



# UNHCR

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

**DATE: 04- November -2024**

**REQUEST FOR QUOTATION: No. PAK/SOQ/2024/025**

**Repair and Renovation Work Kitchen at UNHCR Main office in Quetta**  
**QUOTATION TO BE RECEIVED BY: 14<sup>TH</sup> November 2024 by 17:00 (PST)**

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## **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate, and operations, please see <http://www.unhcr.org>.

## **1. REQUIREMENTS**

- **Quantity:** As per the attached Annex-B
- **Requirement:** As per the attached list Annex-B
- **Delivery point:** UNHCR Sub office, Chaman Housing Quetta
- **Completion Time:** 40 days

Find attached in ANNEX B -BOQs and Layout - more information about the requirement for office Kitchen repair and renovations works at UNCHR Sub Office in Quetta

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Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all taxes and duties but must have the transportation charges up to its delivery point. A vendor should provide the rates for each BoQ item in Annex C.

- **Currency:** PKR
- **Unit Cost:** delivered at place (DAP - Others)
- **Cost of all items/goods:** in PKR
- **Additional charge, if any (please specify):** Transportation, Installation, and labor charges
- **Total Cost for goods / Services (all inclusive)**

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

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Specification</i>
<i>Annex C:</i>	<i>Price Proposal Form</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>UNHCR General Terms and Conditions for Contracts</i>
<i>Annex F:</i>	<i>UN Supplier Code of Conduct</i>

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **14<sup>th</sup> November 2024** i.e. **Thursday** by **23:59 hrs.** The quotations must be accompanied by the below-mentioned documents. Those vendors whose company profiles have already been submitted need not submit them again. However, the vendors should provide the quotation.

**Your offer/quotation must be sent with all supporting documents to [pakqurfg@unchr.org](mailto:pakqurfg@unchr.org) in PDF format.**

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### **Kitchen Repair and Renovation Work at UNHCR Office in Quetta**

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**Closing Date: 14<sup>th</sup> November 2024**

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 **40** days after the closing date of submission. 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 Conditions of Contracts for the Provision of Services. You must indicate in your quotation if you accept them.

Thank you for your kind attention.

Supply Chain Unit  
UNHCR Sub Office Quetta

