



UNHCR

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

DATE: 06 DECEMBER 2023

REQUEST FOR QUOTATION: No. RFQ/SC/2023/047

**SECURITY IMPROVEMENTS IN GUEST HOUSE 1, 2 & 3 AT UNHCR SUB-OFFICE
IN QUETTA**

QUOTATION TO BE RECEIVED BY: 10 DECEMBER 2023 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: SECURITY IMPROVEMENTS IN GUEST HOUSE 1, 2 & 3 AT UNHCR
SUB-OFFICE IN QUETTA**

Find attached in **ANNEX B -Detail Specifications BOQs and Price Proposal** - more information about the requirement for the **“SECURITY IMPROVEMENTS IN GUEST HOUSE 1, 2 & 3 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 form an integral part of this request for quotation:

Annex A: Technical Requirements

Annex B: *BOQs and Price Proposal Form*
Annex C: *Vendor Registration Form*
Annex D: *UNHCR General Terms and Conditions of Contract for Civil works*
Annex E: *UN Supplier Code of Conduct*

2. RFQ Submission

We would appreciate receiving your quotation on or before 10 December 2023 i.e. **Friday** 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.

“SECURITY IMPROVEMENTS IN GUEST HOUSE 1, 2 & 3 AT UNHCR SUB-OFFICE IN QUETTA”

Closing Date: 10 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 E, 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**CONTRACTORS 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 to the supplier.		
Delivery Location: DAP UNHCR Sub Office Guesthouse 1, 2 &3, Airport Road Quetta.		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR Conditions for Contract for Civil Works 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: _____

