

**DATE: 20-APRIL-2023****REQUEST FOR QUOTATION: No. RFQ/SC/2023/014****FOR THE PRINTING AND FRAMING OF POSTERS****QUOTATION TO BE RECEIVED BY 2-MAY-2023**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly, 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 and framing of posters.

**Specifications and Quantity:** Find attached **ANNEX A** for more information about the specifications and quantities of posters and frames.

**Requirement:** For Printing and Framing as specified in **ANNEX-A**

**Delivery point:** UNHCR Sub office Quetta

**Completion Time:** within 1 week

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 **2 May 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](mailto:PAKQURFQ@unhcr.org) with the subject mentioned **RFQ/SC/2023/014**

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**“QUOTATION FOR PRINTING AND FRAMING OF POSTERS**

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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.



**Richard Musaki**

Associate Supply Officer Supply Chain  
Unit  
UNHCR Sub Office Quetta

## Annex-A





### Technical Specifications for Printing of Posters:

ITEMS	SPECIFICATIONS	QTY	Sample File
<b>Complaint Mechanism poster</b> (3 in 1 block including Dari, Pashto, English)	<b>Size: 36X16 Inch</b> Material: To be printed on luster photo paper have rich color saturation that gives a vibrant color finish. Color: 4 Color Printing	21	Will be shared after confirmation
<b>Complaint Mechanism poster</b> (3 in 1 block including Dari, Pashto, English)	<b>Size: 54X24 Inch</b> Material: To be printed on luster photo paper have rich color saturation that gives a vibrant color finish. Color: 4 Color Printing	99	Will be shared after confirmation
<b>Fraud prevention poster</b> (3 in 1 block including Dari, Pashto, English)	<b>Size: 36X16 Inch</b> Material: To be printed on luster photo paper have rich color saturation that gives a vibrant color finish. Color: 4 Color Printing	21	Will be shared after confirmation
<b>Fraud prevention poster</b> (3 in 1 block including Dari, Pashto, English)	<b>Size: 54X24 Inch</b> Material: To be printed on luster photo paper have rich color saturation that gives a vibrant color finish. Color: 4 Color Printing	99	Will be shared after confirmation
<b>PSEA Poster</b> (3 in 1 block including Dari, Pashto, English)	<b>Size: 36X16 Inch</b> Material: To be printed on luster photo paper have rich color saturation that gives a vibrant color finish. Color: 4 Color Printing	21	Will be shared after confirmation
<b>PSEA Poster</b> (3 in 1 block including Dari, Pashto, English)	<b>Size: 54X24 Inch</b> Material: To be printed on luster photo paper have rich color saturation that gives a vibrant color finish. Color: 4 Color Printing	99	Will be shared after confirmation

### SAMPLE:



**Technical Specifications for Framing of Posters:**

ITEMS	SPECIFICATIONS	QTY	Sample
Wooden Framing	<p><b>Size: 54x24 Inch</b>            Material: Wooden frame of 01 inches with fiber board. Poster must be pasted properly on the fiber board with fine plastic lamination fitted with metallic hanging clip.</p>	297	<p>Front View:</p> 
Wooden Framing	<p><b>Size: 36X16 Inch</b>            Material: Wooden frame of 01 inches with fiber board. Poster must be pasted properly on the fiber board with fine plastic lamination and fitted with metallic hanging clip.</p>	63	<p>Side View:</p>  <p>Rear View:</p>  <p>Hanging Clip</p> 

## 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 <u>OR</u> State, as required</i>	<i>No, we cannot comply (state as required)</i>
<b>Delivery lead time:</b> Goods must be deliver at UNHCR office within 5 days of order placed by UNHCR		
<b>Delivery Terms and Location:</b> DAP Location, Sub office Quetta		
<b>Offer Validity:</b> (minimum 60 Calendar Days from the closing date of the RFQ).		
<b>UNHCR General Conditions of Contracts for provision of Goods – 2018</b>		
<b>Acceptance to offer goods as per the Technical Specification including quality certification as in Annex A</b>		
<b>Acceptance to abide by the Suppliers’ Code of Conduct</b>		

Company Name: \_\_\_\_\_

Authorized Person & Title: \_\_\_\_\_

Signature & stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex C

### Financial Offer Form

**POSTERS:**

ITEMS	QTY	RATE	TOTAL
POSTER (24x54)	99		
POSTER (36x16)	21		
POSTER (24x54)	99		
POSTER (36x16)	21		
POSTER (24x54)	99		
POSTER (36x16)	21		
<b>TOTAL</b>			

**Wooden Framing of above posters**

ITEMS	QTY	RATE	TOTAL
Wooden Frame (24x54)	297		
Wooden Frame (36x16)	63		

Note: Quantities may vary for the final order.

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

Bid Validity: 30 Days  NO

Time required for complete Job: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Official stamp: \_\_\_\_\_