

**DATE: 21<sup>st</sup> /May/2024**

**REQUEST FOR QUOTATION No: RFQ NO. 2024/SOP/SCU/RFQ/008  
FOR PROVISION OF SUPPLY MOBILE PHONES TO UNHCR SUB OFFICE  
PESHAWAR KPK PAKISTAN.**

**QUOTATION TO BE RECEIVED ON OR BEFORE: 27/May/2024 by 23:59 hrs PST.**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers of mobile phones to submit a price quotation for the above tender.

The following Annexes are an integral part of this Request for Quotation,

- **Annex A:** Bid Data Form
- **Annex B:** Terms of Reference (TOR)/Technical specification for Mobile Phones.
- **Annex C:** Financial Offer Form for RFQ of Mobile Phones.
- **Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods and Services
- **Annex E:** UN Suppliers code of Conduct
- **Annex F:** Vendor Registration form (*to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM*).

1. **Lead time:** Please clearly mention your Lead time after UNHCR places a Purchase order is placed).
2. **Incoterms:** Delivered at Place to UNHCR Sub Office Peshawar.
3. **Warranty terms:** Bidders are requested to indicate in their financial Offer the manufacturer's warranty terms, conditions and period of the warranty if any including of proof of manufacturers certificates, authorized dealership and after sales services if any.
4. **Financial Offer:** Please submit your price offer in PKR, using financial form (**Annex C**). Please note that supplier submit bid with required needs to Supply Mobile Phones as per (**Annex – B**).  
UNHCR will award the Contract (s) to a successful bidder (s) for Supply of Mobile Phones.

UNHCR is GST exempted, with this regard, price must be given without GST & Withholding tax.

UNHCR reserves the right to award either a full or partial contract (s) for the supply and delivery of the required items to one or more suppliers. The basis of award of contract will be the lowest most technically compliant supplier(s) Financial offer that meets UNHCR needs in the best manner. UNHCR's technical evaluation process may include visiting your company premises to inspect the products quality, storage of the products, maintenance service capacity, your company's delivery capacity and products

compliance to Technical Specifications detailed in Annex B as part of the evaluation process.

**Your quotation must be valid throughout the contract duration until final delivery of the required goods.** 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 (**ANNEX D**) the UNHCR's General Conditions of Contracts for the Provision of Goods and Services. You must clearly indicate in your quotation if you accept them.

5. **RFQ Submission:** We would appreciate receiving your quotation on or before **27/May/2023 by 23:59 hrs PST** by e-mail in PDF format (signed and stamped) with contact person name/ telephone to email address [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org) Incomplete submissions may result in disqualification.

**NOTE: Any queries (Questions/Answers) to the tender may be submitted to:**  
[Peshawar, Pakistan Supply Chain pakpescu@unhcr.org](mailto:pakpescu@unhcr.org).

Please indicate in the e-mail subject field:

- RFQ NO.2023/SOP/SCU/RFQ/008
- Name of your firm
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3)

Thank you for your kind attention.



**Fredah Zawedde,**  
Associate Supply Officer,  
UNHCR Pakistan.