



UNHCR

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

DATE: 02 FEB 2024

REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/003

FOR THE SUPPLY OF PRINTER TONERS & CARTRIDGES

QUOTATION TO BE RECEIVED BY: 12 FEB 2024 12:00 Hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for supply of the following goods in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Printer Toners
- Quantity: As specified in Annex C
- Delivery point: UNCHR, Diplomatic Enclave, Islamabad
- Delivery time (After receipt of order): 3-4 weeks (preferable)

Find attached in Annex C more information about the goods required (Quantity & Technical specifications).

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without GST/custom duties. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

- Currency: Pak Rupees
- Unit Cost: DAP at UNHCR office Islamabad
- Cost of all items/goods: All Inclusive including transportation charges
- Additional charge, if any please specify
- Total Cost for goods: All inclusive

2. RFQ Submission

We would appreciate receiving your quotation on prescribed Annex C on or before **12th February 2024 12:00 hrs PST** by e-mail in PDF format to MUMANYA@unhcr.org with the following documentation.

- Company Registration Certificate with Govt (if not registered with UNHCR)
- HP Authorization letter / Certificate for supply of genuine HP Products
- Vendor Registration form (if not registered with UNHCR)
- Financial offer form (Annex-C)

2.1. REQUESTS FOR CLARIFICATION:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail

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

to pakissc@unhcr.org **The deadline for receipt of questions/ queries is 17:00 hrs PST on 07th FEBRUARY 2024.**

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 of the fact that the e-mail 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 e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **PAKIS/RFQ/24/003**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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

Please find attached in ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods July 2018. You must clearly indicate in your quotation if you accept them. UNHCR reserves the right to increase/decrease the quantity of items, cancel this RFQ or split the items between suppliers without any liability.

The following annexes form integral part of this RFQ:

Annex A: UNHCR General Conditions of Contracts for Provision of Goods July 2018.

Annex B: UN Supplier's Code of Conduct -2011

Annex C: Financial Offer Form

Annex D: Vendor Registration Form 2023

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

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

Thank you for your kind attention.

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR Country Office
Islamabad

