



UNHCR

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

DATE: 15/02/2024

REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/004

TRANSPORTATION OF 80,000 DIGNITY KITS FOR UNHCR PAKISTAN

QUOTATION TO BE RECEIVED BY: 20th FEBRUARY 2024 12:00 Hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14th December 1950 by the United Nations General Assembly¹, UNHCR Office in Islamabad invites authorized suppliers to quote your price quotation for following specified in this Request for Quotation (RFQ).

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

- Annex A: UNHCR General terms and Conditions for Services
- Annex B: UN Supplier Code of conduct
- Annex C: Price Proposal Form (to be completed and submitted by bidder)

- **REQUIREMENTS**

- Loading & transportation of 20,000 Dignity Kits from Humak industrial area, Islamabad and 60,000 Dignity Kits from Rawat, Islamabad to Quetta and Peshawar
- Cargo Details: Female Dignity Kits, Packed in Box
- Box Size: 16' x 16' x 19' (L x W x H)
- Cargo Weight: 7 kgs approx. per Box
- 24,000 Dignity kits to be transported in a 40-Foot standard shipping container from supplier's premises in Islamabad for delivery to UNHCR Warehouse on Airport Road, Quetta and 56,000 Dignity kits to Azakhel, near Police station, GT Road, District Nowshera
- Duration: From February to March 2024

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

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

- Currency: Pak Rupees
- Unit Cost: as specified in Annex C
- Cost of all Services: All inclusive
- Additional charge: If any please specify
- Total Cost: All-inclusive (excluding tax and including insurance and of toll fees)

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

2. RFQ Submission

We would appreciate receiving your quotation on prescribed Annex C on or before **20th February 2024, 1200Hrs. Pakistan Standard Time (PST)** by e-mail in PDF format to MUMANYA@unhcr.org. Following documentation should be a part of your submission.

1. **Price Proposal Form (Annex-C) as per attached template**
2. **Company Registration**
3. **Signed / Stamped copies for acceptance of UNHCR terms and conditions (Annex-A) and UN Supplier's code of conduct (Annex-B).**

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/24/004**
- 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 are Net Zero, Within 30 days upon satisfactory delivery of goods and / OR services and acceptance thereof by UNHCR.

Please find attached in ANNEX A the UNHCR's General Conditions of Contracts for the Provision of **Services**. You must clearly indicate in your quotation if you accept them.

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.

Thank you for your kind attention.

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR Country Office, Islamabad