



DATE: 19th APRIL 2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/013

**FOR ELECTRICAL WORKS CONSULTANCY SERVICES FOR OFFICES AND GUEST HOUSES IN UNHCR
FIELD OFFICES AT LORALAI AND DALBANDIN**

QUOTATION TO BE RECEIVED BY: 2ND MAY 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 conduct the detail electrical infrastructure assessment of their offices and guest houses at Loralai and Dalbandin. The submission of report along with complete design, layouts, drawings are required. The scope of work/ TORs is as below.

Scope of work and Quantity: as per Annex B

Requirement: FOR DETAILED ASSESSMENT OF CURRENT ELECTRIC INFRASTRUCTURE, RECOMMENDATIONS FOR IMPROVED/NEW ELECTRIFICATION PLAN, DIAGRAMS, SPECIFICATIONS, BOQS AND COST ESTIMATES AT UNHCR OFFICES AND GUEST HOUSES IN LORALAI AND DALBANDIN

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- - **Delivery point:** DAP: Filed office at Loralai and Dalbandin
 - **Delivery time (After receipt of order):** 20 days max
 - **Completion Time (Delivery+ Reporting) :** 30 Days

Find attached in **ANNEX B** more information about the terms of Reference on services required
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 services (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>Terms of References/Scope of Work</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 Conditions of Contracts for provision of Services 2018</i>
<i>Annex F:</i>	<i>UN code of conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **2ND May 2023** i.e. **Tuesday** 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/2023/013”,

**FOR DETAILED ELECTRICAL WORKS CONSULTANCY SERVICES FOR OFFICES
AND GUEST HOUSES AT UNHCR FIELD OFFICE AT LORALAI AND CHAMAN**

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 Services -2018. 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 UNHCR sub office at Quetta within 20-30 days of order placed by UNHCR		
Delivery Terms and Location: DAP: UNHCR Sub office at Quetta		
Offer Validity: (minimum 30 Calendar Days from the closing date of the RFQ).		
UNHCR General Conditions of Contracts for provision of Services – 2018		
Acceptance to offer goods/Services 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:- Terms of Reference/Scope of Works**ASSESSMENT OF CURRENT ELECTRICAL INFRASTRUCTURE, RECOMMENDATIONS FOR IMPROVEMENT PLAN, DIAGRAMS, SPECIFICATIONS, BOQS AND COST ESTIMATES AT UNHCR FIELD OFFICES IN CHAGHI AND LORALAI.****1. Background and Context:**

UNHCR has two field office buildings in Chaghi and Loralai which are used as both offices and staff guesthouses. The current electrical infrastructure of the two buildings which has been in existence for years has developed shortcomings that requires assessment by a competent electrical consulting firm to provide professional recommendations on improvements. The primary source of power is provided through Government department (WAPDA), while generators are used as power backups.

Some electrical parts are worn out resulting to electrical issues such as short circuiting, improper and dangerous wiring, and power overload issues among others at the two premises.

In view of above challenges, UNHCR is planning to conduct an assessment by engaging an electrical consulting firm to review the current electrical system at the two field offices to address these challenges.

2. Objectives of the Assessment:

The consulting firm is required to conduct assessment of the above-mentioned premises and provide the following:

- Review the current electrical system and produce a report highlighting all the issues /short comings
- Based on the outcome of the review, propose, and design a standard electrical system in line with electrification standards of Pakistan in the two buildings
- Prepare electrical drawings/layout of the proposed system in all the buildings.
- Prepare specifications and standards for the electrical materials required for the proposed system. The material and equipment should meet minimum certified standards.
- Prepare cost /estimates (BOQs) for the proposed system including civil works if required for the tendering purposes.
- Propose an evaluation criterion to be used in identifying a suitable firm for the works
- Before final submission of proposal, the consulting firm will be required to make a presentation of the works to UNHCR office in Quetta for further inputs before the final report.
- The consultant will be required to supervise the project once a firm has been identified to ensure the proposed electrical plan is implemented as designed. The implementation might be done once or in phases.
- UNHCR will then solicit bids based on these requirements to select suitable vendors to implement this project.

3. Experience and Qualification of the electrical consulting firm:

Bidders must submit their business profile showing experience of their firms in similar projects. Qualified firms will be expected to have experience in Electric engineering. Information to be provided include:

- Registration with Pakistan Engineering Council (PEC) with a minimum category of C-6 or above.
- Minimum academic qualifications should be bachelor's degree in electrical and architecture engineering.
- Five years minimum experience of company in same nature of work.

4. Scope of Services:

Consulting firm **must visit the sites** to conduct a survey and will provide in their report the following:

- a) Conducting visit of the premises, collect, review and analysis all the existing/ available data for electrification work of the office and guest houses, including different appliances e.g. air conditioners, desktop computers, lights, fans, electrical heaters, water pump, cookers, oven, refrigerators and computers server etc.
- b) Technical Specification, BOQs/ estimate for electrification, Type of wires, fans, switches, lights, and main board with breakers for updating current system or alternative system and earthing requirement.
- c) Specifications should include minimum certification standards of Pakistan on electrical works.
- d) The consulting firms should provide proof of key certified technical staff.
- e) Electrical plans (drawings) of buildings
- f) Any other relevant details or presentation required.

The consulting firms **must visit** the below premises before submitting their offer.

- i. UNHCR Field Office Building – Loralai
- ii. UNHCR Field Office Building – Chaghi

5. Reporting :(All reports and documents to be submitted in English):

Once the contract is awarded for consultancy works, the winning firm should submit the draft proposal within the allocated time, which will be presented to UNHCR, and any adjustments identified by the team will be incorporated in the final report.

6. Time Period:

The draft proposal and final report should be completed within four weeks.

Annex C - Price Proposal Form**ASSESSMENT OF CURRENT ELECTRICAL INFRASTRUCTURE, RECOMMENDATIONS FOR IMPROVEMENT PLAN, DIAGRAMS, SPECIFICATIONS, BOQS AND COST ESTIMATES AT UNHCR FIELD OFFICES IN CHAGHI AND LORALAI.****NO: SC/RFQ/2023/013**

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

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

Payment terms: acceptance of UN payment terms (i.e. 30 days net from receipt of documents)YES NO **Bidder's Name:** _____

Sr	DESCRIPTION OF WORKS	AMOUNT (PKR)
1	Office 1- Consultancy services for assessment, production of improved/new plan, diagrams, BOQs at Loralai Field office	
2	Office 2- Consultancy services for assessment, production of improved/new plan, diagrams, BOQs at Dalbandin Field office	
3	Office 1- Supervision of UNHCR appointed contractor for implementation of proposed electrical works at Loralai Field office	
4	Office 2- Supervision of UNHCR appointed contractor for implementation of proposed electrical works at Dalbandin Field office	

Note: Please submit detailed price proposal on company letterhead having itemized prices for the alternate solution against the UNHCR requirement as per list given in Annex-c.

DATE: _____

NAME: _____

COMPANY NAME:

SIGNATURE/STAMP: _____

IN THE CAPACITY OF (TITLE): _____