

TENDER OPENING DATE: 26th SEPTEMBER 2023

**REQUEST FOR QUOTATION REF: 2023/SOP/SCU/RFQ/036 - FOR THE
SUPPLY AND DELIVERY MUSICAL INSTRUMENTS TO UNHCR SUB
OFFICE PESHAWAR - KP - PAKISTAN**

CLOSING DATE: 5th 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 **Electric Professional music keyboards and Congo musical set** 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
- 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 is 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. **(Note: Prices offered are to be maintained throughout the contract duration until final and satisfactory delivery of goods as per UNHCR requirement)**

Your company's 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 and Annex C.

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

Bidders are required to Submit an Offer 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 or to make split contract awards to multiple bidders. 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).

(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 29th 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 tender closing date i.e **5th 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 note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** and 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/036

-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