



# UNHCR

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

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**DATE: 24/10/2023**

**REQUEST FOR QUOTATION: No. PAKIS/RFQ/23/039**

**FOR THE SUPPLY OF VISIBILITY /PROMOTIONAL ITEMS**

**QUOTATION TO BE RECEIVED BY: 30<sup>th</sup> Oct 2023 10:59 AM PST**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14<sup>th</sup> December 1950 by the United Nations General Assembly<sup>1</sup>, UNHCR Office in Islamabad invites qualified suppliers to quote your price quotation for following biometric identification devices and accessories specified in this Request for Quotation (RFQ).

The following annexes are integral part of this request for quotation (RFQ)

- Annex A: Technical Specifications
- Annex B: UNHCR General terms and Conditions for Goods
- Annex C: Price Proposal Form (to be completed and submitted by bidder)
- Annex D: UN Supplier Code of conduct
- Annex E: Vendor registration form

## **1. REQUIREMENTS**

- Description: Visibility Items as per annex A
- Quantity: As per Annex A & C
- Samples: Yes, the samples must be submitted as per annex A to the following address:

**Subject: Samples against RFQ 23/039**

**Attn: Supply Chain Unit, UNHCR Diplomatic Enclave II, Sector G-4, Islamabad.**

- Delivery point: UNHCR office Islamabad
- Delivery time (After receipt of order): ASAP

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

Please include the following price information in your quote (without GST):

- Currency: Pak Rupees
- Unit Cost: DAP (Delivered At Place all inclusive) as specified in Annex C
- Cost of all items/goods: All inclusive
- Additional charge: If any please specify
- Total Cost for goods: All-inclusive DAP

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

## 2. RFQ Submission

We would appreciate receiving your quotation on prescribed Annex C on or before **30<sup>th</sup> October 2023 10:59 (AM) Pakistan Standard Time (PST)** by e-mail in PDF format to [pakisrfq@unhcr.org](mailto:pakisrfq@unhcr.org)

### 2.1 Samples Submission

We would appreciate receiving your samples before **30<sup>th</sup> October 2023 10:59 Pakistan Standard Time (PST)** through courier to:

“Samples for RFQ 23/039”

Supply Chain Unit, UNHCR, Diplomatic Enclave 2, Sector G-4, Islamabad.

### 2.2 Request for Clarification

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to [pakissc@unhcr.org](mailto:pakissc@unhcr.org) The **deadline** for receipt of questions/ queries is **26<sup>th</sup> October 16:00 hrs PST**.

Any delay in UNHCR’s response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **05 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:

- **PAKIS/RFQ/23/039**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for **90 days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX B the UNHCR’s General Conditions of Contracts for the Provision of Goods-2010. You must clearly indicate in your quotation if you accept them.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached at Annex-D.

If your company is not registered with UNHCR, kindly provide filled Annex “E” Vendor Registration Form.

Thank you for your kind attention.

Prosper Dunia Mumanya  
Senior Supply Officer  
UNHCR Country Office, Islamabad