



UNHCR

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

DATE: 26TH JULY 2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/034

**FOR PRINTING OF EPOXY VISIBILITY STICKERS FOR UNHCR SUB-OFFICE AT
QUETTA**

QUOTATION TO BE RECEIVED BY: 04TH August 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: PRINTING OF VISIBILITY STICKERS OF DIFFERENT SIZES

Find attached in **ANNEX B -Specification** - more information about the requirement for the **"FOR PRINTING OF EPOXY VISIBILITY STICKERS FOR UNHCR SUB-OFFICE AT 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:

Annex A: Technical Requirements

<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 Goods</i>
<i>Annex F:</i>	<i>UN Supplier Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **4TH August 2023** i.e. **FRIDAY** 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 pakqurfq@unhcr.org in PDF.

FOR PRINTING OF EPOXY VISIBILITY STICKERS FOR UNHCR SUB-OFFICE AT QUETTA

Closing Date: 04th August 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 1 week 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:
TECHNICAL SPECIFICATIONS

ITEMS	SPECIFICATIONS	QTY	Sample
STICKERS (2X3)	Size: (Length: 2 Inches & Width: 3 Inches) Material: Strong Self-Adhesive HD Printing Vinyl Epoxy Dome Stickers	2000	
STICKERS (4X6)	Size: (Length: 4 Inches & Width: 6 Inches) Material: Strong Self-Adhesive HD Printing Vinyl Epoxy Dome Stickers	1500	
STICKERS (2X3) Multi Logos	Size: (Length: 2 Inches & Width: 3 Inches) Material: Strong Self-Adhesive HD Printing Vinyl Epoxy Dome Stickers	250	
STICKERS (4X6) Multi Logos	Size: (Length: 4 Inches & Width: 6 Inches) Material: Strong Self-Adhesive HD Printing Vinyl Epoxy Dome Stickers	100	

Annex C - Price Proposal Form

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SR.	ITEMS	UOM	QTY	RATE	TOTAL
1	Epoxy Sticker (2x3)	NO	2000		
2	Epoxy Sticker (4x6)	NO	1500		
3	Epoxy Sticker (2X3) Multi Logos	NO	250		
4	Epoxy Sticker (4X6) Multi Logos	NO	100		
GRAND TOTAL					

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: