



UNHCR

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

TENDER OPENING DATE: 26th SEPTEMBER 2023

**REQUEST FOR QUOTATION TENDER No: 2023/SOP/SCU/RFQ/031 FOR THE
SUPPLY AND DELIVERY OF CLEANING MATERIALS TO UNHCR SUB OFFICE
PESHAWAR - KP - PAKISTAN**

CLOSING DATE: 3rd OCTOBER 2023. AT 17:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified companies to submit offers for Supply and delivery of **cleaning materials** 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 Specifications Form
- Annex C Financial Offer Form
- Annex D General Condition of Contract for Provision of Goods
- 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 minimum project completion period within 30 days after UNHCR issuance of a Purchase Order.

3. Financial Offer:

Please submit your Price Offer in PKR using the Financial Offer forms – 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.

Offer Validity: Bidders are expected to consider their offer(s) valid for the entire contract duration until final and satisfactory delivery of goods as per the UNHCR specifications.

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 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 a full / partial contract to the successful supplier. The Technical 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) and Annex B (Specifications).



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(4). 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 28th September 2023 at 17:00 hrs. PST.
(Please do not submit your financial offer to this email).

(5). Bids Submission:

We would appreciate receiving your offer on or before the close of the tendering period **3rd October 2023 at 17:00 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.

Please know that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 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/031

-Name of your firm

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

Thank you for your kind attention.

25th September 2023

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar