



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 07-OCTOBER-2024

REQUEST FOR QUOTATION: No. RFQ/SC/2024/022

**FOR THE PROVISION OF SERVICES FOR SECURITY IMPROVEMENTS WORKS AT
SEHER OFFICE (UNHCR PARTNER IN QUETTA)**

QUOTATION TO BE RECEIVED BY: 17TH OCTOBER 2024

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the following at UNHCR Sub-office Quetta specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Sub-office, Quetta would like to invite firms for the “**FOR THE PROVISION OF SERVICES FOR SECURITY IMPROVEMENTS WORKS AT SEHER OFFICE (UNHCR PARTNER IN QUETTA)**”

Scope of work and Quantity: as per annex B

Requirement: As per BOQ

- **Delivery point:** SEHER OFFICE IN QUETTA
- **Service Delivery time (After receipt of order): 20 days (Max)**
- **Completion Time: 30 Days**

Find attached in **ANNEX B** more information about the scope of work, quantities, and detailed specifications.

Please include following **MANDATORY DOCUMENTS** along with your quotation.

1. Registration of Business (At least three years old, valid registration with Govt of Pakistan, NTN, STRN)
2. Detail of previous service contracts/deliveries (Copies of PO and Contract).
3. Vendor registration form, if not registered with UNHCR.
4. Please include the following price information in your quote (without VAT):
 - Currency: PKR
 - Unit Cost: delivered at place (DAP – Incoterms 2020)
 - Cost of all items/goods/Services: in PKR
 - Additional charge, if any (please specify):
 - Total Cost for goods/Services (all inclusive)

Please note that UNHCR has tax and duty exemption status.

The following annexes form integral part of this request for quotation:

<i>Annex A:</i>	<i>BID Data Sheet</i>
<i>Annex B:</i>	<i>Bill of Quantities & Price Proposal</i>
<i>Annex C:</i>	<i>Vendor Registration Form</i>
<i>Annex D:</i>	<i>UNHCR General Terms and Conditions for Civil works</i>
<i>Annex E:</i>	<i>Supplier code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **17TH OCTOBER 2024 i.e. THURSDAY** by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex-B)
- Signed and Stamp General Terms and Conditions
- Signed and Stamped Supplier code of Conduct

Your offer/quotation must be sent with all supporting documents to pakqurfq@unhcr.org in PDF format.

**“SC/RFQ/2024/022, ““FOR THE PROVISION OF SERVICESFOR SECURITY IMPROVEMENTS
WORKS AT SEHER OFFICE (UNHCR PARTNER IN QUETTA)”**

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Your quotation must be valid at least for **30 days**. The standard payment terms of UNHCR are net **30 days** upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX E, the UNHCR’s *General Terms and Conditions for Civil works*. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Supply Chain Unit
UNHCR Sub Office Quetta

ANNEX A: TECHNICAL REQUIREMENTS
SUPPLIER SHOULD FILL BELOW TABLE AS PART OF THEIR OFFER

Other information pertaining to our Quotation are as Follow	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver within a maximum 20 days from the date UNHCR sends an order to the supplier.		
Delivery Location: SEHER OFFICE IN QUETTA		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNHCR's <i>General Terms and Conditions for Civil works, attached.</i>		
Acceptance to deliver genuine/original items with warranty as per technical details in Annex A.		

Company Name:

Authorized Person & Title:

Signature and Stamp:

Date:
