



# UNHCR

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

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DATE: 06/07/2023

REQUEST FOR QUOTATION: No. PAKIS/RFQ/23/27

FOR THE SUPPLY & INSTALLATION OF BIOMETRIC TIME /ATTENDANCE MACHINES  
& DOOR ACCESS CONTROL

**QUOTATION TO BE RECEIVED BY: 12 JULY 2023, 1200, hours PST**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14<sup>th</sup> December 1950 by the United Nations General Assembly<sup>1</sup>, UNHCR Office in Islamabad invites qualified suppliers to quote your price quotation for following items specified in this Request for Quotation (RFQ) to support need of UNHCR partners.

The following annexes are integral part of this request for quotation (RFQ)

- *Annex A: Technical Specifications – Biometric door access and attendance machine*
- *Annex B: UNHCR General terms and Conditions for Goods & services*
- *Annex C: Price Proposal Form – (to be completed and submitted by bidder)*
- *Annex D: UN Supplier Code of conduct*
- *Annex E: Vendor registration form (for new suppliers only)*

## 1. REQUIREMENTS

- Description: Delivery, installation and commissioning of Biometric door access and attendance machine as per annex A
- Location: UNHCR Office, Diplomatic Enclave-2, Islamabad
- Quantity: As per Annex C
- Financial Offer: Please submit your price offer, using financial form (Annex C).
- **Brand or similar product: The brand and model name are mentioned for reference**
- Delivery, installation time (immediately after receipt of order):

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption only, upon provision of all required documents by bidder.

Please include the following price information in your quote (without GST):

- Currency: Pak Rupees
- Unit Cost: DAP (Delivered At Place all inclusive) as specified in Annex C
- Cost of all items/goods: All inclusive, Condition: Brand New with standard warranty and after sales services
- Additional charge: If any please specify – **include brochures/manuals for all items**

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

- Total Cost for goods: All-inclusive DAP

## 2. RFQ Submission

We would appreciate receiving your quotation on prescribed **Annex C** on or before **12<sup>th</sup> July, 2023 12:00 hrs. Pakistan Standard Time (PST)** by e-mail in PDF format to [pakisrfq@unhcr.org](mailto:pakisrfq@unhcr.org)

### 2.1 Request for Clarification

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to [pakissc@unhcr.org](mailto:pakissc@unhcr.org) The **deadline** for receipt of questions/ queries is **10<sup>th</sup> July 2023 12:00 hrs PST**.

Any delay in UNHCR's response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **05 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **PAKIS/RFQ/23/027**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as 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 B the *UNHCR General terms and Conditions for Goods & services*. You must clearly indicate in your quotation if you accept them.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached at Annex-D.

***UNHCR reserves the right to accept the whole or part of your bid or cancel it without any liability.*** UNHCR may at its discretion increase or decrease the proposed content and other terms and conditions which will be notified accordingly.

If your company is not registered with UNHCR, kindly provide filled Annex "E" Vendor Registration Form.

Thank you for your kind attention.

Prosper Dunia Mumanya  
Senior Supply Officer  
UNHCR Country Office  
Islamabad

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