



Annex A-BID DATA FORM

RFQ REF: 2024/SOP/SCU/RFQ/004 – ESTABLISHMENT OF A CONTRACT FOR SUPPLY OF OFFICE STATIONERY FOR A DURATION OF 2 YEARS TO UNHCR SUB OFFICE PESHAWAR.

Suppliers are required to provide the below requested Information part of which will be used by UNHCR in its Preliminary Evaluation process.

S/N.	Administrative requirements (Note: Bidders must accept all the preliminary evaluation requirement to be consideration for Technical Evaluation)	<u>Yes, we will comply (State, as required)</u>	<u>No, we cannot comply (state as required)</u>
1.	Company / Business Registration: Bidder must be registered with Government Authorities (NTN & STRN, Form H, and must provide a Certificate of incorporation or copies of company registration documents / certificate		
2.	Bid / Offer Validity: Consider your offer valid for the entire contract duration of 2 years		
3.	Payment Term: Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment		
4.	Delivery time: Please Clearly mention the time (days) required to deliver the office stationery upon receipt of purchase order. (UNHCR Preferred delivery time is 5 working days upon receipt of our purchase order).		
5.	Delivery place: Confirm delivery to UNHCR Sub Office Peshawar (Sample of items to be checked and approved before contract award)		
6.	Vendor Registration Form (For only new vendors to UNHCR) Annex F. New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein.		
7.	UNHCR General Conditions of Contracts for Goods (Annex D). Bidders must accept terms of UNHCR's General Conditions of Contract for provision of goods (Annex D) and submit it together with their offer		
8.	UN Suppliers Code of Conduct (Annex E) Bidders must commit themselves to comply with requirements of UN Supplier code of conduct by signing, stamping, and submitting a copy with their Offer to UNHCR.		
9.	Vendors submit both excel and pdf copies of financial offer / quotation with registered vendor name, signature and stamp		

Company Name: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____