

DATE: 04/03/2024

REQUEST FOR QUOTATION: No. RFQ/SC/2024/007

FOR THE ESTABLISHMENT OF LOCAL FRAME AGREEMENT FOR THE PROVISION OF TRANSPORT AND MATERIAL HANDLING SERVICES FOR THE PERIOD 02 YEARS TO UNHCR SUB OFFICE QUETTA.

QUOTATION TO BE RECEIVED BY: 15TH March 2024, 1600. hours 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 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 A: Scope of Works*
- *Annex B: UNHCR General Terms and Conditions for Services*
- *Annex C: Financial of 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 document as Annex-A 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.

2. Financial Offers:

Please include the following price information in your quote (without GST) using the Financial offer form-Annex-C:

- Currency: Pak Rupees
- The financial offer form must be submitted both in excel and signed and stamped PDF
- Additional charge: If any, please specify – no additional amount will be given.
- Offered prices are to be maintained for the period of two years as per the contract duration.

3. QUERIES

Bidders can send queries against this RFQ to pakqurfq@unhcr.org by 1500 hours on 08th March 2024. Replies to all queries will be posted on <https://www.unhcr.org/pk/tenders> or can be sent by email.

4. RFO SUBMISSION

We would appreciate receiving your quotation on the prescribed form i.e., Annex C along with following documentation on or before **15th March 2024 1600 hours Pakistan Standard Time (PST)** by email in PDF format to pakqurfq@unhcr.org

¹ 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. Signed and stamped Price Proposal Form (Annex-C)
5. UNHCR General Terms of Services
6. UN Supplier Code of Conduct
7. Vendor Registration Form

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/2024/007**
- 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.