



DATE: 06/04/2023

**REQUEST FOR QUOTATION TENDER No: 2023/SOP/SCU/RFQ/009 FOR THE
PROCUREMENT OF IT EQUIPMENTS FOR UNHCR SUB OFFICE PESHAWAR IN
KP - PAKISTAN**

CLOSING DATE: 18TH APRIL 2023. AT 15:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified companies to submit offers for Procurement of IT equipment to UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN.

1. The following Annexes are an integral part of this RFQ:

- Annex A Bid Data Form (to be completed and submitted with the offer)
- Annex B Technical Specification Form
- Annex C Financial Offer Form
- Annex D General Condition of Contract for Provision of Goods
- Annex E Vendor Registration Form-2018
- Annex F UN Supplier Code of Conduct

2. Lead time:

Please clearly mention your project completion period in your offer. UNHCR minimum project completion period is 30 days after UNHCR issues a Purchase Order.

3. Financial Offer:

Please submit your Price Offer in PKR using the Financial Offer forms – Annex C.

4. Technical Evaluation Criteria:

S/N.	Request For Quotation Technical Requirements	<u>Yes, we will comply (State, as required)</u>	<u>No, we cannot comply (state as required)</u>
1.	Registration certificate <i>Bidders must present proof of registration.</i>		
2.	Offer Validity: <i>Consider your offer valid for 30 Calendar Days from the closing date of the tender.</i>		
3.	Payment Terms: <i>Bidders shall accept UNHCR payment terms of 30 days after delivery of the services and verification by UNHCR thereof.</i>		
4.	Vendor Registration Form (For only new vendors to UNHCR) Annex E. <i>New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein.</i>		
5.	UNHCR General Conditions of Contracts for Goods (Annex D). <i>Bidders must accept terms of UNHCR's General Conditions of Contract for civil works (October 2000 version) by signing and stamping the General Conditions document for provision of goods and services (Annex E) and submit it together with their offer.</i>		
6.	UN Suppliers Code of Conduct (Annex F) <i>Bidders must commit themselves to comply with requirements of UN</i>		



UNHCR

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

Supplier code of conduct by signing, stamping, and submitting a copy with their Offer to UNHCR.		
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The technical requirements of this tender will be based on the below Technical Evaluation Criteria's

To be Technically qualified bidders must meet all the above Technical Evaluation Criteria.

Your company technical and financial offer must be signed and stamped by the bidders, and should be fully compliant to the requirements in Bid Data form Annex - A.

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

Bidders are required to Submit Offer for all the items listed and not for partial items. The Supplier with the lowest priced technically qualified Offer will be recommended for award of Contract. UNHCR reserves the right to award a full contract to the successful supplier.

The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for and submitted by bidders in Annex - A (Bid data form).

Bidders should hold their quotation valid for at least 30 calendar days after closure of the tendering period. UNHCR's standard payment terms are 30 days upon satisfactory delivery of the Goods and Services and acceptance thereof by UNHCR.

(5). Request for Clarification:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to pakpescu@unhcr.org The deadline for receipt of questions/ queries is 13th April 2023 at 13:00 hrs PST. (Please do not submit your financial offer to this email).

(6). Bids Submission:

We would appreciate receiving your offer on or before the close of the tendering period **18th April 2023 at 15:00 hrs PST.**

Bids shall be submitted by e-mail in PDF format (signed and stamped) sent to email addresses: pakperfq@unhcr.org. Incomplete submissions may result in disqualification.

Please know that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

-RFQ TENDER NO.2023/SOP/SCU/RFQ/009

-Name of your firm

-Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar