

**DATE: 23/10/2024**  
**REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/024**

**PROVISION OF CONSULTANCY SERVICES TO CONDUCT COMPREHENSIVE LEGAL MAPPING AND ANALYSIS OF THE CURRENT NATIONAL LEGISLATIONS / POLICIES**

**QUOTATION TO BE RECEIVED BY: 08 NOVEMBER 2024, 1700, hours PST**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14<sup>th</sup> December 1950 by the United Nations General Assembly<sup>1</sup>, UNHCR Office in Islamabad invites qualified consultancy / survey firms to provide proposals 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:** To conduct comprehensive legal mapping and analysis of the current national legislation/policy/practices based on the RiMAP questionnaires. 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

**IMPORTANT:** UNHCR will refuse to pay any additional cost that was not included in the bidder's financial offer as per Annex C. Therefore, Annex C should be all-inclusive.

## **2. QUERIES**

Bidders can send queries against this RFQ to [pakissc@unhcr.org](mailto:pakissc@unhcr.org) by 1000 hours on **30 October 2024**. Replies to all queries will be posted on <https://www.unhcr.org/pk/tenders> and simultaneously will be sent by email.

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

### 3. TECHNICAL EVALUATION

1) Administrative component of the submission will be assessed using the below criteria. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative and technical criteria.

Sr.	ADMINISTRATIVE CRITERIA	Yes / No
1.	<b>Company / Business Registration</b> <i>Is the Bidder registered with Government Authorities (NTN &amp; STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</i>	Yes / No
2.	<b>Core Services</b> <i>The bidder should have a registration and background of conducting legal research by qualified legal experts primarily on the intersection between international law and the Pakistani legal context</i>	Yes / No
3.	<b>UNHCR General Conditions of contract for Services</b> <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions of contract for Services?</i>	Yes / No
4.	<b>UN Supplier Code of Conduct</b> <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No

***Bidders must fulfil the administrative criteria.***

2) The technical component of the submission will be evaluated using the criteria **PASS or FAIL** by using the below criteria.

Sr.	TECHNICAL CRITERIA	Pass / Fail
1.	<b>Company Experience</b> <i>Bidder to submit proof of experience in the legal research; Minimum no. of 2 similar contracts undertaken in past three (3) years along with references and contact details</i>	Pass / Fail
2.	<b>Legal Expertise and Key Staff</b> <i>Legal expertise in the domain of international law and its interplay with the domestic framework, along with CVs of at least two (2) legal experts the bidder intends to designate for conducting the analysis, with minimum of five (5) years of research experience of each legal expert.</i>	Pass / Fail
3.	<b>Understanding of UNHCR's TOR and proposed methodology</b> <i>Demonstrated skills in project management and conducting research in law and policy. The legal research firm should submit a proposal of at least 3-4 pages detailing how all activities and requirements outlined in the TORs will be addressed.</i>	Pass / Fail
4.	<b>Proposed Work Plan</b> <i>This proposal must be supported by a work plan that reflects the required deliverables and activities as specified in the TORs with timelines of each activity.</i>	Pass / Fail
5.	<b>Company Financial Capacity</b> <i>Bidder to submit proof of financial capacity (Any two audit reports from 2020 to 2024), showing annual turnover of at least PKR 10 million</i>	Pass/Fail

**If the bidder fails at any of the administrative or technical criteria (as listed in the above two tables) the bidder's quotation will be automatically considered non-compliant and will be excluded from further evaluation.**

#### **4. FINANCIAL EVALUATION**

The financial component will be analysed only for those bidders that pass the technical evaluation. All bids from technically qualified bidders will be evaluated based on:

- Compliance with the established UNHCR requirements/TORs – (technically qualified Bid)
- Lowest price offer of technically qualified Bid

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

#### **5. RFQ SUBMISSION**

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with following documentation on or before **8 November 2024 17:00 AM Pakistan Standard Time (PST)** by e-mail in PDF format to [pakissc@unhcr.org](mailto:pakissc@unhcr.org)

Please submit your proposal using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

Your offer shall comprise the following two sets of separate emails:

- Technical offer (First email)
- Financial Offer (Second Email) by submitting only the filled and signed Annex-C (Price proposal form / BOQs)

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/24/024**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for **60 days**. The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR. While UNHCR reserves the right to discuss a milestone-based payment schedule (as per TOR) with the awarded bidder.

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.

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

Thank you for your kind attention.

A handwritten signature in blue ink, appearing to read "Kristof", with a horizontal line underneath.

**Kristof Benedek Horvath (P.P)**  
Senior Supply Officer  
UNHCR Country Office  
Islamabad