

DATE: 11th/May/2023

**REQUEST FOR QUOTATION No: RFQ NO. 2023/SOP/SCU/RFQ/013
FOR SUPPLY AND DELIVERY OF VISIBILITY ITEMS TO UNHCR SUB OFFICE
PESHAWAR IN PAKISTAN**

QUOTATION TO BE RECEIVED ON OR BEFORE: 19th/May/2023 by 16:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar invites qualified suppliers of visibility items to submit a price quotation for the above tender.

1. The following **Annexes** are an integral part of this Request for Quotation,
 - **Annex A:** Bid Data Form
 - **Annex B:** Technical specification for visibility items.
 - **Annex C:** Financial Offer Form for visibility items.
 - **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods and Services
 - **Annex E:** UN Suppliers code of Conduct
 - **Annex F:** Vendor Registration form (*to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM*).
2. **Lead / Delivery time:** Please clearly mention your Lead / delivery time after UNHCR places a Purchase order.
3. **Incoterms:** Delivered at Place UNHCR warehouse Azakhael – Peshawar.
4. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex C**). Please note that supplier submit bid with required needs for supply of visibility items (**Annex – B**). UNHCR will award the Contract(s) to a successful bidder(s) for Supply of visibility items.

UNHCR is GST exempted, with this regard, price must be given without GST & Withholding tax.

UNHCR reserves the right to award either a full or partial contract (s) for the supply and delivery of the required items to one or more suppliers. The basis of award of contract will be the lowest most technically compliant supplier(s) financial offer that meets UNHCR needs in the best manner. UNHCR's technical evaluation process may include: provision of samples for quality inspection / products compliance to technical specifications detailed in Annex B, visiting your company premises to inspect the availability of products, storage of the products, your company's delivery capacity.

Your quotation must be valid throughout the contract duration until final delivery of the required goods. 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 (**ANNEX D**) the UNHCR's General Conditions of Contracts for the Provision of Goods and Services. You must clearly indicate in your quotation if you accept them.


5. **RFQ Submission:** We would appreciate receiving your quotation on or before **19th May 2023 by 16:00 hrs PST** by e-mail in PDF format (signed and stamped) to email address pakperfq@unhcr.org Incomplete submissions may result in disqualification.

NOTE: Any queries to the tender may be submitted to: [Peshawar, Pakistan Supply Chain pakpescu@unhcr.org](mailto:pakpescu@unhcr.org) by 15th May 2023.

Please indicate in the e-mail subject field:

- RFQ NO.2023/SOP/SCU/RFQ/013
- Name of your firm
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3)

Thank you for your kind attention.

 11th May 2023

Fredah Zawedde,
Associate Supply Officer,
UNHCR Pakistan.