

TENDER OPENING DATE: 21st October 2024

**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**

TENDER CLOSING DATE: 28th October 2024 by 17:00hrs Pakistan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers in Pakistan to submit a price quotation for the **supply of Toners** for UNHCR Sub Office Peshawar KPK, Pakistan.

1. The following Annexes are an integral part of this Request for Quotation:

- Annex A:** Bid Data Form
- Annex B:** Technical Specification of Toners
- Annex C:** Financial Offer Form
- Annex D:** UNHCR's General Conditions of Contracts for the Provision of Goods (July -2018)
- Annex E:** UNHCR Supplier code of Conduct.
- Annex F:** Vendor Registration form (to be completed and submitted by vendor who are neither registered with UNHCR).

2. Lead time:

UNHCR minimum preferred delivery period for toners is 5 working days after receipt of a UNHCR Purchase Order. Please clearly mention your delivery period upon receipt of UNHCR purchase order.

Note: The Contract will be established for a duration of 2 years with a possibility of 1 year extension. However, purchase orders will be placed when a need arises.

3. Incoterms:

Delivery at Place (UNHCR SUB- Office Peshawar).

4. Technical Requirement (Yes / No):

| S.No | Technical requirements (Note: Bidders must accept and Pass below requirements to be consider for Financial Evaluation) | Yes, we will comply (State, as required) | No, we cannot comply (state as required) |
|------|--|--|--|
| 1. | Company / Business Registration: Bidder must be registered with Government Authorities. Must provide a Certificate of incorporation or copies of company registration certificate | | |
| 2. | Bid / Offer Validity: Bid validity will be 90 days. Vendors will be expected to hold their prices valid throughout the contract duration of 2+1 years | | |
| 3. | Payment Term: Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment will be processed. | | |
| 4. | Delivery time: 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. | Compliance / conformity to technical specifications. 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 | | |



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| | products only and may be subject to cartridge authentication and suppliers undergoing evaluation must provide either: <ul style="list-style-type: none"> - Certification or authorization to act as Agent/Reseller/ dealer on behalf of the Manufacturer, or; - Dealer or Distribution or Reseller certification from local agent or Manufacture, or; - Official Letter of Appointment as local representative | | |
|--|---|--|--|

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.

5. Financial Requirement:

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

Prices offered are to be maintained throughout the contract duration of 2 years with a possibility of one year extension.

All bidders must submit both (Pdf and Excel formats) with grand total of their financial Offers.

Your company's technical and financial offers must be signed and stamped by the bidders, and should be fully compliant with the requirements in Bid Data form Annex – A, B and Annex C.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR.

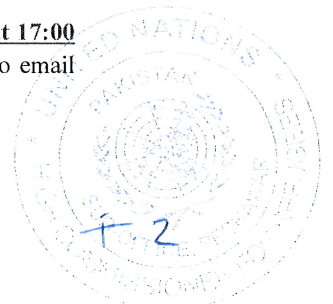
Bidders are required to Submit an Offer for all the items listed and not for partial items. The Supplier with the lowest priced technically qualified Offer will be recommended for award of Contract. UNHCR reserves the right to award a full / partial contract to the successful supplier or to make split contract awards to multiple bidders. The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for in Annex - A (Bid data form) and Annex – B(Specifications).

(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 **23rd October 2024 at 17:00 hrs. PST.** **(Please do not submit your financial offer to this email).**

(5). Bids Submission:

We would appreciate receiving your offer on or before the tender closing date i.e. **28th October 2024 at 17:00 hrs PST.** Bids shall be submitted by e-mail in **PDF and Excel format (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/020

-Name of your firm

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

Thank you for your kind attention.



18th October 2024

Fredah Zawedde
Associate Supply Officer
UNHCR Sub Office Peshawar

