



TENDER OPENING DATE: 06th July 2023

**REQUEST FOR QUOTATION TENDER No: 2023/SOP/SCU/Rfq/022 FOR THE
SUPPLY AND INSTALLATION OF GENERATOR AT UNHCR SUB OFFICE
PESHAWAR - KP - PAKISTAN**

CLOSING DATE: 14th July 2023. AT 16:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and authorized companies to submit offers for Supply and installation of a 65 KVA Generator to UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN.

1. The following Annexes are an integral part of this RFQ:

- Annex A: Bid Data Form (to be completed and submitted with the offer)
- Annex B: Technical Specification Form
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Goods and Services
- Annex E: Vendor Registration Form-2018
- Annex F: UN Supplier Code of Conduct

2. Lead time:

Please clearly mention your project completion period (delivery time) in your offer. UNHCR's minimum project completion period is within 30 days after UNHCR issuance of a Purchase Order.

3. Financial Offer:

Please submit your financial offer in PKR using the Financial Offer form attached as Annex C.

4. Technical Evaluation Criteria:

The technical requirements of this tender will be based on the Technical Evaluation Criteria mentioned in the attached bid data form (Annex-A). Therefore, bidders are requested to provide all those documents which are necessary to support their submission and qualification in the selection process.

To be Technically qualified, bidders must meet all Technical Evaluation Criteria mentioned in the Annex-A.

Your company's technical and financial offer must be signed and stamped, and should be fully compliant to the requirements in Bid Data form Annex - A.

UNHCR is GST exempted from taxation, with this regard, prices must be given without GST & Withholding tax.

Bidders are required to Submit offers for all the items listed and partial offer will not be accepted. The Supplier with the lowest priced technically qualified offer will be recommended for award of Contract. The Technical



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Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for and submitted by bidders in Annex - A (Bid data form).

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-F.

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.

(5). Request for Clarification:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to pakpescu@unhcr.org. The deadline for receipt of questions/ queries is **12th July 2023 at 16:00 hrs PST**. (Please do not submit your financial offer to this email).

(6). Bids Submission:

We would appreciate receiving your offer on or before the close of the tendering period **14th July 2023 at 16:00 hrs PST**.

Bids shall be submitted by e-mail in **PDF format (signed and stamped)** sent to email addresses: pakperfq@unhcr.org. Incomplete submissions may result in disqualification.

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

Please know that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

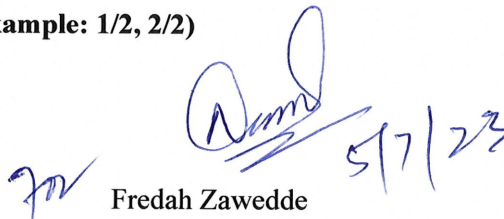
Please indicate in the e-mail subject field:

-RFQ TENDER NO.2023/SOP/SCU/RFQ/019

-Name of your firm

-Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention


Fredah Zawedde
Associate Supply Officer
UNHCR Sub Office Peshawar