

**TENDER OPENING DATE: 12/09/2023**

**REQUEST FOR QUOTATION No: RFQ NO. 2023/SOP/SCU/RFQ/028  
FOR THE PROVISION OF CIVIL WORKS AT UNHCR SUB- OFFICE PESHAWAR**

**TENDER CLOSING DATE: 24/09/2023 by 17:00 hrs PST.**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers in Pakistan to submit an offer for the delivery of **Civil works** at UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN. as per below details.

**1. The following Annexes are an integral part of this Request for Quotation: -**

- **Annex A:** Bid Data Form (to be completed and submitted with the offer)
- **Annex B:** Technical Specification/TORs
- **Annex C:** Financial Offer Form (BOQ)
- **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Works (July - 2018)
- **Annex E:** Vendor Registration form
- **Annex F:** UNHCR Supplier code of Conduct

**2. Lead time:** Please clearly mention your completion period once UNHCR issues a Purchase Order. UNHCR's maximum completion period is 60 working days after UNHCR issues a Purchase order and subsequent requests for the Civil works.

**3. Incoterms:** Delivered at UNHCR SUB- Office Peshawar

**4. Financial Offer:** Please submit your price offer in PKR, using financial offer form (**Annex C**). Your company technical and financial offer must be signed and stamped by the bidders, and should be fully compliant to the requirements in Bid Data form Annex - A.

**UNHCR is exempted from GST and other duties, with this regard, price must be given without GST & Withholding tax.**

Bidders are required to submit offers for all the items listed and not for partial items. The Supplier with the lowest priced technically qualified offer will be recommended for award of Contract. UNHCR reserves the right to award either a full or partial contract (s) for these works to one or more suppliers. The basis of award of contract will be the lowest most technically compliant supplier(s) Financial offer that meets UNHCR needs in the best manner. UNHCR's technical evaluation will be based on the requested Annex A & Annex B submitted by the supplier(s).

Your quotation must be valid for at least 60 calendar 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 (**ANNEX D**) the UNHCR's General Conditions of Contracts for the Provision of Works (July 2018). You must clearly indicate in your quotation if you accept them.

**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](mailto:pakpescu@unhcr.org)


The deadline for receipt of questions/ queries is **18-09-2023** at 17:00 hrs. PST. (Please do not submit your financial offer to this email).

**5. Bid Submission:** We would appreciate receiving your quotation on or before **24/09/2023** by **17:00 hrs PST** by e-mail in PDF format (signed and stamped) to email address [pakperfg@unhcr.org](mailto:pakperfg@unhcr.org) Incomplete submissions may result in disqualification.

Please indicate in the e-mail subject field:

- RFQ NO./2022/SOP/SCU/RFQ/028
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

 14<sup>th</sup> Sept. 2023 -

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