

**DATE: 30/01/2024**

**REQUEST FOR QUOTATION: No. RFQ/SC/2024/001**

**NATIONAL CONSULTANCY: ASSESSMENT OF THE GBV PROGRAMMING IN  
BALOCHISTAN AND INTRODUCTION OF TRANSFORMATIVE GENDER  
APPROACHES UNDER THE UNHCR SUB-OFFICE QUETTA**

**QUOTATION TO BE RECEIVED BY: 12<sup>th</sup> February 2024, 1600. hours PST**

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 consultancy/survey firms to provide quotations for the following services specified in this Request for Quotation (RFQ) to support UNHCR operations.

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

- *Annex A1: Terms of Reference*
- *Annex A2: List of sites where Assessment will be conducted.*
- *Annex B: UNHCR General Terms and Conditions for Services-2018*
- *Annex C: Price Proposal Form*
- *Annex D: UN Supplier Code of Conduct*
- *Annex E: Vendor registration form (for new suppliers only)*

## **1. REQUIREMENTS**

Description: Please refer to the attached documents Annex-A1 and A2 for detailed requirements.

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

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

- Currency: Pak Rupees
- Total Cost: It should be inclusive of all costs, i.e., assessment costs, enumerators' allowances, transportation, accommodation (if required), printing, and all associated costs. To be submitted as per Annex C
- Additional charge: If any, please specify – no additional amount will be given.

## **2. QUERIES**

Bidders can send queries against this RFQ to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org) by 1500 hours on 13<sup>th</sup> February 2024. Replies to all queries will be posted on <https://www.unhcr.org/pk/tenders> or can be sent by email.

## **3. RFO SUBMISSION**

We would appreciate receiving your quotation on the prescribed form i.e., Annex C along with following documentation on or before **12<sup>th</sup> February 2024 1600 hours Pakistan Standard Time (PST)** by email in PDF format to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org)

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

**Your submission should include the following documentation.**

1. Company Profile
2. Company registration documents (NTN, STRN, SECP Etc. )
3. Provide relevant PO / Contracts / Work Order of at least three (3) similar assignments/surveys conducted in the last three years.
4. Price Proposal Form (Annex-C)

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 that the email policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb**, so it may be necessary to send more than one email for the whole submission.

Please indicate in the email subject field:

- **RFQ/SC/2024/001**
- Name of your firm
- Number of emails that are sent (example: 1/2, 2/2)

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

Please find attached the UNHCR's General Conditions of Contracts for the Provision of Services-2018 in Annex B. You must indicate in your quotation if you accept them.

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

***UNHCR reserves the right to accept the whole or part of your bid or cancel it without any liability.*** UNHCR may at its discretion, increase or decrease the proposed content and other terms and conditions which will be notified accordingly.

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

Thank you for your kind attention.



Supply Chain  
UNHCR Sub Office  
Quetta.