



UNHCR

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

DATE: **12TH JUNE 2023**

REQUEST FOR QUOTATION: No. RFQ/SC/2023/023

FOR PRINTING & SUPPLY OF EARLY CHILD EDUCATION AND MULTIGRADE TEACHING KITS (Phela Taleemi Basta) FOR UNHCR SUB-OFFICE IN QUETTA

QUOTATION TO BE RECEIVED BY: **19TH June by COB**

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate, and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

Description: FOR PRINTING & SUPPLY OF EARLY CHILD EDUCATION AND MULTIGRADE TEACHING KITS (Phela Taleemi Basta)

Find attached in **ANNEX B -Detail Specification** - more information about the requirement for the “**FOR PRINTING & SUPPLY OF EARLY CHILD EDUCATION AND MULTIGRADE TEACHING KITS (Phela Taleemi Basta) FOR UNHCR SUB-OFFICE IN QUETTA**”

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all taxes and duties but must have the transportation charges up to its delivery point. A vendor should provide the rates for in Annex C.

- Currency: PKR
- Unit Cost: delivered at place (DAP - Others)
- Cost of all items/goods: in PKR
- Additional charge, if any (please specify): Transportation, Installation, and labor charges
- Total Cost for goods / Services (all inclusive)

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

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Specifications</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 Purchase of Services (January 2010 version)</i>
<i>Annex F:</i>	<i>UN Supplier Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **19TH June 2023** i.e. **MONDAY by 1200 hrs.** The quotations must be accompanied by the below-mentioned documents. Those vendors whose company profiles have already been submitted need not submit them again. However, the vendors should provide the quotation.

Your offer/quotation must be sent with all supporting documents to pakqurfg@unchr.org in PDF.

FOR PRINTING & SUPPLY OF EARLY CHILD EDUCATION AND MULTIGRADE TEACHING KITS (Phela Talemi Basta) FOR UNHCR SUB-OFFICE IN QUETTA

Closing Date: 19TH June 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 after the closing date of submission. 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 Services-2010. You must 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 OFFER**

Other information pertaining to our Quotation is as Follows	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver of services within a maximum of 01 month from the date UNHCR sends an order/Complain to the supplier.		
Delivery Location: DAP UNHCR Sub Office, Airport Road Quetta.		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for goods 2018 attached		
Acceptance to deliver genuine/original items with a warranty as per technical details in Annex B.		

Company Name: _____

Authorized Person & Title: _____


Signature and Stamp: _____


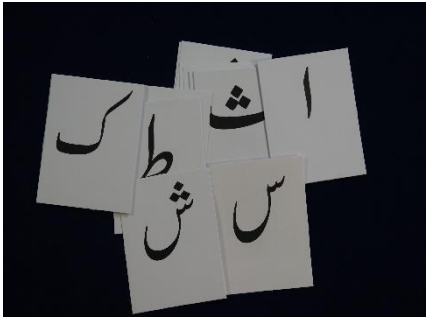

Date: _____






ANNEX-B
DETAILED SPECIFICATIONS OF ECE KIT

(Phela Taleemi Basta) for ECE



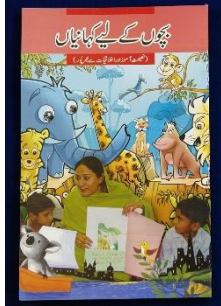
Pehla Taleemi Basta for ECE (KIT) (Total Quantity Required 72 Kits)					
S. No	Item	Specifications	Unit	QTY	Reference Picture
1	Kit bag	Made of parachute materials with pockets of different colours (Each pocket with title printed) fitted with zipper and straps. The kit can be wall displayed / hand carry. Size:36" x 42.5" With UNHCR Logo Printed	No	01	




2	Pocket Board	Made of white parachute cloth with 130 pockets of size 2"deep for display of flash cards. Overall size 56"x34" with straps for hanging	No	01	
3	Flash cards Urdu	Flash cards for use with pocket board for Urdu Alphabets teaching (37 for Urdu letters one side printing of 280 gram Albaster card with lamination). Flash card size 5"x4" in white color (set of 37 cards).	Set	01	
4	Flash cards English Alphabets	Flash cards for use with pocket board for English Alphabets teaching (26 for English letters both side printing of 280 gram Albaster card with lamination). Flash card size 5"x4" in white color (set of 26 cards).	Set	01	


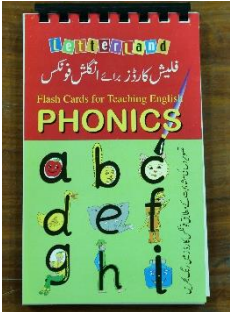
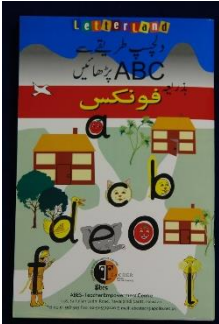
5	Flash cards (pictorial)	Flash cards (pictorial) for pocket board 80 cards with 4 colour printing of 280 gram Alabaster card with lamination. card size 5"x 4" (set of 80 cards) World around us related stories and messages cards .	Set	01	
6	Cut-outs	Cut-outs with illustration in different sizes 5"x6" and 4"x6" (approx.) for teaching of core subjects and storytelling printed on 400 gram box board (brown back). Also could be used on pocket board. Health and Hygien information through stories	Set	01	
7	Life Skill Cards	Life skill cards 4 colour printing both sides i.e illustrations and instructions on 250 gram art card (laminated) size 8-1/4"x11-1/2" approximately (set of 10 cards) keep environment clean and clear related painting and stories	Set	01	



8	Incentive Badges	Incentive Badges for students based on life skills printed in 4 colours. (set of 40 badges) made of plastic with safety pin.	Set	01
9	Masks for Character (colored)	Colored Masks of characters of day to day objects to promote life skills through story telling, printed on 400 gram Art Card with printed characters (12 cards size 9"x11" (approx.) DRR cards with question answer (DRR Game)	Set	01
10	Urdu Flash Cards	Urdu flash card (shapes) of Bhaari Awazien /Aspirated Sounds(1set=16 cards size 4"x5" of 280 gram Albaster card with lamination	Set	01


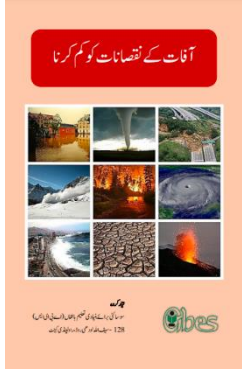



11	Ludo Snake and Ladder Game	Snake and Ladder Game (size 23" x 23" approximately) to promote life skills among children printed on parachute with 4 color printing including thick large size 6 beate and 1 dice),	No	01	
12	Handmade Puppets	Handmade puppets of assorted colours. The puppets of 5 characters with story book for using puppets	Set	01	
13	Story Book	Story book for using puppets, cutouts and flash card. Title on art card 4 colour printing and text in single colour on 68 gram paper. Social behaviour change specialy COVID messages. With UNHCR Logo Printed	No	01	



14	Video Recorded on USB (subjects, how to use kit, puppts etc etc)	<p>Videos Recorded on USB: 1) How to Use Teaching Kit 2) English phonics. 3) Maths, 4)Science 5) English. (these three demo lessons for teachers to deliver lessons in an interesting way to primary students). 6) how to use Puppets for story telling with demonstration. 7) Creating Interactive Classrooms through Multigrade Teaching. These videos would be value addition to the kit that you will get 7 videos.</p>	No	01	
15	Activity Sheets for colouring	<p>Activity sheets with clip folder (14 sheets in each set)</p>	Set	25	
16	Button & Circle	<p>Button & Circle for different color (set of 30). sewing kit (such as thread and beth embroidery card)</p>	Set	01	


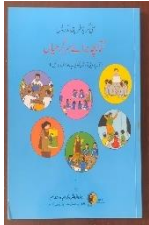


17	Pattern Board	Pattern board with colorfull string	Set	01	
Items for Teaching of English					
18	Spiral bound Flash cards of English Phonics	Spiral bound Flash cards of English Phonics comprised of characters & stories. Printed on 310-gram bleach card (double side printing), total number of pages 52. With UNHCR Logo Printed	No	01	
19	Booklet on * Teaching- of English	Booklet on * Teaching- of English through Phonics using Joyful Learning Methods printed on 68 gram paper. 81 pages with coloured title. With UNHCR Logo Printed	No	01	


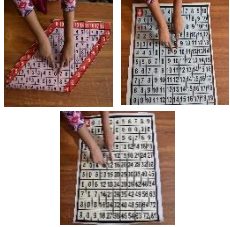


Items for Teaching of Mathematics					
20	Number Flash Cards	Number Flash Cards size 5" x 4" printed on yellow ivory card of 280 gram Albaster card with lamination for pocket board use (Set of 108 cards)	Set	01	
21	Geometrical cards	Geometrical cards game (3 cards in each of 310 gram Art Card) with Wooden blocks ½" thick. Finished in in enamel paint of assorted colours.	Set	01	




22	Jig Saw puzzles (Math)	Jig Saw puzzles (Math) color printing on Box Board 400 gram thick card brown back laminated (set of 20 pieces)	Set	02	
23	DRR Booklet	DRR Booklet for Awareness Raising regarding DRR printed on 11 pages with coloured title & lamination . printed on 68 gram paper. 11 pages with coloured title. With UNHCR Logo Printed	No	01	
24	Packing carton	Packing carton 5 ply with UNHCR Logo to accommodate all the package	No	01	




ANNEX-B
DETAILED SPECIFICATIONS

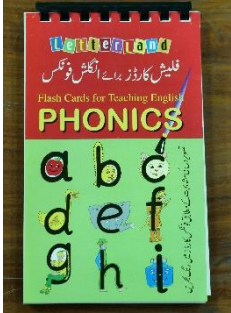
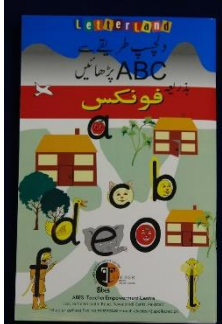

Pehla Taleemi Basta for Multigrade Teaching Kit (Total Quantity Required 72 Kits)					
S. No	Item Name	Specification	Unit	QTY	Reference Picture
1	Kit bag	Kit bag made of parachute materials with pockets of different colour (Each pocket with title printed) fitted with zipper and straps. The kit can be wall displayed / hand carry. Size 36 x 42.5	No	01	
2	Pocket Board	Pocket Board: made of white parachute cloth with 130 pockets of size 2" deep for display of flash cards. Overall size 56"x34" with straps for hanging	No	01	

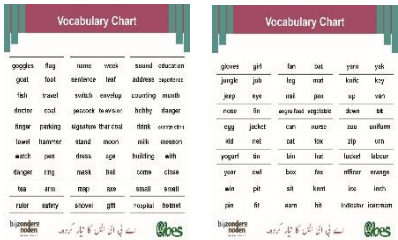

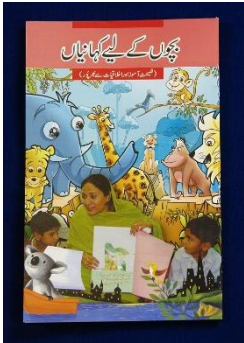
3	Resource Handbook	Resource Handbook on Multigrade Teaching (title 4 colour art card 200 gram and text single colour on 68-gram paper)	No	01	
4	Handbook on Activities	Handbook on Activities pertaining to Core Subjects Teaching (title 4 colour art card 200 gram and text single colour on 68-gram paper)	No	01	
Items for Teaching of Mathematics					
5	Jig Saw puzzles (Math)	Jig Saw puzzles (Math) colour printing on Box Board 400-gram thick card brown back laminated (set of 20 pieces)	Set	02	
6	Unit Tens cards for place value	Unit Tens cards for place value (assorted colour printing), addition, subtraction, and multiplication (set of 41 cards of 400 gram (brown board) with lamination)	Set	01	




7	Number Line	Number Line (6ft long) on Pana flex good quality 3M	Set	01	
8	Magic charts for addition, Multiplication, subtraction	Magic charts for addition (size 12"X12"), subtraction (size 7"X 13.5"), multiplication (size 12"X12") - set of 3 charts on Pana flex good quality 3M	Set	01	
9	Number Flash Cards	Number Flash Cards size 5" x 4" printed on yellow ivory card of 280-gram Alabaster card with lamination for pocket board use (Set of 129 cards)	Set	01	
10	Fraction Flash cards,	Fraction Flash cards, no of cards: 01 , size: 5" x 4", 280 gm albaster with lamination on yellow card	Set	01	
Items for Teaching of Urdu					


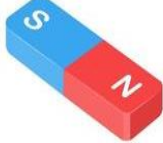


11	Flash Cards Medial Shapes	Flash Cards Medial Shapes of Urdu alphabets (Set of 34 flash cards of 280-gram Alabaster card with lamination	Set	01	
12	Urdu flash card (shapes) of Bahari Awazien	Urdu flash card (shapes) of Bahari Awazien /Aspirated Sounds (1set=16 cards size 4"X5" of 280-gram Alabaster card with lamination	Set	01	
13	Word flash cards Urdu	Word flash cards for sentence making, printed on 2 sides card size 5"x4" for pocket board (Set of 01 flash cards of 280-gram Alabaster card with lamination	Set	01	

14	Jigsaw Puzzles Urdu	Jigsaw Puzzles colour printing on Box Board 400-gram thick card brown back laminated (set of 01 pieces)	Set	01	
Items for Teaching of English					
15	Sentence making word flash cards	Sentence making word flash cards size 5"x4" for use on pocket board (Set of 25 cards) 280-gram Alabaster card with lamination	Set	01	
16	Jigsaw Puzzle for Word Making English	Jigsaw Puzzle for Word Making. set of 24 pieces. colour printing on Box Board 400-gram thick card brown back laminated.	Set	02	

17	Spiral bound Flash cards of English Phonics	Spiral bound Flash cards of English Phonics comprised of characters & stories. Printed on 310-gram bleach card (double side printing), total number of pages 52.	No	01	
18	Booklet on * Teaching- of English through Phonics	Booklet on * Teaching- of English through Phonics using Joyful Learning Methods printed on 68-gram paper (title art card 200 gram laminated. 81 pages	No	01	
19	Comprehensive booklet of English	Comprehensive booklet of English (19 pages A4 half on 68 gm) with colour title & lamination	Set	01	

20	English Display chart	English Display chart on Pana flex, no of charts: 02, size: 24" x 30", Pana flex printing	set	01	
Items for Teaching of Story Telling					
21	Handmade puppets	Handmade puppets of assorted colours. The puppets are of 5 characters with Story book for using puppets	Set	01	
22	Story book	Story book for using puppets, cut-outs, and flash card. Title on art card 4 colour printing and text in single colour on 68 gram paper. Life skill through messages and stories	Set	01	
General Kit Items					

23	Flash cards (pictorial)	Flash cards (pictorial) for pocket board 80 cards with 4 colour printing of 280-gram Alabaster card with lamination. card size 5"x 4" (set of 80 cards)	Set	01	
24	Booklet on "How to Use Teaching Kit"	Booklet on "How to Use Teaching Kit" with pictures of items and description. Title on art card 4 colour printing and text in single colour on 68-gram paper.	No	01	
25	Cut-outs (24)	Cut-outs (24) with illustration in different sizes 5"x6" and 4"x6" (approx.) for teaching of core subjects and storytelling printed on 400-gram box board (brown back). Also, could be used on pocket board.	Set	01	

26	Incentive Badges	Incentive Badges for students based on life skills printed in 4 colours. (set of 40 badges) made of plastic with safety pin.	Set	01	
27	Bar Magnet	Bar Magnet for use of direction & position	Set	01	
28	Magnifying glass	Magnifying glass with smooth grip & durable quality with plastic handle	No	02	
29	Packing carton	Packing carton 5 ply with UNHCR Logo to accommodate all the package	No	01	



UNHCR

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Annex C - Price Proposal Form

NO: SC/RFQ/2023/023

Pehla Taleemi Basta for ECE					
S. No	Item Name	Unit	QTY	Unit Price	Total Price
1	Kit bag	No	1		
2	Pocket Board	No	1		
3	Flash cards Urdu	Set	1		
4	Flash cards English Alphabets	Set	1		
5	Flash cards (pictorial)	Set	1		
6	Cut-outs	Set	1		
7	Life Skill Cards	Set	1		
8	Incentive Badges	Set	1		
9	Masks for Character (coloured)	Set	1		
10	Urdu Flash Cards	Set	1		
11	Ludo Snake and Ladder Game	No	1		
12	Handmade Puppets	Set	1		
13	Story Book	No	1		
14	Video Recorded on USB (subjects, how to use kit, puppts etc etc)	No	1		
15	Activity Sheets for coloring	Set	25		
16	Button & Circle	Set	1		
17	Pattern Board	Set	1		
Items for Teaching of English					
18	Spiral bound Flash cards of English Phonics	No	1		
19	Booklet on * Teaching- of English	No	1		
Items for Teaching of Mathematics					
20	Number Flash Cards	Set	1		
21	Geometrical cards	Set	1		
22	Jig Saw puzzles (Math)	Set	2		
23	DRR Booklet	No	1		
24	Packing carton	No	1		
GTtotal of (1) One Kit of Taleemi Basta (ECE) Kit					

Pehla Taleemi Basta for Multigrade Teaching					
S. No	Item Name	Unit	QTY	Unit Price	Total Price
1	Kit bag	No	1		
2	Pocket Board	No	1		
3	Resource Handbook	No	1		
4	Handbook on Activities	No	1		
Items for Teaching of Mathematics					
5	Jig Saw puzzles (Math)	Set	2		
6	Unit Tens cards for place value	Set	1		
7	Number Line	Set	1		
8	Magic charts for addition, Multiplication, subtraction	Set	1		
9	Number Flash Cards	Set	1		
10	Fraction Flash cards,	Set	1		
Items for Teaching of Urdu					
11	Flash Cards Medial Shapes	Set	1		
12	Urdu flash card (shapes) of Bahari Awazien	Set	1		
13	Word flash cards Urdu	Set	1		
14	Jigsaw Puzzles Urdu	Set	2		
Items for Teaching of English					
15	Sentence making word flash cards	Set	1		
16	Jigsaw Puzzle for Word Making English	Set	2		
17	Spiral bound Flash cards of English Phonics	No	1		
18	Booklet on * Teaching- of English through Phonics	No	1		
19	Comprehensive booklet of English	Set	1		
20	English Display chart	set	1		
Items for Teaching of Story Telling					
21	Handmade puppets	Set	1		
22	Story book	Set	1		
General Kit Items					
23	Flash cards (pictorial)	Set	1		
24	Booklet on "How to Use Teaching Kit"	No	1		
25	Cut-outs (24)	Set	1		
26	Incentive Badges	Set	1		
27	Bar Magnet	Set	2		
28	Magnifying glass	No	1		
29	Packing carton	No	1		
Total of (1) One Kit of Taleemi Basta (MGT) Kit					

Total for 72 Kits of ECE and Multigrade Teaching					
S. No	Item Name	Unit	QTY	Unit Price	Total Price
1	Taleemi Basta (ECE) Kit	KITS	72		
2	Taleemi Basta (MGT) Kit	KITS	72		
Grand Total for both Kits					

Payment terms: acceptance of UN payment terms (i.e., **30 days net from receipt of documents**)

YES NO

Name of the Bidder: _____

Company Name: _____

Phone / Cell Number: _____

Company Address: _____

Authorised Signature: _____

Company Stamp:

Date: