

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**Annex A-BID DATA FORM****REQUEST FOR QUOTATION No: 2024/SOP/SCU/RFQ/020  
ESTABLISHMENT OF A LOCAL FRAME AGREEMENT FOR PROVISION OF TONERS FOR A PERIOD  
OF TWO YEARS WITH A POSSIBILITY OF ONE YEAR EXTENTION TO UNHCR SUB - OFFICE  
PESHAWAR**

Suppliers are required to provide the below requested Information part of which will be used by UNHCR in its Preliminary Evaluation process.

S.No	Technical requirements (Note: Bidders must accept and Pass below requirements to be consider for Financial Evaluation)	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
1.	<b>Company / Business Registration:</b> Bidder must be registered with Government Authorities. Must provide a Certificate of incorporation or copies of company registration certificate		
2.	<b>Bid / Offer Validity:</b> Bid validity will be 90 days. Vendors will be expected to hold their prices valid throughout the contract duration of 2+1 years		
3.	<b>Payment Term:</b> Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment will be processed.		
4.	<b>Delivery time:</b> UNHCR Preferred delivery time is 5 working days upon receipt of our purchase order. Please Cleary mention the time (days) required to deliver the toners upon receipt of purchase order. NB: Place of delivery will be UNCHR Sub Office Peshawar.(Sample of items to be checked and approved before contract award)		
5.	<b>Compliance / conformity to technical specifications.</b> The quality of toners to be supplier must meet the technical specifications as per Annex B. In addition, all toners to be supplied must be new and genuine HP products only and may be subject to cartridge authentication and suppliers undergoing evaluation must provide either: <ul style="list-style-type: none"> <li>- Certification or authorization to act as Agent/Reseller/ dealer on behalf of the Manufacturer, <b>or</b>;</li> <li>- Dealer or Distribution or Reseller certification from local agent or Manufacture, <b>or</b>;</li> <li>- Official Letter of Appointment as local representative</li> </ul>		

**Other documents to be submitted but not part of the evaluation criteria include:****UNHCR General Conditions of Contracts for Goods (Annex D).**

Bidders must accept terms of UNHCR's General Conditions of Contract for provision of goods (Annex D) and submit it together with their offer.

**UN Suppliers Code of Conduct (Annex F)**

Bidders must commit themselves to comply with requirements of UN Supplier code of conduct by signing, stamping, and submitting a copy with their Offer to UNHCR.

**Vendor Registration Form (For only new vendors to UNHCR) Annex E.**

New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein.

Company Name: \_\_\_\_\_

Authorized Person & Title: \_\_\_\_\_

Signature & stamp: \_\_\_\_\_

Date: \_\_\_\_\_