



UNHCR

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

DATE:28/09/2023

**REQUEST FOR QUOTATION No: RFQ NO. 2023/SOP/SCU/RFQ/038
FOR PROCUREMENT OF TYRES TO UNHCR SUB- OFFICE PESHAWAR**

QUOTATION TO BE RECEIVED ON OR BEFORE: 08/10/2023 by 23:59hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers in Pakistan to submit a price quotation for the supply of tyres for UNHCR Sub Office Peshawar KPK, Pakistan.

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

- **Annex A:** Bid Data Form
- **Annex B:** Technical Specification/Financial Offer Form
- **Annex C:** Vendor Registration form (to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM).
- **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods (July - 2018)
- **Annex E:** UNHCR Supplier code of Conduct

1. **Lead time:** Please clearly mention your delivery period once UNHCR issues a Purchase Order and subsequent periodic requests. UNHCR's minimum delivery period is as indicated in the bid data form upon issuance of a Purchase order
2. **Incoterms:** Delivered at UNHCR SUB- Office Peshawar
3. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex B**).

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price must be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR.

Please find attached (**ANNEX D**) the UNHCR's General Conditions of Contracts for the Provision of Goods (July 2018). You must clearly indicate in your quotation if you accept them.

4. **RFQ Submission:** We would appreciate receiving your quotation on or before **08/10/2023 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 4th October 2023.

Please indicate in the e-mail subject field:

- RFQ NO./2023/SOP/SCU/RFQ/038
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.



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

28th Sept. 2023

