

**TENDER OPENING DATE: 8<sup>th</sup> October 2024**

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/016**  
**THE PROVISION OF GYM EQUIPMENTS FOR UNHCR SUB OFFICE**  
**PESHAWAR - PAKISTAN.**

**CLOSING DATE: 14<sup>th</sup> October 2024 at 17:00 hrs PST**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified bidders to submit offers for THE PROVISION OF GYM EQUIPMENTS for 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: Technical Specifications
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Services
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

**2. Technical Evaluation:**

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 technical specifications included in Annex B.**

**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.

**(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](mailto:pakpescu@unhcr.org) The deadline for receipt of questions/ queries is **10th October 2024 at 17:00 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., **14th October 2024 at 17:00 hrs PST.**

Bids shall be submitted by e-mail (signed and stamped) sent to email addresses: [pakperfq@unhcr.org](mailto: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/016**

**-Name of your firm**

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

Thank you for your kind attention.

*Fredah*\_8<sup>th</sup> October 2024

Fredah Zawedde  
Associate Supply Officer  
UNHCR Peshawar Pakistan