

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 03-MAY-2023****REQUEST FOR QUOTATION: No. RFQ/SC/2023/016****FOR THE PROVISION OF SUPPLIES FOR UNHCR SUB-OFFICE QUETTA****QUOTATION TO BE RECEIVED BY 14-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 the Provision of Supplies for office as specified in **ANNEX-A**

**Delivery point:** UNHCR Sub office Quetta

**Completion Time:** within 2 weeks

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 **14 May 2023** i.e. **SUNDAY** by **23:59 PST**. 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/2023/016**

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**“QUOTATION FOR PROVISION OF SUPPLIES FOR UNHCR SUB OFFICE QUETTA”**



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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.

  
  
**Supply Chain Unit**  
UNHCR Sub Office Quetta

## Annex-A

### Technical Specifications:

SR. NO	ITEMS	SPECIFICATIONS	UOM	QTY	REFERENCE PICTURE
1	Dettol Bar Soap	white - 120 grams	EA	400	
2	Safeguard Bar Soap	white - 103 grams	EA	300	
3	Dove Bar Soap	white - 135 grams	EA	200	
4	Hand Wash Life Bouy 220 ml	Handwash - 220ml Bottle	EA	500	
5	Dettol Hand Wash 250 ml	Handwash - 250ml Bottle	EA	900	
6	Harpic Bathroom Cleaner	Bathroom Cleaner Red 500 ml	EA	1000	
7	Harpic Toilet Cleaner	Toilet Cleaner 500 ml (blue)	EA	100	
8	Dettol Antiseptic Liquid	1 liter	EA	1000	
9	Comfort	Liquid 500 ml	EA	500	

10	Max Dish wash	Liquid 750 ml	EA	1500	
11	Astonish Wood Floor Polish	1 liter	EA	600	
12	Robinhood Bleach Fabric Softener	500 ml	EA	600	
13	Mortein Ultra-Fast Fly and Mosquito Killer	400 ml	EA	150	
14	KIWI Renews Electronic Appliances Polish	250 ml	EA	50	
15	Air Wick Room Spray	250 ml	EA	1000	
16	7CF Furniture Polish	550 ml	EA	400	


17	Lemon Max Dish washer Powder	750 grams	EA	24	
18	Rose Petal Deluxe	Double ply - 400 Sheets	Box	1300	
19	Rose Patel Maxob Tissue Roll	Double ply	Roll	2000	
20	Rose Petal Zoop Kitchen Towel	Double ply	Roll	1500	
21	Scott Bath tissue	1000 sheets per roll	Roll	1000	
22	Surf Excel	Liquid Detergent 1 Liter	EA	2500	
23	Mop Wiper - Flat end	Plastic handle	EA	85	
24	Normal Wiper	Medium size	EA	12	

25	Mop with Bucket	Bucket Size 46x26x23cm; 2 refill mops	EA	50	
26	Long Handled Dustpan and Broom Set	Plastic	EA	45	
27	Glass cleaner Wiper	Medium	EA	12	
28	Cloth made Duster	Medium Size	EA	4000	
29	Glint (Glass Cleaner)	500ml	EA	120	
30	Garbage Bags Large Size	Large Size Black Color	EA	100	
31	Garbage Bags Small	Small Size Black Color	EA	100	Same as above
32	Dust Bin - Paddle	12 liters	EA	40	

33	Scotch Brite	3M Scouring Pad	EA	1000	
34	Dustpan with brush	Plastic	Set	10	
35	Toilet Cleaning Brushes	Medium one	Set	12	
36	Dish washer Finish	181 grams	EA	100	
37	Disposable Cups /Coffee cups	8 Ounce Paper Coffee Cups with lid	EA	2000	
38	Disposable Glass - Good Quality		EA	1500	
39	LED Tube lights	LED Phillips white	EA	30	
40	Bulb	15 Watts Philips (Ring) white	EA	30	
41	Bulb	42 Watts Philips white	EA	30	

42	Ceiling light	18 Watts - White	EA	15	
43	Disposable Gloves 100 Pairs Pack	Plastic Medium Size	Pack	10	
44	Disposable cap 100 Pairs	Plastic Medium Size	Box	10	
45	Disposable Apron 100 Pairs	Plastic Medium Size	Box	10	
46	Dust Shovel	Steel medium size	EA	30	
47	Dustbin With Pedal and tires	120 Liter	EA	15	
48	Dustbin With Pedal and tires	80 liters	EA	4	
49	Energizer MAX <b>AA</b> Batteries	AA 1.5 V	EA	200	
50	Energizer MAX <b>AAA</b> Batteries	AAA1.5 V	EA	200	



51	Paper Shredder	<p>Sheet capacity: 15 sheets, Shreds 1 CD &amp; 1 Credit Card per pass            Mini crosscut (4x 12mm)            Pull out bin Bin capacity: 32 liter            Safety interlock Power control            LED display: Standby / Overheat / Overload / Door open / Bin full            Auto / Manual reserve to clear paper jams            Continuously operating for 60 minutes</p> <p><b>Aurora as 1530CM or equivalent</b></p>	EA	4	
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## 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 15 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

<b>SR. NO</b>	<b>ITEMS</b>	<b>UOM</b>	<b>QTY</b>	<b>RATE</b>	<b>TOTAL</b>
1	Dettol Bar Soap	EA	400		
2	Safeguard Bar Soap	EA	300		
3	Dove Bar Soap	EA	200		
4	Hand Wash Life Bouy 220 ml	EA	500		
5	Dettol Hand Wash 250 ml	EA	900		
6	Harpic Bathroom Cleaner	EA	1000		
7	Harpic Toilet Cleaner	EA	100		
8	Dettol Antiseptic Liquid	EA	1000		
9	Comfort	EA	500		
10	Max Dish wash	EA	1500		
11	Astonish Wood Floor Polish	EA	600		
12	Goodbye Bleach Fabric Softener	EA	600		
13	Mortein Ultra-Fast Fly and Mosquito Killer	EA	150		
14	KIWI Renews Electronic Appliances Polish	EA	50		
15	Air Wick Room Spray	EA	1000		
16	7CF Furniture Polish	EA	400		
17	Lemon Max Dish washer Powder	EA	24		
18	Rose Petal Deluxe	Box	1300		
19	Rose Patel Maxob Tissue Roll	Roll	2000		
20	Rose Petal Zoop Kitchen Towel	Roll	1500		
21	Scot Bath tissue	Roll	1000		
22	Surf Excel	EA	2500		
23	Mop Wiper - Flat end	EA	85		
24	Normal Wiper	EA	12		
25	Mop with Bucket	EA	50		
26	Long Handled Dustpan and Broom Set	EA	45		
27	Glass cleaner Wiper	EA	12		

28	Cloth made Duster	EA	4000		
29	Glint (Glass Cleaner)	EA	120		
30	Garbage Bags Large Size	EA	100		
31	Garbage Bags Small	EA	100		
32	Dust Bin - Paddle	EA	40		
33	Scotch Brite	Pack	1000		
34	Dustpan with brush	Set	10		
35	Toilet Cleaning Brushes	Set	12		
36	Dish washer Finish	EA	100		
37	Disposable Cups /Coffee cups	EA	2000		
38	Disposable Glass - Good Quality	EA	1500		
39	LED Tube lights	EA	30		
40	Bulb 12 watts	EA	30		
41	Bulb 42 Watts	EA	30		
42	Ceiling light	EA	15		
43	Disposable Gloves	Box	10		
44	Disposable cap	Box	10		
45	Disposable Apron	Box	10		
46	Dust Shovel	EA	30		
47	Dustbin With Pedal and tires	EA	15		
48	Dustbin With Pedal and tires	EA	04		
49	Energizer MAX <b>AA</b> Batteries	EA	200		
50	Energizer MAX <b>AAA</b> Batteries	EA	200		
51	Paper Shredder	EA	04		
<b>Grand Total</b>					

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  YES  NO

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

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

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

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