

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

DATE:29/05/2023

TENDER OPENING DATE: 29th May 2023**REQUEST FOR QUOTATION TENDER.No: 2023/SOP/SCU/RFQ/016 FOR THE SUPPLY & INSTALLATION OF BADMINTON COURT AT UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN****CLOSING DATE: 5th June 2023. AT 16:00 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 the supply and installation of a badminton court at 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 B1 Badminton Court dimensions
- Annex B2 Description & Drawing
- Annex C Financial Offer Form
- Annex D General Condition of Contract for Civil Works (October 2000)
- 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 / Contract.

3. Financial Offer:

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

4.Technical Evaluation Criteria:

S/N.	Request For Quotation Technical Requirements	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
1.	Registration certificate Bidders must present proof of registration.		
2.	Bid / Offer Validity: Consider your financial offer valid throughout the contract duration until satisfactory completion of the goods and services required.		
3.	Payment Terms: Bidders shall accept UNHCR payment terms of 30 days after delivery of the services and verification by UNHCR.		
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 Civil Works – Oct 2000 (Annex D). Bidders must accept terms of UNHCR's General Conditions of Contract for		



	civil works (October 2000 version) by signing and stamping the attached copy and submit it together with their offer.		
6.	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.		

The technical requirements of this tender will be based on the above 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 all 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 items included in the BOQ 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 / partial contract to the successful bidder.

(5). Bids Submission:

We would appreciate receiving your offer on or before the tender closing period of **5th June 2023 at 16:00 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.

All queries to the tender ref: **2023/SOP/SCU/RFQ/016** should be submitted by 31st May 2023.

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/016

-Name of your firm

-Number of e-mails that are sent (example: 1/3, 2/3, 3/3)

Thank you for your kind attention

 29th May 2023

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar