

**TENDER OPENING DATE: 20 October 2023**

**REQUEST FOR QUOTATION No: 2023/SOP/SCU/RFQ/044  
FOR THE RENOVATION OF WASHROOMS AT UNHCR SUB- OFFICE PESHAWAR**

**TENDER CLOSING DATE: 05 November 2023 by 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 the renovation of washrooms at UNHCR Sub Office Peshawar – KP - PAKISTAN.

**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 / Terms of Reference (TORs)
- **Annex C:** Financial Offer Form / Bill of Quantities (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 for the Civil works.

**3. Delivery place:** To be renovated at UNHCR SUB- Office Peshawar


**4. 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 completion of the civil works 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.

**UNHCR is exempted from GST and other duties, with this regard, price 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 TORs).

 20<sup>th</sup> Oct. 2023

**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 **29th October 2023** at 17:00 hrs. PST. (Please do not submit your financial offer to this email).

**6. Bid Submission:**

We would appreciate receiving your quotation on or before **5<sup>th</sup> November 2023 by 17:00 hrs PST** by e-mail in excel and PDF format (signed and stamped) to email address [pakperfq@unhcr.org](mailto: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:

Please indicate in the e-mail subject field:

- RFQ NO./2023/SOP/SCU/RFQ/044
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.



20<sup>th</sup> October 2023

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**Fredah Zawedde**  
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**Pakistan.**