



UNHCR

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

DATE: 09 NOVEMBER 2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/042

FOR SUPPLY OF ELECTRICAL APPLIANCES AT UNHCR SUB-OFFICE IN QUETTA

QUOTATION TO BE RECEIVED BY: 16 November 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: "FOR SUPPLY OF ELECTRICAL APPLIANCES AT UNHCR SUB-OFFICE IN QUETTA"

Find attached in **ANNEX B -Detail Specification-** more information about the requirement for the **"FOR SUPPLY OF ELECTRICAL APPLIANCES AT UNHCR SUB-OFFICE IN 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 are an integral part of this request for Quotation and must be signed, stamped and submitted along with the package:

(Failing to submit the following annexes may lead to disqualification of the bids)

Annex A:	<i>Technical Requirements</i>
Annex B:	<i>Specifications</i>
Annex B1:	<i>Technical Offer Form</i>
Annex C:	<i>Price Proposal Form</i>
Annex D:	<i>Vendor Registration Form</i>
Annex E:	<i>UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)</i>
Annex F:	<i>UN Supplier Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your Quotation on or before 16th November 2023 i.e., **Thursday** 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 pakqurfg@unhcr.org in PDF.

“FOR SUPPLY OF ELECTRICAL APPLIANCES AT UNHCR SUB-OFFICE IN QUETTA”

Closing Date: 16 November 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 15 Days 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

S#	Item	Quantity	Specification	Reference Picture
1	Electric Oil Heaters	10	<p>1. Black & Decker 2500W 11 Fin Oil Radiator Heater with Fan Forced Black OR011FD-B5</p> <p>2. DeLonghi 12 Fins Oil Heater 771225</p> <p>Thermal Slots keep the surface temperature within the values. Maximum heating power: from 1500 to 2500 Watt</p> <p>Adjustable room thermostat to set and automatically keep the desired temperature.</p> <p>1 or 3 different heating settings</p> <p>Room thermostat to set and automatically keep the desired temperature.</p> <p>Safety thermostat</p> <p>Anti-frost function</p> <p>Handle and castors to move more accessible Cord storage or other Equivalent brand</p>	
2	Air conditioners	5	<p>Orient 1.5 Ton Ultron MEGA eComfort DC Inverter</p> <p>Or another Equivalent brand</p>	
3.	Water Dispensers	10	<p>Canon Water Dispenser Full Glass. · Three Taps (Hot, Cold & Normal). · 4 Litre Cold Tank. · Refrigerator Cabinet. · Big Body Size. · Food Grade Tank. Or other equivalent brands.</p>	
4.	Electric geysers	10	<p>Canon Electric Water Heater 25-liter 25LCF with ABS Plastic Tank, Adjustable Thermostat, and 220-240V/ 2000W. Or other equivalent brands.</p>	

Company Name: _____

Authorized Person & Title: _____

Signature and Stamp: _____

Date: _____

ANNEX-C
PRICE PROPOSAL FORM

NO: SC/RFQ/2023/042

S#	Item	Quantity	Unit Rate	Total Amount
1	Electric Oil Heaters	10		
2	Air conditioners	5		
3.	Water Dispensers	10		
4.	Electric geysers	10		
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: