



TENDER OPENING DATE: 12th June 2024

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/Rfq/011
SUPPLY OF WAREHOUSE EQUIPMENTS TO UNHCR SUB OFFICE
PESHAWAR - PAKISTAN.**

CLOSING DATE: 19th June 2024 at 17:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified companies to submit offers for supply of warehouse equipment to UNHCR Sub Office Peshawar Pakistan.

1. The following Annexes are an integral part of this RFQ:

- Annex A: Bid Data Form (to be completed and submitted with the offer)
- Annex B: Specifications
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Goods
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

2. Lead / Delivery time:

Please clearly mention your project completion period or delivery time in your offer.

3. Financial Offer:

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

Note: Please submit both Excel and PDF copies of the Financial Offer Form

Your company's financial offer must be signed and stamped by the bidders and should be fully compliant to the UNHCR requirements.

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

The Supplier with the lowest priced technically qualified offer will be recommended for award of Contract.

The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for and submitted by bidders in **Annex - A (Bid data form) and Annex – B (Specifications).**



UNHCR

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

(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 19th June 2024 at 10:00 hrs. PST. **(Please do not submit your financial offer to this email or otherwise your bid will not be considered).**

(5). Bids Submission:

We would appreciate receiving your offer on or before the tender closing date i.e., **19th June 2024 at 17:00 hrs PST.**

Bids shall be submitted by e-mail (**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/011

-Name of your firm

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

Thank you for your kind attention.

 12th - June 2024

Fredah Zawedde

Associate Supply Officer

UNHCR Peshawar Pakistan