

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 19/05/2023****TENDER OPENING DATE: 19<sup>TH</sup> MAY 2023****REQUEST FOR QUOTATION TENDER No: 2023/SOP/SCU/Rfq/012 FOR THE  
PROCUREMENT OF CCTV CAMERAS TO UNHCR SUB OFFICE PESHAWAR - KP -  
PAKISTAN****CLOSING DATE: 24<sup>TH</sup> 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 of IT equipment to 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

**2. Lead time:**

Please clearly mention your project completion period in your offer. UNHCR minimum project completion period within 30 days after UNHCR issuance of a Purchase Order.

**3. Financial Offer:**

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

**4. Technical Evaluation Criteria:**

The technical requirements of this tender will be based on the below Technical Evaluation Criteria's

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.	<b>Registration certificate</b> Bidders must present proof of registration.		
2.	<b>Offer Validity:</b> Consider your offer valid for the entire contract duration until final delivery of goods as per UNHCR specification.		
3.	<b>Payment Terms:</b> Bidders shall accept UNHCR payment terms of 30 days after delivery of the services and verification by UNHCR thereof.		
4.	<b>Vendor Registration Form (For only new vendors to UNHCR) Annex E.</b> New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein.		
5.	<b>UNHCR General Conditions of Contracts for Goods (Annex D).</b> Bidders must accept terms of UNHCR's General Conditions of Contract for provision of goods and submit it together with their offer.		
6.	<b>UN Suppliers Code of Conduct (Annex F)</b> 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.

**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 / partial contract to the successful supplier. The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for and submitted by bidders in Annex - A (Bid data form).

**(5). Request for Clarification:**

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to [pakpescu@unhcr.org](mailto:pakpescu@unhcr.org) The deadline for receipt of questions/ queries is 22nd May 2023 at 17:00 hrs PST. (Please do not submit your financial offer to this email).

**(6). Bids Submission:**

We would appreciate receiving your offer on or before the close of the tendering period **24<sup>th</sup> May 2023 at 17:00 hrs PST.**

Bids shall be submitted by e-mail in PDF format (signed and stamped) sent to email addresses: [pakperfq@unhcr.org](mailto: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/012**

**-Name of your firm**

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

Thank you for your kind attention

 19<sup>th</sup> May 2023

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar