



UNHCR

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

DATE: 05 April 2024

**REQUEST FOR QUOTATION: No. RFQ/SC/2024/009
FOR
SUPPLY OF ORIGINAL HP TONERS TO UNHCR SUB-OFFICE QUETTA**

QUOTATION TO BE RECEIVED BY: 15th April 2024

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly¹, 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 ORIGINAL HP TONERS 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 & 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 **15th April 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 in PDF format.

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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**

Other information pertaining to our Quotation are as Follow	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver within a maximum 15 days from the date UNHCR sends an order to the supplier.		
Delivery Location: 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 TONERS

S.No	Description	Tonner Color	Toner Code	UOM	QTY
01	HP- Co	Black	59A	EA	10
02	HP- Color LaserJet Enterprise	Black	415A	EA	30
03	HP- Color LaserJet Enterprise	Cyan	415A	EA	30
04	HP- Color LaserJet Enterprise	Magenta	415A	EA	30
05	HP- Color LaserJet Enterprise	Yellow	415A	EA	30

Company Name: _____

Authorized Person & Title: _____

Signature and Stamp: _____

Date: _____

Annex C - Price Proposal Form

NO: SC/RFQ/2024/009

S.No	Toner Code	Tonner Color	UOM	QTY	Rate (PKR)	Total (PKR)
01	59A	Black	EA	10		
02	415A	Black	EA	30		
03	415A	Cyan	EA	30		
04	415A	Magenta	EA	30		
05	415A	Yellow	EA	30		
TOTAL						

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: