

**TENDER OPENING DATE: 12<sup>th</sup> February 2024**

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/003  
FOR THE ESTABLISHMENT OF 2 YEARS LOCAL FRAMEWORK  
AGREEMENT FOR THE PROVISION OF ROAD TRANSPORT AND  
MATERIAL HANDLING SERVICES TO UNHCR SUB OFFICE PESHAWAR -  
PAKISTAN.**

**CLOSING DATE: 26<sup>th</sup> February 2024 at 12:00 hrs PST**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified companies to submit offers for provision of road transport and materials handling services to UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN.

**1. The following Annexes are an integral part of this RFQ:**

- Annex A: Bid Data Form (to be completed and submitted with the offer)
- Annex B: Scope of Works Form
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Goods
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

**2. Lead / Delivery time:**

Vehicles must be provided within 24 hours upon receipt of notice or communication from UNHCR focal person.

**3. Financial Offer:**

Please submit your Price Offer in PKR using the Financial Offer forms – Annex C

**Note:** Please submit both Excel and PDF copies of the Financial Offer Form

**(Note: Prices offered are to be maintained throughout the two years contract duration as per UNHCR requirement)**

Your company's technical and financial offer must be signed and stamped by the bidders and should be fully compliant to the UNHCR requirement.

**UNHCR is GST exempted from taxation, with this regard, prices must be given without GST & Withholding tax.**



**UNHCR**

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

Bidders are required to Submit a financial offer for all the items listed and not for partial items. Bidders who submit partial offers will be disqualified. The Supplier with the lowest priced technically qualified offer will be recommended for award of Contract.

UNHCR reserves the right to award a full / partial contract to the successful supplier or to make split contract awards to multiple bidders. The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for and submitted by bidders in **Annex - A (Bid data form) and Annex – B (Scope of Work)**.

**(4). Bids Submission:**

We would appreciate receiving your offer on or before the tender closing date i.e., **26th February 2024 at 12:00 hrs PST.**

Bids shall be submitted by e-mail in **PDF format (signed and stamped)** sent to email addresses: [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org). Incomplete submissions may result in disqualification.

Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** and so it may be necessary to send more than one e-mail for the whole submission.


Please indicate in the e-mail subject field:

**-RFQ TENDER NO.2024/SOP/SCU/RFQ/003**

**-Name of your firm**

**-Number of e-mails that are sent (example: 1/2, 2/2)**

Thank you for your kind attention.

 12<sup>th</sup> Feb. 2024

Fredah Zawedde  
Associate Supply Officer  
UNHCR Peshawar Pakistan