



UNHCR

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

DATE: 22nd September 2023

**REQUEST FOR QUOTATION No: RFQ NO. 2023/SOP/SCU/RFQ/037
FOR PROVISION OF SUPPLY LAPTOPS FOR LIVELIHOOD PROJECT TO UNHCR
SUB OFFICE PESHAWAR PAKISTAN.**

QUOTATION TO BE RECEIVED ON OR BEFORE: 01st October 2023 by 23:59 hrs PST.

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers of Laptops to submit a price quotation for the above tender.

The following Annexes are an integral part of this Request for Quotation,

- **Annex A:** Bid Data Form
- **Annex B:** Terms of Reference (TOR)/Technical specification of Laptops.
- **Annex C:** Financial Offer Form for RFQ of Laptops.
- **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods and Services
- **Annex E:** UN Suppliers code of Conduct
- **Annex F:** Vendor Registration form (to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM).

1. **Lead time:** Please clearly mention your Lead time after UNHCR places a Purchase order is placed).
2. **Incoterms:** Delivered at Places UNHCR Sub-office Peshawar as per Annex –B delivery locations.
3. **Warranty terms:** Bidders are requested to indicate in their financial Offer the manufacturer's warranty terms, conditions and period of the warranty if any including of proof of manufacturers certificates, authorized dealership and after sales services if any.
4. **Sample Provision:** Shortlisted supplier will be notified to provide sample of Laptop.
5. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex C**). Please note that supplier submit bid with required needs of Supply of Laptops (**Annex – B**).

UNHCR will award the Contract (s) to a successful bidder (s) for Supply of Laptops.

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

UNHCR reserves the right to award either a full or partial contract (s) for the supply and delivery of the required items 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 process may include visiting your company premises to inspect the products quality, storage of the products,

maintenance service capacity, your company's delivery capacity and products compliancy to Technical Specifications detailed in Annex B as part of the evaluation process.

Your quotation must be valid throughout the contract duration until final delivery of the required goods. 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 Goods and Services. You must clearly indicate in your quotation if you accept them.

6. **RFQ Submission:** We would appreciate receiving your quotation on or before **01st October 2023 by 23:59 hrs PST** by e-mail in PDF format (signed and stamped) to email address pakperfq@unhcr.org Incomplete submissions may result in disqualification.

NOTE: Any queries to the tender may be submitted to: Peshawar, Pakistan Supply Chain pakpescu@unhcr.org by **27th September 2023.**

Please indicate in the e-mail subject field:

- RFQ NO.2023/SOP/SCU/RFQ/037
- Name of your firm
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3)

Thank you for your kind attention.

 21st September 2023

Fredah Zawedde,
Associate Supply Officer,
UNHCR Pakistan.

