



UNHCR

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

DATE: 06th MAY 2024

REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/011

TO ESTABLISH FRAME AGREEMENT FOR PROVISION OF VEHICLE TRACKING SYSTEM FOR UNHCR VEHICLES IN PAKISTAN

QUOTATION TO BE RECEIVED BY: 13th MAY 2024 COB

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your proposal to establish three (2+1) years frame agreement for provision of vehicle tracking system (VTS) for UNHCR vehicles in Pakistan as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Vehicle Tracking system (Supply, installation, and operation)
- Location: Islamabad, Peshawar, and Quetta
- Duration of frame agreement: Three (2+1) years

Please find attached Terms of Reference (TORs) attached as ANNEX A for additional information about the services required.

2. RFQ DOCUMENTS

The following Annexes form an integral part of this RFQ.

Annex-A: Terms of Reference (TORs)

Annex-B: Technical Requirement Form *(To be completed and submitted in the technical offer)*

Annex-C: Financial Offer Form *(To be submitted separately as financial offer)*

Annex-D: Vendor Registration form *(To be submitted if Supplier is not registered with UNHCR)*

Annex-E: UNHCR General Terms and Conditions for Provision of Services-2018 *(To be signed/stamped and submitted in the technical offer)*

Annex-F: UNHCR Supplier's code of conduct *(To be signed/stamped and submitted in the technical offer)*

3. TECHNICAL EVALUATION OF OFFERS

The technical compliance of the offers will be assessed through the attached technical requirements form (Annex-B). Therefore, please provide all necessary documentation to support the technical evaluation of your offer.

4. FINANCIAL EVALUATION OF OFFERS

Please include the following price information in your quote (without VAT/GST/IT):

- Currency: PKR
- Unit Cost: As prescribed in the Annex-C

¹ For further information on UNHCR, please see <http://www.unhcr.org>

- Provided costs should be inclusive of all associated costs regarding transportation installation etc.
- Additional charge, if any (please specify):

The financial component will be analyzed only for those bidders that meets the required technical requirements as per Annex-B. All such technically complaint offers will be evaluated based on:

- Compliance with the established UNHCR technical requirements (Annex-B).
- Lowest priced technically compliant/responsive offer.

UNHCR is exempted from all direct taxes and customs duties. In this regard, price must be given without all applicable taxes.

5. RFQ Submission

We would appreciate receiving your proposal on or before **13th May 2024** COB, by e-mail in PDF format to GONDAL@unhcr.org.

Your offer should be submitted through separate emails containing technical and financial aspects.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[8] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- PAKIS/RFQ/24/011 – VTS System (Technical / Financial)
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your offer must be valid as least for **60 days** UNHCR will make its best effort to select a company within this period. In exceptional circumstances, prior to the expiration of the offer validity period, UNHCR may request Bidders to extend the period of validity of their offers. The request and the responses shall be made in writing.

The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

UNHCR reserves the right to accept the whole or part of your offer. UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect any variation of the rate submitted.

Please note that UNHCR is not bound to select any of the company submitting offers and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the offer considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

Please find attached in ANNEX E the UNHCR's General Conditions of Contracts for the Provision of Services-2018. You must submit the signed/stamped copy along with technical offer, if you accept them.

Thank you for your kind attention.

Naveed Hussain Gondal
Assistant Supply Officer
UNHCR-Islamabad, Pakistan