



**UNHCR**

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

DATE: 2<sup>nd</sup>/08/2023

INVITATION TO BID: No. 2023/SOP/SCU/ITB/001

**FOR ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF MOSQUITO REPELLENT LOTION, FUMIGATION SPRAY POWDER AND SPRAY PUMPS TO UNHCR SUB OFFICE PESHAWAR IN PAKISTAN FOR A DURATION OF TWO YEARS WITH A POSSIBILITY OF ONE YEAR EXTENSION**

**CLOSING DATE AND TIME: 17<sup>th</sup>/08/2023 – 17:00 PST**

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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 co-ordinate 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 a mandate to help stateless people.

In more than six 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 environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

### **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Office in Pakistan invites qualified suppliers, traders and manufacturers registered in Pakistan to make a firm offer for **the supply and delivery of mosquito repellent lotion, fumigation spray powder and spray pumps to UNHCR Sub Office Peshawar in Pakistan.**

**IMPORTANT:**

Exact technical specifications of items are detailed in **Annex-B** of this document.

UNHCR may award a Frame Agreement(s) with initial duration of two (2) years, potentially extendable for a further period of one (1) year. The successful bidders will be requested to maintain their quoted prices for the entire Frame Agreement duration.

The estimated quantity requirements of UNHCR has been specified in the Financial Offer Form **Annex C**. Please note that figures have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Contract with other UN Agencies.

**IMPORTANT:**

When a Contract is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.



The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for Civil Works shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

#### **QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:**

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR from samples selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).

Note: this document is not construed in any way as an offer to contract with your firm.

## **2. BIDDING INFORMATION:**

### **2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

<b>Annex A:</b>	Bid Data Form
<b>Annex B:</b>	Technical Specifications
<b>Annex C:</b>	Financial Offer Form
<b>Annex D:</b>	Vendor Registration Form <i>(New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein and submit with technical offer)</i>
<b>Annex E:</b>	UNHCR General Conditions of Contracts for the Provision of Goods <i>(To be signed, stamped, and submitted with technical offer)</i>
<b>Annex F:</b>	UN Suppliers Code of Conduct
<b>Annex G:</b>	eTenderBox Registration Guide <i>(To be signed, stamped, and submitted with technical offer)</i>
<b>Annex H:</b>	eTenderBox Supplier User Manual

**Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of contract for Goods and UN supplier code of conduct. Signed copies of Annexes E & F should be attached to your offer.**

### **2.2 ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this ITB by return e-mail to [PAKPESCU@unhcr.org](mailto:PAKPESCU@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid.
- Whether or not you will be submitting a bid.
- The source where you have acquired this tender document (e.g., E-Mail, Chamber of Commerce, UNGM website, printed media etc.).

#### **IMPORTANT:**

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above.

### **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to [PAKPESCU@unhcr.org](mailto:PAKPESCU@unhcr.org) **The deadline for receipt of questions is 16:00 hrs. PST on 11<sup>th</sup> August 2023.**



**IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

UNHCR will reply to the questions received as soon as possible by means of publications on its website: i.e. <https://unhcrpk.org> and UNGM.

## 2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

**Bidders are encouraged to quote for all items, UNHCR may award a single contract for all the items or for individual items.**

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly and only to <http://etenderbox.unhcr.org> as provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

### 2.4.1 Content of the TECHNICAL OFFER

**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by UNHCR can be found in **Annex B**.

Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given in **Annex B**.

The technical offer shall include the information requested in the **technical specifications (Annex B)** as well as the **preliminary and technical evaluation criteria**.

The following details comprise the **Preliminary and Technical Evaluation Criteria** and shall also be provided in the Technical Offer.

#### **A. Preliminary Evaluation (Administrative Requirements) – (Yes / No) (Bidders must meet all the preliminary evaluation requirements to qualify for technical evaluation)**

The documents to be provided by the company should include;

- **Company / Business Registration:** Bidder must be registered with Government Authorities (NTN & STRN, Form H, and must provide a Certificate of incorporation or copies of company registration certificate
- **Company / Business Profile:** Year founded, type of firm, location of company (e.g., Manufacturer, Distributor, Reseller), etc.
- **Payment Term:** Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment



- **Bid Validity:** Bidders must accept to have their prices valid throughout the duration of the Local Frame Agreement or Contract i.e. Two (2) years with a possibility of one year extension.

**B. Technical Evaluation Criteria (Pass / Fail):**

- **Full compliance to specifications stated in Annex B and provision of a Quality Certificate:** The bidders are expected to provide goods that meet the specifications included in Annex B and will be required to provide a quality certificate from a recognized quality inspection company or manufacturing company or certificate of conformity indicating that the goods to be supplied meet the UNHCR requirement. The items must be certified by WHO and DRAP.
- **Delivery time:** Bidders will be expected by UNHCR to deliver the annual requirement mentioned in the table below within a duration of 30 - 45 days: Vendors not able to meet this criterion will be given a fail. Please indicate in the table below in days the duration required to deliver the items to UNHCR warehouse in Nowshera.

Item description	Annual requirement	Delivery period (days / months)
1. Mosquito Repellent lotion	75,000 pcs	
2. Fumigation spray powder (Lambda Powder)	7,000 kgs	
3. Spray pumps	50 pcs	

- **Incoterms:** The International Chambers of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase order (s). It shall be DAP -Delivered at Place (UNHCR Sub Office Peshawar Warehouse located at Nowshera). Potential supplier shall be responsible and shall cover all risks up to the mentioned delivery location.
- **Replacement of rejected / defected / broken Items:** The bidder shall mention the acceptance to replace the damaged / defected / broken / rejected items at site during inspection of deliveries. This will be at the suppliers cost.
- **Past experience and reference letters:** Bidders must provide information regarding your experience within the last three years which are similar to the proposed civil works by completing the table below

Name of project	Client	Contract value	Duration of contract	Types of goods supplied	Date of contract completion / status of contract implementation

The bidder must show proof of a minimum 3 years' experience in the provision of similar construction / renovation works by submitting at least 3 recent reference letters of 2020, 2021, 2022, and 2023 for completed projects of above PKR 30,000,000 or more. All documents must be with genuine letter heads and stamps of issuing organizations. UNHCR may verify it from the issuing organization, if deemed appropriate. **(Note: Include phone contacts and email addresses for at least three references)**

- **Financial capacity / standing:** The bidder must include audited financial statements (reports) for last three years (2020/ 2021 /2022) showing an annual turnover amount of at least PKR 50,000,000 to PKR 70,000,000.

**NOTE:** Vendors must obtain **Pass** for all the above set technical evaluation criteria to qualify for financial evaluation

**Other requirements to be included in the technical proposal include. Please note that these are not part of the preliminary / technical evaluation criteria:**



**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal / offer the Vendor Registration Form (Annex D). If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

**UNHCR General Conditions for Provision of Goods (Annex E) and UN Supplier Code of Conduct (Annex F):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods (Annex E) and UN Supplier Code of Conduct (Annex F) signing the copies provided. Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Civil Works (Annex E) and UN Supplier Code of Conduct Annex F).

**Packaging of the goods:** The technical offer shall clearly indicate the packaging of goods required in compliance with highest standards of packaging for the type and quantities of each item. The packing shall mark the Purchase Order number and any other identification information provided by UNHCR necessary for the correct handling and safe delivery of the goods.

**Inspection:** Pre-delivery inspection of goods will be applicable and the inspection will be arranged and paid by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. UNHCR shall also have a reasonable time after delivery of the goods to inspect them and to reject / refuse acceptance of goods not conforming to the required specifications; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

**Place of Inspection:** The bidder shall state the place of pre-delivery inspection (City, district), either at manufacturing or storage site.

**Alternative Products:** If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

#### **Product Samples**

UNHCR will arrange for inspection of samples at a later stage with the qualifying bidders and they will be requested to provide samples for each item to UNHCR at the bidder's cost (DAP incoterms) to the following address,

#### **Supply Unit**

#### **UNHCR Sub Office Peshawar**

Gulmahar Lane University Town Peshawar.

Reference details to be indicated on outer parcel are: "**SAMPLES 2023/SOP/SCU/ITB001**", "[bidding company name]".

Samples should be submitted only through the courier service company. Hand delivery will not be accepted.

Bidders should only submit samples once contacted / request by UNHCR via email.

#### **2.4.2 Content of the FINANCIAL OFFER**

Your **separate** Financial Offer is to be submitted as per the Financial Offer Form (Annex-C) and must contain an overall offer for all listed items in a single currency (**PKR**).

**UNHCR will not accept liability for any increase in costs during the contract duration of 2+1 years. Any additional costs and charges, whether foreseen or unforeseen, will be borne by the Bidder.**

The following details shall be provided for each item:-



**Unit costs:** The bidder shall quote the unit price for each item as per the Financial Offer Form (Annex C). The unit price must be inclusive of all charges including transportation up to the delivery addresses, i.e., *UNHCR warehouse Nowshera*

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT / GST.

You are requested to hold your offer valid throughout the LFA / contract duration of 2+1 years. UNHCR will make its best effort to select a company for award of contract in a timely manner. UNHCR's standard payment terms are within 30 days after satisfactory delivery of goods and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the goods.

## 2.5 **BID EVALUATION:**

### 2.5.1 **Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing.
- Core business.
- Track record.
- Contract capacity

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products
- Ability to respond quickly to Agency's needs
- Timely delivery
- Dependability of products and services
- Lead time for delivery.

### 2.5.2 **Technical evaluation:**

The technical bids of the submission will be evaluated in two stages i.e., **Stage 1: The Preliminary / Administrative evaluation criteria** based on **Yes / No** and **Stage 2: The Technical evaluation criteria** based on a **PASS or FAIL** by using the exact same structure as outlined below:

#### **Stage-1: Preliminary / Administrative Criteria**

The preliminary / administrative evaluation stage of the submission will be assessed using the below criteria. This component of the submission will be reviewed by the technical evaluation committee together with the technical component of the submission. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below criteria.

Sr.	Preliminary / Administrative Criteria	Yes / No
1.	<b>Company / Business Registration:</b> Bidder must be registered with Government Authorities (NTN & STRN, Form H, and must provide a Certificate of incorporation or copies of company registration certificate	Yes/No
2.	<b>Company / Business Profile:</b> Year founded, type of firm, location of company (e.g., Manufacturer, Distributor, Reseller), etc.	Yes/No
3.	<b>Payment Term:</b> Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment	Yes/No
4.	<b>Bid Validity:</b> Bidders must accept to have their prices valid throughout the duration of the Local Frame Agreement or Contract i.e. Two (2) years with a possibility of one year extension	Yes / No



**Note:** A company must meet the all the requirements of stage 1 – Preliminary evaluation to qualify for stage 2 – Technical evaluation.

**Stage-2: Technical Criteria**

The technical component of the submission will be evaluated using the below **PASS or FAIL** criteria based on the evaluation criteria below.

Sr.	Technical Criteria	Pass / Fail																														
1.	<p><b>Full compliance to specifications stated in Annex B and provision of a Quality Certificate:</b> The bidders are expected to provide goods that meet the specifications included in Annex B and will be required to provided a quality certificate from a recognized quality inspection company or manufacturing company or certificate of conformity indicating that the goods to be supplied meet the UNHCR requirement. The items must be certified by WHO and DRAP.</p>	Pass/Fail																														
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6.	<b>Financial capacity / standing:</b> The bidder must include audited financial statements (reports) for last three years (2020/ 2021 /2022) showing an annual turnover amount of at least PKR 50,000,000 to PKR 70,000,000.	Pass / Fail
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**NOTE:** Vendors must obtain **Pass** for all the above set technical evaluation criteria to qualify for financial evaluation

### 2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass all the preliminary and technical evaluation. Award of contract(s) shall be to the most qualified lowest cost bid in response to the ITB.

For evaluation purposes only, the offers submitted in currency other than Pakistan Rupees (PKR) will be converted into PKR using the United Nations rate of exchange in effect on the date the submissions are due.

**UN Global Compact and other factors:** UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

### 2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by file upload to e-TenderBox, the online registration tool of UNHCR. The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org>. To use the eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that eTenderBox account for managing its offers to UNHCR. In case the password is forgotten that account cannot be used anymore, and new registration is required. The eTenderBox Registration Guide and Use Manual are available at the above URL and have been provided as Annexes G and H of this ITB.

#### **IMPORTANT:**

The technical offer and financial offer are to be submitted as separate documents or files. Failure to do so will result in disqualification.

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

#### **IMPORTANT:**

The technical offer and financial offer shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

**BID SUBMISSION DEADLINE: 17<sup>th</sup> August 2023 – 17:00 HOURS LOCAL TIME (PAKISTAN)**

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.



Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[8] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Bid [2023/SOP/SCU/ITB/001]
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

**For example:** 2023/SOP/SCU/ITB/001 Company ABC (email 1 of 3)

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Should you have any technical queries/issues regarding eTenderBox, please check the FAQ section of the Supplier User Manual (also available in the application) as it may provide the answer/solution to your query. In case you did not find the answer, you were looking for, please send an email to the following helpdesk email address: [rbapsupply@unhcr.org](mailto:rbapsupply@unhcr.org).

Also, in order to minimize any issues at the submission of your offer in eTenderBox, please carefully read and adhere to the instructions on offer submission (allowed file extensions, size limit per file).

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical offer has passed both the preliminary and technical evaluation.

**2.7 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders / Contract for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.


Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

**2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in the Pakistan Rupees (PKR) currency. Payments shall only be initiated after confirmation of successful delivery in required quality by UNHCR business owner. Payment will be made in accordance with the General Conditions for the Purchase of Goods.

**2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS**

Please note that the General Conditions of Contracts (**Annex E**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

 2<sup>nd</sup> August 2023

Fredah Zawedde  
Associate Supply Officer  
UNHCR Sub Office - Peshawar, Pakistan