

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 05-MAY-2023****REQUEST FOR QUOTATION: No. RFQ/SC/2023/017****FOR THE PROVISION OF STATIONERY 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 companies to submit Bid for supply of Stationery Items.

**Specifications and Quantity:** Find attached **ANNEX A** for more information about the specifications and quantities of posters and frames.

**Requirement:** For the Provision of STATIONERY 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/2023/017**

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**“QUOTATION FOR PROVISION OF STATIONERY 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:

#### LOT#01 Admin/Office

SR. NO	ITEMS	SPECIFICATIONS	UOM	QTY
1	Ball Point Pen Blue	0.7 mm Pack of 10 Blue color	Boxes	50
2	Note Pad / writing Pad with Spiral Binding	Size: W 14.73cm x21.08cm (A5) Pages: 100 Pages 70g Offset Paper	EA	150
3	Note Pad / writing Pad	Durable covers in red, black, blue, and green No-snap coil resists catching on papers or clothing. Acid Free- Yes 6" x 9"; Gregg ruled, 80 sheets	EA	500
4	Stamp Pad Blue	Stamping Area 6.0x 9.0 cm. Color (Blue) Precise and accurate flow of ink. Fine quality Plastic case. Water ink color pad	EA	50
5	Paid Stamp - Red	Self-inking design for quick, repetitive stamping Attractive, clear mount Re-ink able and replaceable ink pad -- Prints in red ink Impression area: 9/16" x 1-1/2"	EA	10
8	Binder Clip	Black 42 mm	Boxes	20
9	Paper Clip	Big 52 mm	Boxes	20
10	Sticky Note	50 mm * 75 mm Good Quality	Packs	100
11	Sticky Note	76 * 76 mm Good Quality	Packs	50
12	Sticky Note	76* 127 mm Good Quality	Packs	50
13	Gum Stick	UHU Glue Stick 21grams	EA	10
14	File Box ( Blue Color) Large Size	Elegant Narrow Box File Blue. It typically has a narrow width and a long length, allowing it to hold items such as receipts, invoices, and other small documents.	EA	50
15	Laminating Pouches 80 / plus Microns A4	Pouches 80 / plus Microns A4	EA	20
16	Plastic Cover for Certificates	A4 Size -Transparent with high quality clear plastic	EA	200
17	Board Marker (Different Color)	Can be dry-wiped from whiteboards and surfaces like glass and porcelain without leaving a trace Fast-drying, low odor Locked tip	EA	150

18	Eraser Marker (Different Color)	Excellent Quality Ultra Smooth Best Use for White Board Good for Teaching Good for Regular use Good for School, Offices	EA	200
19	Highlighters	Dollar broad point 1-4.5 mm Mutli color	EA	250
20	Heavy Duty Punch Machine	Hole Distance: 80mm Hole Diameter: 6mm Material: Metal Punching Capacity: 200 sheets/80g	EA	2
21	Heavy Duty Stapler	Heavy Duty Stapler. Constructed with major durable metal material Staple Capacity: Up to 200 sheets of 80 gsm paper Compatible Stapler Pins: 23/6, 23/8, 23/10, 23/13 Soft rubber grip handle. Assorted Black/Grey Color	EA	2
22	Staplers	Finger-touch technology and saving 60% effort / force Compatible Stapler Pins: 24/6, 26/6, 24/8, 26/8 Staple Capacity: Up to 40 sheets of 80 gsm paper Ergonomic soft grip handle for easy desktop operation	EA	50
23	Pair of Scissors	Ultra-smooth cut Durable stainless steel blades Hard & sharp Eco-Friendly office scissors Multicolor	EA	10
24	Cutter Knife	Sharp Cutting Blade Durable Safe to use Full grip Made with high quality material 100 x 18 mm Pocket Carry multi-purpose Can easily change the blade	EA	20
25	Squash Tape 2 inch	Deer Brand or equivalent Strong adhesive extra length 2-inch width length 110 yards approx. home and office essentials	EA	50
29	Staple Remover	Heavy duty staple remover shiny silver metal plated jaws Staple puller remover strong durable plastic body with smooth surface Easy to grip handles staple removers for office, and school use.	EA	20
30	Document File Envelope	High quality clear Plastic with a flap and button A4 size	EA	100
31	A4 Size Envelope	Plane white color fine quality paper	EA	200

32	A4 Size Pages	PaperOne or Equivalent size: A4 Weight(g/m2) : 80 Opacity (%) : 98 Brightness(%) : 97 Thickness (um) : 97 1 Ream = 500 sheets	Ream	100
33	A3 Size Pages	PaperOne or Equivalent Size: A3 Weight(g/m2) : 80 Opacity (%) : 98 Brightness(%) : 97 Thickness (um) : 97 1 reams = 500 sheets	Ream	20
34	Metal Mesh Pen Holder	Size: 3.5 x 2.7inch. High Density Wire Mesh Pen Holder: Made of heavy-duty metal material with high quality surface preparation and coating, sturdy, durable and rust resistant. Multi-Function Pencil Holder.	EA	30
35	Calculators scientific	12 Digits, 300 Steps Check and Correct Calculator for Office & Shop Recheck Function Dedicated Tax keys for calculation of price plus tax, tax amount, Price less tax. Dedicated GT key for Grand Total Calculation Can be set to show numbers in Million & Billion also. Dual Tone Body that gives it attractive look Extra Large Display: Larger display makes more data easier to read Two-Way Power (Solar + Battery): Solar powered when light is sufficient, battery powered when light is insufficient Product Dimensions (D x W x H): 185mm x 140cm x 28.6mm	EA	5
36	Paper Punch - small	Paper Punch for 20 sheets .For accurate hole punching when using prong fasteners. Features adjustable paper guides for accuracy. Padded ergonomic handle for comfortable punching. For accurate hole in you papers you need to buy punching hole machine.	EA	50
38	Box Sealing Tape	Dimensions: 70 Yards Length x 2 Inches Width per roll Transparent: Brown, bubble Free and adhesive to most surfaces. Durable: Durable high adhesion heavy-duty packaging tape provides excellent holding power with the ability to perform in any environment or extreme temperatures.	EA	50
39	White Board	2x3 feet	EA	5
40	Green Notice Board	2x3 feet	EA	5
42	White Charts	Plain White Chart with overall dimensions of 7-5/8 x 11-1/4 in (194 x 286 mm).	EA	50

## Annex-A

### Technical Specifications:

#### LOT#02 Legal/GBV Section:

SR. NO	ITEMS	SPECIFICATIONS	UOM	QTY
1	Writing Pads (Spiral)	8" by 6" with 200 pages	EA	200
2	Writing Pads (Simple)	8" by 6" with 200 pages	EA	660
3	Uniball Pens (Pointers)	Uniball	EA	360
4	Ball points	Max ball points	EA	500
5	Certificate Papers (Photo Papers)	12" by 8" (Photo papers)	EA	800
6	L shape plastic covers	12" by 8" clear plastic	EA	800
7	Plastic file folders	Standard size (button files)	EA	860
8	Flip Charts	Standard size	Set	80
9	Permanent Markers	(Different colors, white/yellow/blue/green)	EA	100
10	Color Charts (Different colors)	Standard size	EA	100
11	Masking Taps	Size 1"	EA	06
12	Masking Taps	Size 2"	EA	06
13	Sticky notes different colours	4" by 3" in size	EA	20
14	Orange colour hard charts	Standard Size	EA	08
15	Orange Balloons	Plain Medium Size	Pack	08
16	White balloons	Plain Medium Size	Pack	08
17	Cloth Name tags/table name tags	Organic Cotton Name Labels sew on name tags (clothing labels)	EA	160
18	Whiteboard markers	Blue/Black/Red/Green	EA	15
19	Paper tape	2" Best quality	EA	01
20	Paper tape	1" Best quality	EA	01
21	Pencils	Lid Pencils pack of 12	Pack	01
22	Paper pins	Stainless steel	Box	01
23	Thump pins	Stainless Steel	Box	04

## 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 delivered 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

#### LOT#01 Admin/Office

SR. NO	ITEMS	UOM	QTY	RATE	TOTAL
1	Ball Point Pen Blue	Boxes	50		
2	Note Pad / writing Pad with Spiral Binding	EA	150		
3	Note Pad / writing Pad	EA	500		
4	Stamp Pad Blue	EA	50		
5	Paid Stamp - Red	EA	10		
6	Binder Clip	Boxes	20		
7	Paper Clip	Boxes	20		
8	Sticky Note	Packs	100		
9	Sticky Note	Packs	50		
10	Sticky Note	Packs	50		
11	Gum Stick	EA	10		
12	File Box (Blue Color) Large Size	EA	50		
13	Laminating Pouches 80 / plus Microns A4	EA	20		
14	Plastic Cover for Certificates	EA	200		
15	Board Marker (Different Color)	EA	150		
16	Eraser Marker (Different Color)	EA	200		
17	Highlighters	EA	250		
18	Heavy Duty Punch Machine	EA	2		
19	Heavy Duty Stapler	EA	2		
20	Staplers	EA	50		
21	Pair of Scissors	EA	10		
22	Cutter Knife	EA	20		
23	Squash Tape 2 inch	EA	50		
24	Staple Remover	EA	20		
25	Document File Envelope	EA	100		
26	A4 Size Envelope	EA	200		
27	A4 Size Pages	Ream	100		
28	A3 Size Pages	Ream	20		



29	Metal Mesh Pen Holder	EA	30		
30	Calculators scientific	EA	5		
31	Paper Punch - small	EA	50		
32	Box Sealing Tape	EA	50		
33	White Board	EA	5		
34	Green Notice Board	EA	5		
35	White Charts	EA	50		
36	Ball Point Pen Blue	Boxes	50		
37	Note Pad / writing Pad with Spiral Binding	EA	150		
38	Note Pad / writing Pad	EA	500		
39	Stamp Pad Blue	EA	50		
40	Paid Stamp - Red	EA	10		
41	Binder Clip	Boxes	20		
42	Paper Clip	Boxes	20		
<b>Sub Total of Lot#1</b>					

### Financial Offer Form

#### LOT#02 Legal/GBV Section:

SR. NO	ITEMS	UOM	QTY	RATE	TOTAL
1	Writing Pads (Spiral)	EA	200		
2	Writing Pads (Simple)	EA	660		
3	Uniball Pens (Pointers)	EA	360		
4	Ball points	EA	500		
5	Certificate Papers (Photo Papers)	EA	800		
6	L shape plastic covers	EA	800		
7	Plastic file folders	EA	860		
8	Flip Charts	Set	80		
9	Permanent Markers	EA	100		
10	Color Charts (Different colors)	EA	100		
11	Masking Taps	EA	06		
12	Masking Taps	EA	06		

13	Sticky notes different colours	EA	20		
14	Orange colour hard charts	EA	08		
15	Orange Balloons	Pack	08		
16	White balloons	Pack	08		
17	Cloth Name tags/table name tags	EA	160		
18	Whiteboard markers	EA	15		
19	Paper tape	EA	01		
20	Paper tape	EA	01		
21	Pencils	Pack	01		
22	Paper pins	Box	01		
23	Thump pins	Box	04		
<b>Sub Total of Lot#2</b>					
<b>Grand Total Lot#1+Lot#2</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: \_\_\_\_\_