



UNHCR

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

DATE: 30-APRIL 2024

REQUEST FOR QUOTATION: No. RFQ/SC/2024/011

FOR THE PROVISION OF ASSISTIVE DEVICES TO UNHCR SUB-OFFICE QUETTA

QUOTATION TO BE RECEIVED BY: 07TH MAY 2023 by COB

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate, and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

- **Quantity:** As per the attached list Annex C
- **Requirement:** As per the attached list (Annex – B)
- **Delivery point:** UNHCR Sub office, Chaman Housing Quetta
- **Delivery time (After receipt of order):** 15 days
- **Completion Time:** 15 days

Find attached in **ANNEX B -Specification** - more information about the requirement for the Supply of Assistive Devices to UNHCR sub-office Quetta.

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all taxes and duties but must have the transportation charges up to its delivery point. A vendor should provide the rates for each BoQ item in Annex C.

- Currency: PKR
- Unit Cost: delivered at place (DAP - Others)
- Cost of all items/goods: in PKR
- Additional charge, if any (please specify): Transportation, Installation, and labor charges
- Total Cost for goods / Services (all inclusive)

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

| | |
|-----------------|--|
| <i>Annex A:</i> | <i>Technical Requirements</i> |
| <i>Annex B:</i> | <i>Specification</i> |
| <i>Annex C:</i> | <i>Price Proposal Form</i> |
| <i>Annex D:</i> | <i>Vendor Registration Form</i> |
| <i>Annex E:</i> | <i>UNHCR General Terms and Conditions of Goods</i> |
| <i>Annex F:</i> | <i>UN Supplier Code of Conduct</i> |

2. RFQ Submission

We would appreciate receiving your quotation on or before **07TH MAY 2024** i.e. **TUESDAY** by **23:59 hrs.** The quotations must be accompanied by the below-mentioned documents. Those vendors whose company profiles have already been submitted need not submit them again. However, the vendors should provide the quotation.

Your offer/quotation must be sent with all supporting documents to pakqurfq@unhcr.org in PDF format at PAKQURFQ@UNHCR.ORG

FOR THE PROVISION OF ASSISTIVE DEVICES TO UNHCR SUB-OFFICE QUETTA

Closing Date: 07TH MAY 2024

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 after the closing date of submission. 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 Provision of Services-2010. You must 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
SUPPLIERS SHOULD FILL BELOW TABLE AS PART OF THEIR
OFFER**

| Other information pertaining to our Quotation is as Follows | Yes, we will comply (State, as required) | No, we cannot comply (state as required) |
|--|---|---|
| Production/ Delivery lead time: Acceptance to deliver within a maximum of 15 days from the date UNHCR sends an order to the supplier. | | |
| Delivery Location: DAP UNHCR, Airport Road Quetta. | | |
| Offer Validity: (30 Calendar Days minimum) | | |
| Acceptance of UNCHR General Terms and Conditions for goods 2018 attached | | |
| Acceptance to deliver genuine/original items with a warranty as per technical details in Annex B. | | |

Company Name:

Authorized Person & Title:





Signature and Stamp:





Date:

ANNEX B:
DETAIL SPECIFICATIONS / FOR THE SUPPLY OF ASSISTIVE DEVICES

NO: SC/RFQ/2023/011

PLEASE FIND BELOW THE GENERIC SPECIFICATION OF EACH ITEM:

| S.N o. | Description | Picture | Spécifications |
|--------|-------------|--|---|
| 01 | | <p>Maximum user weight 150kg / 330lb Highest Setting: 53" Lowest Setting: 45" Patient Height Lowest: 5.2" Double Extruded centre tube Push-Pin Adjustment to adjust crutch height in 1" increments Non-Skid, Jumbo size rubber tips Easy wing nut to adjust hand grips. Comfortable , durable rubber underarm pad and hand grip.</p> |  |
| 02 | | <p>F-138 is a small BTE hearing aid, it's comfortable for wearing and invisible. * great promotion hearing aid *On/off switch *Volume control *Max Sound gain up to 50dB *Battery type: AG13 Button Battery or A675(Zinc Air Battery) *Different size noise Prevention earplug for you selection *Clear and loud voice. Product Dimensions 5.5: x 3.5 x 2 cm; 25 Grams Colour: Beige</p> |  |
| 03 | | <p>Specifications: Type - Standard Stroller Age - 0 to 4 Years Adjustable Canopy Adjustable Footrest Child Tray Number of Wheels - 6 Product Dimensions - L 68.5 x B 54.5 x H 117.5 cm Seat Dimensions - L 30.5 x B 29 x H 47 cm Footrest Dimension - L 37.5 x B 10 cm Sleeping Dimension - L 73 x B 30.5 x H 12.5 cm Recline Position - 6 Carrying Capacity - 30 kg</p> |  |
| 04 | | <p>Steel Chrome Frame Toilet Chair Adjustable Height, Overall Width 48 cm, Overall Height 70-80 cm, Wight capacity 100kg, Net Weight 6kg</p> |  |

| 05 | <p>Foldable, easy to carry out. Push handle metal brake lever Rotating front wheel for 360-degree flexible rotation Material: Steel Pipe Load capacity: over 100 kg Seat width - 46 cm Seat depth - 44 cm</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|---|---|---------------------|----------------------|---------------------|----------------------|-------------|------|------|------|-----|----|------|--------------------|--------------------|------------|-------------|-----------------|--------|------|-------|------|------|-------|--------|---|
| 06 | <p>Maximum Weight Load 100 Kg Basket: Yes Wheel size: 24 to 26 Inch Frame Material Steel/Aluminium Warranty: One Year Speed: Single Speed Dimensions: 10.8 by 31.3 by 53.6 inches Product weight not more than 60 pounds Number of Wheels: 03</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 07 | <p>Economic Light Weight Manual Wheelchair for Elderly, Aluminum wheelchair, Auto-lock united brake, Fixed armrest, Fixed legrest, Front 8" PVC castor, Folding Width 33cm, Wheelchair length 101cm, Seat Width 45cm, Seat depth 40cm, Rear wheel diameter 24", Rear wheel diameter 24", Back height 41cm, Front wheel diameter 8", Weight capacity 150kg, Seat height 48cm, Weight 12.43kg</p> |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 08 | <p>Medical Steel Foldable Pediatric Wheelchair Powder coated steel frame Half folding backrest Flip back armrest Detachable elevating largest 6" PVC front castor 22" solid spoke wheel Seat width 35cm Wheelchair width:</p> <table border="1" data-bbox="424 1464 1038 1738"> <thead> <tr> <th>Wheel chair width</th> <th>Folding width</th> <th>Seat Width</th> <th>Rear wheel diameter</th> <th>Front wheel diameter</th> <th>Seat height</th> </tr> </thead> <tbody> <tr> <td>53cm</td> <td>33cm</td> <td>35cm</td> <td>22"</td> <td>6"</td> <td>48cm</td> </tr> <tr> <th>Wheel chair height</th> <th>Wheel chair length</th> <th>Seat depth</th> <th>Back height</th> <th>Weight capacity</th> <th>Weight</th> </tr> <tr> <td>86cm</td> <td>103cm</td> <td>38cm</td> <td>39cm</td> <td>100kg</td> <td>17.4kg</td> </tr> </tbody> </table> | Wheel chair width | Folding width | Seat Width | Rear wheel diameter | Front wheel diameter | Seat height | 53cm | 33cm | 35cm | 22" | 6" | 48cm | Wheel chair height | Wheel chair length | Seat depth | Back height | Weight capacity | Weight | 86cm | 103cm | 38cm | 39cm | 100kg | 17.4kg |  |
| Wheel chair width | Folding width | Seat Width | Rear wheel diameter | Front wheel diameter | Seat height | | | | | | | | | | | | | | | | | | | | | |
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| 86cm | 103cm | 38cm | 39cm | 100kg | 17.4kg | | | | | | | | | | | | | | | | | | | | | |

Annex C - Price Proposal Form

NO: SC/RFQ/2023/011

QUANTITY / ANY OTHER DISCOUNTS ON MARKET PRICES (PLEASE SPECIFY):

| |
|--|
| |
|--|

The proposed discounts will become an integral part of your bid submission.

Payment terms: acceptance of UN payment terms (i.e. 30 days net from receipt of documents)YES NO **Bidder's Name:** _____

| S.No. | Description | Qty | RATE | TOTAL |
|--------------|--------------------------|-----|------|-------|
| 1 | Crutches | 1 | | |
| 2 | Hearing Aid | 18 | | |
| 3 | Stroller | 4 | | |
| 4 | Toilet Chair | 9 | | |
| 5 | Toilet Wheelchair | 2 | | |
| 6 | Tricycle | 8 | | |
| 7 | Wheelchair (Adult) | 26 | | |
| 8 | Wheel Chair (Paediatric) | 12 | | |
| TOTAL | | | | |

Note: Please submit detailed price proposal on having itemized prices for the against the UNHCR requirement as per list given in Annex-B.

DATE: _____

NAME: _____

COMPANY NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF (TITLE): _____