



UNHCR

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

DATE: 12 OCTOBER 2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/038

**FOR SUPPLY AND DELIVERY OF ASSORTED TOYS FOR CHILD FRIENDLY SPACES
AT UNHCR SUB-OFFICE IN QUETTA**

QUOTATION TO BE RECEIVED BY: 23 OCTOBER by COB

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate, and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

Description: SUPPLY AND DELIVERY OF ASSORTED TOYS FOR CHILD FRIENDLY SPACES AT UNHCR SUB-OFFICE, QUETTA

Find attached in **ANNEX B -Detail Specification and Price Proposal Form** - more information about the requirement for the **"SUPPLY AND DELIVERY OF ASSORTED TOYS FOR CHILD FRIENDLY SPACES AT UNHCR SUB-OFFICE, QUETTA"**

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all taxes and duties but must have the transportation charges up to its delivery point. A vendor should provide the rates for in Annex B.

- Currency: PKR
- Unit Cost: delivered at place (DAP - Others)
- Cost of all items/goods: in PKR
- Additional charge, if any (please specify): Transportation, Installation, and labor charges
- Total Cost for goods / Services (all inclusive)

The following annexes form an integral part of this request for quotation:

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Specifications and Price Proposal Form</i>
<i>Annex C:</i>	<i>Vendor Registration Form</i>
<i>Annex D:</i>	<i>UNHCR General Terms and Conditions for Purchase of Goods (January 2010 version)</i>
<i>Annex E:</i>	<i>UN Supplier Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before 23rd October 2023 i.e., **Monday** by **COB**. The quotations must be accompanied by the below-mentioned documents. Those vendors whose company profiles have already been submitted need not submit them again. However, the vendors should provide the quotation.

Your offer/quotation must be sent with all supporting documents to pakqurfq@unhcr.org in PDF.

“SUPPLY AND DELIVERY OF ASSORTED TOYS FOR CHILD FRIENDLY SPACES AT UNHCR SUB-OFFICE, QUETTA”

Closing Date: 23 October 2023

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Your quotation must be valid at least for **30** days after the closing date of submission. 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 in ANNEX D, the UNHCR's General Conditions of Contracts for the Provision of Services-2010. You must indicate in your quotation if you accept them.

Thank you for your kind attention.



Supply Chain Unit
UNHCR Sub Office Quetta

ANNEX A: TECHNICAL REQUIREMENTS**SUPPLIERS SHOULD FILL BELOW TABLE AS PART OF THEIR OFFER**

Other information pertaining to our Quotation is as Follows	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver of services within a maximum of 01 month from the date UNHCR sends an order/Complain to the supplier.		
Delivery Location: DAP UNHCR Sub Office, Airport Road Quetta.		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for goods 2018 attached		
Acceptance to deliver genuine/original items with a warranty (where applicable) as per technical details in Annex B.		

Company Name: _____

Authorized Person & Title: _____

Signature and Stamp: _____

Date: _____



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ANNEX-B

DETAILED SPECIFICATIONS AND PRICE PROPOSAL FORM

S.NO	DESCRIPTION	Quantity	UNIT	RATE (PKR)	AMOUNT (PKR)
1.00	Purchase of various types of toys for children as described below:				
a	Dolls (Barbie doll Item Dimensions LxWxH 6.4 x 8.9 x 30.5 Centimetres material Plastic & cotton mix)	10	NO		
b	Balls (3 Nos Football edu sports, 3 Nos Babiqu Ball with numbers,4 Nos toy shine edu sports)	10	NO		
c	Teddy bear different size (4 Nos 1 feet , 4 Nos of 2 feet and 2 Nos 3 feet Height)	10	NO		
d	Pyramid games-pyramid High Speed Cube 3x3 Toy for Kids & Adults Puzzle Games Triangle Pyramind Sticker less Rubiks Multi Color Sticker Less, Super Smooth, Smart Cubes Rubics Toys, Multicolour (Plastic made 9 x 9 x 9 cm)	2	NO		
e	Game English Vocabulary Books for children with sound /betray	2	NO		
f	Early child Round table 2.5 feet dia with Four high quality plasticc chairs 1.5x1.5 x 2 feet)	1	NO		
g	Azafrin Non-Toxic Plant-Based Pencil Crayons (15 Colours), Clinically Tested to be Baby Safe, Hypoallergenic, Food Grade Colours, No Parabens, No Mineral Oils or Harmful Chemicals	10	NO		
h	Rocking horse Plastic made 75 x 31 x 56 Centimetres 4.37 Kilograms Playgro made	2	NO		
i	Set of cars high quality plastic self running machine (6 x 3 x 3 Inch) different colours	10	NO		
2.00	Supply and deliver Playroom games as per the below description:				
a	Treasure Hunt for Kids: Over 500 hidden pictures to search for, sort, and count Board Book	5	NO		
b	Smart Kids Memory Card Game for Kids- Animals, Fruits, Vegetables, Vehicles, Household Things and Great Indian Characters Themed Playing Cards	5	NO		
c	EXONIZ TOYS Board Puzzle Game Puzzle Game for Kids Board Games Rolling Ball Block Building Game for Kids Puzzle Game for Ages 3 4 5 6 7+ Year Old Kids Boys Girls, Multicolour	5	NO		

3.00	Decorative painting on wall for child friendly space at area or provide and fix approved wallpaper. The decorations include attractive objects like cartoons, animals, plants, etc. The objects have not yet selected, but during the implementation, the objects will be given by the institution or UNHCR protection unit.	100	SFT		
4.00	FURNITURE				
4.1	Good quality Mahogany Veneer solid top table with 4 wooden legs. Table size: 1200mm L x 760mm W x 650mm H, including 6 no. chairs size length 500mm x 500mm width and 500mm height. (sample chair to be provided for approval before delivery)	1	No.		
5.01	Supply Stationary items				
	Number Flash Cards	2	Box		
	ABES Ludo Game	2	Box		
	Urdu Jigsaw Puzzle	2	Box		
	Pictorial Flash Cards-	2	Box		
	English Jigsaw Puzzle-	2	Box		
	Hand Made Puppets 10 Nos size 6 inch	2	Box		
	Number Jigsaw Puzzle-	2	Box		
	Barbaie Dolls size 1.5'H	6	Item		
	Truck medium 2 feet length	2	Item		
	Car medium 1 feet length	2	Item		
	A4 papers	10	Pack		
	Coloring pencils	20	Box		
	Story books 3-5 years old-	14	NO		
	Story books 5-8 years old	14	NO		
	Plastic Bowling - hand bowling	02	Set		
	Foam puzzle-flooring	02	Packs		
	GRAND TOTAL (PKR)				

Payment terms: acceptance of UN payment terms (i.e., **30 days net from receipt of documents**)

YES NO

Name of the Bidder: _____

Company Name: _____

Phone / Cell Number: _____

Company Address: _____

Authorised Signature: _____

Company Stamp:

Date: