

TENDER OPENING DATE: 5th April 2024

**REQUEST FOR QUOTATION No: 2024/SOP/SCU/RFQ/004
FOR THE ESTABLISHMENT OF A LOCAL FRAME AGREEMENT FOR PROVISION OF
OFFICE STATIONERY FOR A PERIOD OF 2 YEARS, TO UNHCR SUB- OFFICE
PESHAWAR**

TENDER CLOSING DATE: 16th April 2024 by 17:00hrs Pakistan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers in Pakistan to submit a price quotation for the **supply of office Stationery** for UNHCR Sub Office Peshawar KPK, Pakistan.

1. The following Annexes are an integral part of this Request for Quotation:

Annex A: Bid Data Form

Annex B: Technical Specification of stationery items

Annex C: Financial Offer Form

Annex D: UNHCR's General Conditions of Contracts for the Provision of Goods (July -2018)

Annex E: UNHCR Supplier code of Conduct

Annex F: Vendor Registration form *(to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM).*

2. Lead time:

Please clearly mention your delivery period upon receipt of UNHCR purchase order UNHCR issues. UNHCR minimum preferred delivery period for office stationery is 5 working days after receipt of a UNHCR Purchase Order.

Note: The Contract will be established for 2 years, so purchase orders for office stationery will be placed when needed.

3. Incoterms:

Delivery at Place (UNHCR SUB- Office Peshawar).

4. Financial Offer:

Please submit your Price Offer in PKR using the Financial Offer forms – Annex C.

Submit both pdf and excel copies of the Financial Offer. (Note: Prices offered are to be maintained throughout the contract duration of 2 years and quality of all stationery items should not be comprised)

Your company's technical and financial offers must be signed and stamped by the bidders, and should be fully compliant with the requirements in Bid Data form Annex – A and Annex C.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR.

Bidders are required to Submit an Offer for all the items listed and not for partial items. The Supplier with the lowest priced technically qualified Offer will be recommended for award of Contract. UNHCR reserves the right to award a full / partial contract to the successful supplier or to make split contract awards to multiple bidders. The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for in Annex - A (Bid data form) and Annex – B(Specifications).

(4). Request for Clarification:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to pakpescu@unhcr.org. The deadline for receipt of questions/ queries is **9th April 2024** at **17:00 hrs. PST. (Please do not submit your financial offer to this email).**

(5). Bids Submission:

We would appreciate receiving your offer on or before the tender closing date i.e. **16th April 2024 at 17:00 hrs PST.** Bids shall be submitted by e-mail in **PDF and Excel format (signed and stamped)** sent to email addresses: pakperfq@unhcr.org. Incomplete submissions may result in disqualification.

Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** and so it may be necessary to send more than one e-mail for the whole submission.


Please indicate in the e-mail subject field:

-RFQ TENDER NO.2024/SOP/SCU/RFQ/004

-Name of your firm

-Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

 5th April 2024
Fredah Zawedde
Associate Supply Officer
UNHCR Sub Office Peshawar

