



# UNHCR

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

**DATE: 18 October 2023**  
**REQUEST FOR QUOTATION: No. RFQ/SC/2023/039**  
**FOR**  
**PROVISION AND SUPPLY OF GENERATOR FILTERS AND MOBIL OIL**  
**TO UNHCR SUB OFFICE AT QUETTA.**

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**QUOTATION TO BE RECEIVED BY: 25<sup>TH</sup> OCTOBER 2023**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following at UNHCR Sub-office Quetta specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

UNHCR Sub-office, Quetta would like to invite firms for the **“PROVISION AND SUPPLY OF GENERATOR FILTERS AND MOBIL OIL TO UNHCR SUB OFFICE AT QUETTA**

**Scope of work and Quantity:** as per annex B

**Requirement:** As per attached Specifications

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- **Delivery point:** UNCHR sub office Quetta
- **Service Delivery time (After receipt of order): 15 days (Max)**
- **Completion Time: 15 Days**

Find attached in **ANNEX B** more information about the scope of work, quantities, and detailed specifications.

Please include following **MANDATORY DOCUMENTS** along with your quotation.

1. Registration of Business (Valid registration with Govt of Pakistan, NTN, STRN)
2. Vendor registration form, if not registered with UNHCR.
3. Please include the following price information in your quote (without VAT):
  - Currency: PKR
  - Unit Cost: delivered at place (DAP – Incoterms 2020)
  - Cost of all items/goods/Services: in PKR
  - Additional charge, if any (please specify):
  - Total Cost for goods/Services (all inclusive)

Please note that UNHCR has tax and duty exemption status.

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

<i>Annex A:</i>	<i>BID Data Sheet</i>
<i>Annex B:</i>	<i>Bill of Quantities, Specifications, and scope of work</i>
<i>Annex C:</i>	<i>Price Proposal Form</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>UNHCR General Terms and Conditions for Goods</i>
<i>Annex F:</i>	<i>Supplier code of Conduct</i>

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **25<sup>TH</sup> October 2023** i.e., **WEDNESAY**.

by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex-C)
- Signed and Stamp General Terms and Condition
- Signed and Stamp Supplier code of Conduct

Your offer/quotation must be sent with all supporting documents to [pakqurfg@unhcr.org](mailto:pakqurfg@unhcr.org) in PDF format.

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**AT QUETTA**

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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**. 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 E, the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010. You must clearly 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  
SUPPLIER SHOULD FILL BELOW TABLE AS PART OF THEIR OFFER**

<b>Other information pertaining to our Quotation are as Follow</b>	<b>Yes, we will comply (State, as required)</b>	<b>No, we cannot comply (state as required)</b>
Production/ Delivery lead time: Acceptance to deliver within a maximum 60 days from the date UNHCR sends an order to the supplier.		
<b>Delivery Location:</b> UNCHR Sub office Quetta		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for goods 2018 attached		

Company Name:

Authorized Person & Title:

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Signature and Stamp:

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Date:

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