in 1 block including Dari, Pashto, English)	Size: 54x24 Inch Material: 150 gram imported paper Color: 4 Color Printing	456	Attached
POSTER (Pashto, Persian, English) (3 in 1 block including Dari, Pashto, English)	Size: 36X16 Inch Material: 150 gram imported paper Color: 4 Color Printing	63	Attached
Complaint Mechanism poster (3 in 1 block including Dari, Pashto, English)	Size: 36X16 Inch Material: 150 gram imported paper Color: 4 Color Printing	21	Attached
Complaint Mechanism poster (3 in 1 block including Dari, Pashto, English)	Size: 54X24 Inch Material: 150 gram imported paper Color: 4 Color Printing	152	Attached
Fraud prevention poster (3 In one)	Size: 36X16 Inch Material: 150 gram imported paper Color: 4 Color Printing	21	Attached
Fraud prevention poster (3 in 1 block including Dari, Pashto, English)	Size: 54X24 Inch Material: 150 gram imported paper Color: 4 Color Printing	152	Attached
PSEA Poster (3 in 1 block including Dari, Pashto, English)	Size: 36X16 Inch Material: 150 gram imported paper Color: 4 Color Printing	21	Attached
PSEA Poster (3 in 1 block including Dari, Pashto, English)	Size: 54X24 Inch Material: 150 gram imported paper Color: 4 Color Printing	152	Attached

Annex – B 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 must be deliver at UNHCR office within 5 days of order placed by UNHCR		
Delivery Terms and Location: DAP Location, Sub office Quetta		
Offer Validity: (minimum 60 Calendar Days from the closing date of the RFQ).		
UNHCR General Conditions of Contracts for provision of Goods – 2018		
Acceptance to offer goods as per the Technical Specification including quality certification as in Annex A		
Acceptance to abide by the Suppliers’ Code of Conduct		

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____

Annex C

Financial Offer Form

ITEMS	QTY	RATE	TOTAL
POSTER (24x54)	456		
POSTER (36x16)	63		
POSTER (24x54)	21		
POSTER (36x16)	152		
POSTER (24x54)	21		
POSTER (36x16)	152		
POSTER (24x54)	21		
POSTER (36x16)	152		
TOTAL			

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents)

Bid Validity: 60 Days NO

Time required for complete job: _____

Bidder: _____

Date: _____

Name: _____

Signature: _____

Designation: _____

Official stamp: _____