

DATE: 05- June-2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/020

FOR PRINTING AND INSTALLATION OF BILLBOARDS FOR WORLD REFUGEE DAY-2023
QUOTATION TO BE RECEIVED BY 7-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 and Advertising companies to submit Bid for printing and installation of Billboards in Quetta.

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

Requirement: For Printing and advertng as specified in **ANNEX-A**

Delivery point: UNHCR Sub office Quetta

Completion Time: within 15 Days (15- 30 June/2023)

Please include following **MANDATORY DOCUTMENTS** 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 **7 June 2023** i.e. **Wednesday** by **COB**. 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 with the subject mentioned **RFQ/SC/2023/020**

“FOR PRITNING AND INSTALLATION OF BILLBOARD FOR WORLD REFUGEE DAY-2023”

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.



Richard Musaki

Associate Supply Officer Supply Chain
Unit
UNHCR Sub Office Quetta

