

DATE: 30/05/2024

REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/015

**POST DISTRIBUTION MONITORING OF MULTI-PURPOSE CASH ASSISTANCE TO
THE REGISTERED AFGHAN REFUGEES – PERSONS WITH SPECIFIC NEEDS**

QUOTATION TO BE RECEIVED BY: 13 JUNE 2024, 1100, hours PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14th December 1950 by the United Nations General Assembly¹, UNHCR Office in Islamabad invites qualified consultancy / survey firms to provide quotation for following services specified in this Request for Quotation (RFQ) to support UNHCR operations.

The following annexes are integral part of this request for quotation (RFQ)

- *Annex A: Terms of Reference*
- *Annex B: UNHCR General terms and Conditions for Services-2018*
- *Annex C: Price Proposal Form*
- *Annex D: UN Supplier Code of conduct*
- *Annex E: Vendor registration form (for new suppliers only)*

1. REQUIREMENTS

Description: Please refer to the attached documents at Annex-A for detailed requirements.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, the quotation should be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption only, upon provision of all required documents by bidder.

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

- Currency: Pak Rupees
- Total Cost: It should be inclusive of all costs i.e., Survey costs, enumerators allowances, transportation, accommodation (if required), printing, and all associated costs. To be submitted as per Annex C
- Additional charge: If any please specify

2. QUERIES

Bidders can send queries against this RFQ to pakissc@unhcr.org by 1000 hours on **06 Jun 2024**. Replies to all queries will be posted on <https://www.unhcr.org/pk/tenders> or can be sent by email.

3. RFQ SUBMISSION

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with following documentation on or before **13 Jun 2024 11:00 AM Pakistan Standard Time (PST)** by e-mail in PDF format to pakissc@unhcr.org

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

Your submission should include the following documentation

1. Company Profile
2. Company registration documents (NTN, STRN, SECP Etc.)
3. Provide relevant PO / Contracts / Work Order of at least three (3) similar assignments / surveys conducted in the last three years (over PKR 5 Million Each)
4. Understanding of UNHCR's TOR and your proposed methodology to undertake the requirements (Technical Proposal) at least 3-4 pages
5. CVs of the team proposed to carry out the project
6. Price Proposal Form (Annex-C)

Any delay in UNHCR's response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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/24/015**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for **30 days**. The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in Annex B the UNHCR's General Conditions of Contracts for the Provision of Services-2018. You must clearly indicate in your quotation if you accept them.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached at Annex-D.

UNHCR reserves the right to accept the whole or part of your bid or cancel it without any liability. UNHCR may at its discretion increase or decrease the proposed content and other terms and conditions which will be notified accordingly.

If your company is not registered with UNHCR, kindly provide filled Annex "E" Vendor Registration Form.

Thank you for your kind attention.

Naveed Gondal
Assistant Supply Officer
UNHCR Country Office
Islamabad