



# UNHCR

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

**DATE: 20 March 2024**

**REQUEST FOR QUOTATION: No. RFQ/SC/2024/008  
FOR  
SUPPLY OF LAPTOPS AND CAMERA TO UNHCR SUB-OFFICE  
QUETTA**

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**QUOTATION TO BE RECEIVED BY: 31<sup>st</sup> March 2024**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following at UNHCR Sub-office Quetta specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

UNHCR Sub-office, Quetta would like to invite firms for the **“SUPPLY OF LAPTOP AND CAMERA TO UNHCR SUB-OFFICE QUETTA”**

**Scope of work and Quantity:** as per annex B

**Requirement:** As per BOQ

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- **Delivery point:** UNHCR Office, Quetta
  - **Service Delivery time (After receipt of order): 15 days (Max)**
  - **Completion Time: 15 Days**

Find attached in **ANNEX B** more information about the scope of work, quantities, and detailed specifications.

Please include following **MANDATORY DOCUMENTS** along with your quotation.

1. Registration of Business (Valid registration with Govt of Pakistan- Certificate of incorporation, NTN, STRN)
2. Vendor registration form, if not registered with UNHCR.
3. Please include the following price information in your quote (without VAT):
  - Currency: PKR
  - Unit Cost: delivered at place (DAP – Incoterms 2020)
  - Cost of all items/goods/Services: in PKR
  - Additional charge, if any (please specify):
  - Total Cost for goods/Services (all inclusive)

Please note that UNHCR has tax and duty exemption status.

The following annexes form integral part of this request for quotation:

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Detailed Specifications</i>
<i>Annex C:</i>	<i>Price Proposal</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>General Terms &amp; Conditions for Goods July 2018</i>
<i>Annex F:</i>	<i>Supplier code of Conduct</i>

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **31<sup>st</sup> March 2024 i.e., Sunday** by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex-C)
- Signed and Stamp General Terms and Condition
- Signed and Stamp Supplier code of Conduct.

Your offer/quotation must be sent with all supporting documents to [pakqurfg@unhcr.org](mailto:pakqurfg@unhcr.org) in PDF format.

### REQUEST FOR QUOTATION: No. RFQ/SC/2024/008

### FOR SUPPLY OF LAPTOPS AND CAMERA TO UNHCR SUB-OFFICE QUETTA

**IMPORTANT:** Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

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

Please find attached in ANNEX E, the UNHCR's General Conditions of Contracts for the for Goods -2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.



Supply Chain Unit  
UNHCR Sub Office Quetta

**ANNEX A: TECHNICAL REQUIREMENTS**  
**SUPPLIER SHOULD FILL BELOW TABLE AS PART OF THEIR OFFER**

<b>Other information pertaining to our Quotation are as Follow</b>	<b>Yes, we will comply (State, as required)</b>	<b>No, we cannot comply (state as required)</b>
Production/ Delivery lead time: Acceptance to deliver within a maximum 15 days from the date UNHCR sends an order to the supplier.		
<b>Delivery Location:</b> UNHCR SUB-OFFICE QUETTA		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for goods 2018 attached		

Company Name: \_\_\_\_\_

Authorized Person & Title: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX B:**  
**SPECIFICATIONS FOR LAPTOPS AND CAMERA**

**ITEM-1-LAPTOPS****QTY- 12 NO****SPECIFICATIONS**

Processor Type: Intel Core i7 12th Generation  
Processor Speed: Intel Core i7-1235u (up to 4.40 GHz Turbo (12.0 MB Cache)  
Generation: 12th Gen  
Operating System: Windows 11  
Screen Size: 15.6 Inches  
Screen Resolution: Full HD (1920 x 1080), Micro-Edge, Anti-glare, 250 nits, 45%NTSC Display  
Internal Memory: 512 GB  
RAM: 32 GB  
Graphics Memory: Intel Iris Xe Graphics  
Bluetooth: Yes  
Wireless/Wifi: Yes  
USB: Yes  
Camera: Yes  
external Mouse and BAG

**ITEM-2- GO-PRO CAMERA****QTY- 01 NO****SPECIFICATIONS**

HERO11/12 Black camera, Enduro Rechargeable Battery, curved adhesive mount, mounting buckle + thumb screw and USB-C cable  
Automatically upload footage to the cloud + get a highlight video when charging  
Large image sensor delivers an immersive, extra-large field of view  
Cinematic 5.3K60 + 2.7K240 video with 24.7 megapixel stills from video  
Stunning 27 megapixel high-res photos  
Emmy® Award-winning Hyper Smooth 5.0 video stabilization with Horizon Lock  
Waterproof to 33ft + built tough  
A microSD card is required-16GB

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**Annex C - Price Proposal Form**

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S.NO	ITEM DESCRIPTION	QTY	RATE/UNIT	TOTAL
01	LAPTOP	12		
02	GO-PRO CAMERA	1		
<b>TOTAL</b>				

**Payment terms:** acceptance of UN payment terms (i.e., **30 days net from receipt of documents**)YES  NO 

Name of the Bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone / Cell Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Company Stamp:

Date: