



# UNHCR

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

DATE: **12<sup>TH</sup> JUNE 2023**

REQUEST FOR QUOTATION: No. RFQ/SC/2023/024

**FOR SUPPLY AND INSTALLATION OF AUDIENCE CHAIRS FOR CHILTAN HALL  
AT UNIVERSITY OF BALOCHISTAN**

QUOTATION TO BE RECEIVED BY: **19<sup>TH</sup> June by COB**

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## 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 SUPPLY AND INSTALLATION OF AUDIENCE CHAIRS FOR CHILTAN HALL AT UNIVERSITY OF BALOCHISTAN**

Find attached in **ANNEX B -Detail Specification** - more information about the requirement for the “**FOR SUPPLY AND INSTALLATION OF AUDIENCE CHAIRS FOR CHILTAN HALL AT UNIVERSITY OF BALOCHISTAN**”

Your offer shall be prepared in English.

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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<br/>(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 **19<sup>TH</sup> 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](mailto:pakqurfg@unchr.org) in PDF.**

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### **FOR SUPPLY AND INSTALLATION OF AUDIENCE CHAIRS FOR CHILTAN HALL AT UNIVERSITY OF BALOCHISTAN**

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**Closing Date: 19<sup>TH</sup> 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**

| <b>Other information pertaining to our Quotation is as Follows</b>   | <b>Yes, we will comply (State, as required)</b> | <b>No, we cannot comply (state as required)</b> |
|--|---|---|
| Production/ Delivery lead time:<br>Acceptance to deliver of services within a maximum of 01 month from the date UNHCR sends an order/Complain to the supplier. |   |   |
| Delivery Location:<br>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 &amp; Title: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

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




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## ANNEX-B

### DETAILED SPECIFICATIONS

#### Audience Chairs for Chiltan Hall - University of Balochistan

| S. No. | Description of Item                               | Specification  | QTY | Reference Picture  |
|--------|---|--|-----|--|
| 1.     | Audience Chairs of Chiltan Hall with installation | <ul style="list-style-type: none"><li>• Type: Auditorium chair with a folding seat.</li><li>• Seat Size: The seat measures 18 inches wide and 19 inches deep.</li><li>• Back Height: The back of the chair is 36 inches high.</li><li>• Frame: The chair's outer frame is made of steel pipe, which ensures durability.</li><li>• Arms and Upholstery: The chair features wooden arms and the seat and back are upholstered with high-quality foam and fabric.</li></ul> | 130 |  |



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**Annex C - Price Proposal Form**

**NO: SC/RFQ/2023/023**

| PRICE PROPOSAL FOR AUDIENCE CHAIRS |                 |      |     |            |             |
|------------------------------------|-----------------|------|-----|------------|-------------|
| S. No                              | Item Name       | Unit | QTY | Unit Price | Total Price |
| 1                                  | AUDIENCE CHAIRS | NO   | 130 |            |             |
| <b>Grand Total</b>                 |                 |      |     |            |             |

**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: