

TENDER OPENING DATE: 21st October 2024

REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/018
BAGGAGE X-RAY SCREENING MACHINE TO UNHCR SUB OFFICE PESHAWAR -
PAKISTAN.

CLOSING DATE: 28th Oct 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 who are the authorised dealer / agent of the manufacturers in Pakistan, to submit offers for provision of and installation of Baggage X-Ray Screening Machine to UNHCR SUB OFFICE PESHAWAR IN KP - PAKISTAN.

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

- 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 Goods
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

2. Technical Offer:

Bidders must submit separate technical offer which contains all the technical documents including any brochure of the product. Your technical bid will be technically evaluated based on the below mentioned criteria. Please do not submit Annex C-Financial Offer form with technical offer.

S.No	Technical Criteria	Yes/No
1.	Registration certificate Bidder must be registered with Government Authorities (NTN & STRN, Certificate of incorporation) or copies of company registration documents / certificate.	
2.	Offer Validity: Consider your offer valid for 90 calendar days after the submission of offer to UNHCR. However, the bidder must maintain the price until successful completion of the project.	
3.	Payment Terms: Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment	
4.	Technical Specifications: The proposed machine must meet the technical specifications of UNHCR as per annex B. and the bidders must provide the brochures of the proposed machine.	
5.	Authorization Certificate: The bidder must provide any of the below documents as a proof of authorized dealer. - Certification or authorization to act as Agent/Reseller/ dealer on behalf of the Manufacturer, or.	



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	<ul style="list-style-type: none">- Dealer or Distribution or Reseller certification from local agent or Manufacture, or.- Official Letter of Appointment as local representative.	
6.	<p>Warranty and After Sale Services.</p> <p>The bidders should clearly mention the warranty period and provide warranty certificate, the bidder must provide after sale services in terms of repair and maintenance under the proposed warranty period of the equipment.</p> <p>Note: Selected bidder will provide all the login and password details of the supplied machine to access the system software (please confirm in your technical offer).</p>	

Note: The bidder should be able to process the PNRA import NOC in case of import of the equipment on behalf of UNHCR. UNHCR will provide the required documents.

3. Financial Offer:

Please submit your Price using the Financial Offer form (Annex C)

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

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

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
- 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.

(4). Bids Submission:

We would appreciate receiving your offer on or before the tender closing date i.e. 28th Oct 2024 at 17:00 hrs PST.

Technical and Financial Bids (clearly marked in email) shall be submitted separately by e-mail in PDF format (signed and stamped) sent to email addresses: pakperfq@unhcr.org. Incomplete submissions may result in disqualification.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form (Annex-E) along with your technical proposal.



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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-F.

Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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/018

-Name of your firm

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

Thank you for your kind attention.

Fredah Zawedde

Associate Supply Officer

UNHCR Pakistan

21st. Oct. 2024.