

DATE: 5th May 2023

Tender Opening Date: 5th MAY 2023

REQUEST FOR QUOTATION TENDER No: 2023/SOP/SCU/Rfq/010 FOR THE HOUSEHOLD & OFFICE

ITEMS FOR UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN

CLOSING DATE: 12th MAY 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 Household and office items for 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
- Annex G Terms of reference for the Banner - Urdu Version (Item no.24 of the technical specifications – Annex B)
- Annex H Terms of reference for the Banner - English Version (Item no.24 of the technical specifications – Annex B)
- Annex I List of First Aid Box items

2.Lead time:

Please clearly mention your **project completion period or delivery time** in your offer.

3. Financial Offer:

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

4.Technical Evaluation Criteria:

Technical requirements of this tender will be as per the Technical Evaluation Criteria below.

S/N.	Request For Quotation Technical Requirements	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
1.	Registration certificate Bidders must present proof of registration.		
2.	Offer Validity: Consider your offer valid throughout the contract duration until final and satisfactory delivery of goods to the agreed place of delivery.		
3.	Payment Terms: Bidders shall accept UNHCR payment terms of 30 days after delivery of the goods and verification by UNHCR thereof.		
4.	Vendor Registration Form (For only new vendors to UNHCR) Annex E. New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the information required therein.		
5.	UNHCR General Conditions of Contracts for Goods (Annex D). Bidders must accept terms of UNHCR's General Conditions of Contract for		

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	provision of goods (Annex D) and submit it together with their offer.		
5.	UN Suppliers Code of Conduct (Annex F) Bidders must commit themselves to comply with requirements of UN Supplier code of conduct by signing, stamping, and submitting a copy with their Offer to UNHCR.		

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. (**Note:** Please note that only one technical and financial offer must be submitted per vendor. Multiple submissions will be from one vendor will be disqualified)

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 or partial contract to the successful supplier(s).

UNHCR's standard payment terms are 30 days upon satisfactory delivery of the Goods and Services and acceptance thereof by UNHCR.

(5). Bids Submission:

We would appreciate receiving your offer on or before the close of the tendering period
12th MAY 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/010

-Name of your firm

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

Thank you for your kind attention

5th May 2023

Fredah Zawedde

Fredah Zawedde
Associate Supply Officer
UNHCR Sub Office Peshawar

