



UNHCR

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

DATE: 28th March-2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/007

FOR PROVISION OFFICE XEROX MULTI FUNCTION PRINTER (VERSALINK C7025) CARTRIDGES AT UNHCR SUB OFFICE QUETTA.

QUOTATION TO BE RECEIVED BY 10-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 is seeking experienced and authorized suppliers to submit Bid for provision XEROX Multifunction printer's Cartridges (original) at UNHCR sub office Quetta.

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

Requirement: For Provision and supply of original/genuine cartridges of XEROX multifunction printers at Sub office Quetta as per specified in ANNEX-B

Delivery point: UNHCR Sub office Quetta (DAP)

Completion Time: within 15 Days

Warranty Period: 12 Months

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

1. Registration of Business (Valid registration with Govt of Pakistan, NTN, STRN)
2. Detail of previous service contracts/deliveries (Copies of PO and Contract).
3. Dealer authorization letter for supply of cartridges from Xerox
4. Vendor registration form, if not register with UNHCR or UNGM
5. 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): Transportation Cost
 - 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 Specifications</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 **10-April 2023 i.e. Monday By COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Duly filled price proposal form (Annex C)
- Xerox authorization letter for Supply of cartridges/tonners
- Singed and Stamp *UNHCR General Terms and Conditions for Goods*
- Signed and Stamp *United Nation Code of Conduct*

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

PAKQURFQ@UNHCR.ORG

REQUEST FOR QUOTATION: RFQ/SC/2023/007

“QUOTATION FOR PROVISION AND SUPPLY OF XEROX MULTIFUNCTION PRINTER’S CARTRIDGES AT 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 <u>OR</u> State, as required</i>	<i>No, we cannot comply (state as required)</i>
Delivery lead time: Goods must be delivered at UNHCR sub office Quetta within 10-15 days of order placed by UNHCR		
Delivery Terms and Location: UNHCR Sub office Quetta		
Authorization letter: Authorization from XEROX for supply of original/genuine cartridges.		
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 B		
Acceptance to abide by the Suppliers' Code of Conduct		

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____

ANNEX B: NO: SC/RFQ/2021/002

**JOB 01: FOR THE PROVISION AND SUPPLY OF XEROX MULTIFUNCTION PRINTER'S
CATRIGES/TONNER SET AT UNHCR SUB OFFICE QUETTA**

SPECIFICAITONS

<u>S.No</u>	<u>Model</u>	<u>QTY</u>	<u>One Set Contain</u>
<u>01</u>	<u>Xerox Atlantic C-7025</u>	<u>12</u>	<u>4 Tonners</u> <u>Black, Cyan, Magenta,</u> <u>Yellow (One tonner of</u> <u>each)</u>

Annex C - Price Proposal Form

NO: SC/RFQ/2023/007

JOB 01: FOR THE PROVISION AND SUPPLY OF CATRIGES/TONNER SETS FOR XEROX MULTIFUNCTION PRINTER (C8135) AT UNHCR SUB OFFICE QUETTA.

QUANTITY / ANY OTHER DISCOUNTS ON MARKET PRICES (PLEASE SPECIFY):

The proposed discounts will become an integral part of your bid submission.

S.No	ITEM	Qty	Unit	Unit Cost PKR (DAP)	Total COST (DAP)	Delivery Time
01	XEROX MULTI FUNCTION PRINTER'S CARTRIDGES (C7025)	12	SET			

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

YES NO

Bidder's-Name: _____

Completion Period: The Company agrees to COMPLETE the required work within **15-30 days** or less after receipt of order.

Name of the Bidder: _____

Company Name: _____

Phone / Cell Number: _____

Company Address: _____

Authorized Signature: _____

Company Stamp:

Date: