



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**DATE: 15<sup>TH</sup> JUNE 2023**

**REQUEST FOR QUOTATION: No. RFQ/SC/2023/025**

**RE-TENDER FOR SUPPLY, INSTALALTION, COMMISSIONING AND TESTING OF  
200 KVA AND 100 KVA TRANSFORMER TO UNHCR SUB OFFICE QUETTA.**

**QUOTATION TO BE RECEIVED BY: 26<sup>TH</sup> JUNE 2023**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, 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 would like to procure and installed 200KVA and 100 KVA transformer as per the detailed specifications given in Annex-B.

**Scope of work and Quantity:** as per annex B

**Requirement: For supply, Installation, commissioning, and testing of 200KVA and 100KVA transformer to UNHCR sub office Quetta.**

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- **Delivery point:** DAP: UNHCR, SUB-OFFICE QUETTA
- **Delivery time (After receipt of order):** 15 days max
- **Completion Time (Delivery) :** 15 days

Find attached in **ANNEX B** more information about the details and quantity of required items.

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.

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.

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The following annexes form integral part of this request for quotation:

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Technical specification-BOQ</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 good (2018 version)</i>
<i>Annex F:</i>	<i>UN code of conduct</i>

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **26<sup>TH</sup> JUNE 2023** i.e. **MONDAY** by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Borchers of offered Item
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex-C)

Your offer/quotation must be sent with all supporting documents to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org) "**SC/RFQ/2023/025**",

**Re-Tender FOR SUPPLY, INSTALLATION, COMMISSIONING AND TESTING OF 200 KVA AND 100 KVA TRANSFORMER TO 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 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 OR State, as required</i>	<i>No, we cannot comply (state as required)</i>
<b>Delivery lead time:</b>  Goods/services must be delivered at Quetta within 15-20 days of order placed by UNHCR		
<b>Delivery Terms and Location:</b>  DAP: UNHCR SUB OFFICE QUETTA		
<b>Offer Validity:</b> (minimum 30 Calendar Days from the closing date of the RFQ).		
<b>UNHCR General Conditions of Contracts for provision of Goods &amp; Services – 2018</b>		
<b>Acceptance to offer goods as per the Technical Specification including quality certification as in Annex B</b>		
<b>Acceptance to abide by the Suppliers' Code of Conduct</b>		

**Company Name:** \_\_\_\_\_

**Authorized Person & Title:** \_\_\_\_\_

**Signature & stamp:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ANNEX-B**  
**Technical Specifications**  
**Transformer (200 KVA & 100KVA)**  
**DAP: UNHCR SUB OFFICE AT QUETTA**

S.No	Description	Specs	Qty
01	200 KVA Transformers	<p>Supply, Installation, commissioning, and Testing of 200KVA 11/0.415KV Oil immersed IP66 QESCO/WAPDA/NTDC approved Transformer to be Installed inside the transformer room with Transformer Mounting PAD including construction of mounting pad and all accessories complete in all respects as mentioned in Specification. Unloading and Installation at site will be the responsibility of Supplier).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The supplier shall ensure that the selected transformer meets all the necessary specifications, standards, and requirements from QESCO.</li> <li>The supplier shall be responsible for all costs associated with the procurement of the transformer, including but not limited to the purchase price, taxes, duties, shipping, and insurance charges.</li> <li>The supplier shall arrange for the proper installation of the transformer, ensuring compliance with QESCO requirements applicable safety regulations, codes, and standards.</li> <li>The supplier shall bear all expenses related to the installation of the transformer, such as transportation, labor, equipment, tools, and any required <b>permits or licenses</b>.</li> <li>The supplier shall undertake the loading and unloading of the transformer at the designated site, ensuring that proper handling procedures are followed</li> </ul> </div>	01

		<p>to prevent any damage or loss during transportation.</p> <ul style="list-style-type: none"> <li>Any additional costs directly or indirectly related to the procurement, installation, and loading of the transformer, including but not limited to site preparation, civil works, or any other necessary activities, shall be the sole responsibility of the supplier.</li> <li>Ensures the highest quality of workmanship, adheres to the agreed timelines, and employs skilled professionals for the installation process. Any deviations from the agreed-upon specifications or failure to meet the project requirements shall be the responsibility of the supplier to rectify at their own expense.</li> </ul>	
<b>02</b>	<b>100 KVA Transformers</b>	<p>Supply, Installation, commissioning and Testing of 100KVA 11/0.415KV Oil immersed IP66 QESCO/WAPDA/NTDC approved Transformer to be Installed inside the transformer room with Transformer Mounting PAD including construction of mounting pad and all accessories complete in all respects as mentioned in Specification. Unloading and Installation at site will be the responsibility of Supplier).</p> <hr/> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The supplier shall ensure that the selected transformer meets all the necessary specifications, standards, and requirements from QESCO.</li> <li>The supplier shall be responsible for all costs associated with the procurement of the transformer, including but not limited to the purchase price, taxes, duties, shipping, and insurance charges.</li> <li>The supplier shall arrange for the proper installation of the</li> </ul>	<b>01</b>

		<p>transformer, ensuring compliance with QESCO requirements applicable safety regulations, codes, and standards.</p> <ul style="list-style-type: none"><li>• The supplier shall bear all expenses related to the installation of the transformer, such as transportation, labor, equipment, tools, and any required <b>permits or licenses</b>.</li><li>• The supplier shall undertake the loading and unloading of the transformer at the designated site, ensuring that proper handling procedures are followed to prevent any damage or loss during transportation.</li><li>• Any additional costs directly or indirectly related to the procurement, installation, and loading of the transformer, including but not limited to site preparation, civil works, or any other necessary activities, shall be the sole responsibility of the supplier.</li><li>• Ensures the highest quality of workmanship, adheres to the agreed timelines, and employs skilled professionals for the installation process. Any deviations from the agreed-upon specifications or failure to meet the project requirements shall be the responsibility of the supplier to rectify at their own expense.</li></ul>	
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**ANNEX-C  
PRICE PROPOSAL**

S.No	Description	Qty	Rate	Total
01	200 KVA Transformers	01		
02	100 KVA Transformers	01		
<b>TOTAL</b>				

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

Authorized Person &amp; Title: \_\_\_\_\_

Signature &amp; stamp: \_\_\_\_\_

Date: \_\_\_\_\_