

DATE: 19/11/2024
REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/026

**FOR THE ESTABLISHMENT OF LOCAL FRAME AGREEMENT FOR TWO YEARS
WITH POSSIBILITY OF ONE (1) YEAR EXTENSION
FOR PROVISION OF DISINFECTION, FUMIGATION & PEST CONTROL SERVICES TO
UNHCR OFFICE IN ISLAMABAD**

QUOTATION TO BE RECEIVED BY: 26TH NOVEMBER 2024, 1700, hours PST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14th December 1950 by the United Nations General Assembly¹, UNHCR Office in Islamabad invites qualified firms to provide proposals to establish a local frame agreement for two years with possibility of extension for one year for the services specified in this Request for Quotation (RFQ);

The following annexes are integral part of this request for quotation (RFQ)

- *Annex A: Terms of Reference*
- *Annex B: UNHCR General terms and Conditions for Services-2018*
- *Annex C: Price Proposal Form*
- *Annex D: UN Supplier Code of conduct.*
- *Annex E: Vendor registration form (for new suppliers only)*

1. REQUIREMENTS

Description: To establish a local frame agreement for provision of disinfection, Termites treatment fumigation, and pest control services as specified in the Annex A “Terms of Reference” (TORs).

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, the quotation should be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption only, upon provision of all required documents by bidder.

Please include the following price information in your quote (without GST):

- Currency: Pak Rupees
- Total Cost: It should be inclusive of all costs i.e., equipment, services, pesticides, transportation, and all associated costs. To be submitted as per Annex C
- Additional charge: If any please specify

IMPORTANT: UNHCR will refuse to pay any additional cost that was not included in the bidder’s financial offer as per Annex C. Therefore, Annex C should be all-inclusive.

2. QUERIES

Bidders can send queries against this RFQ to pakissc@unhcr.org by **10:00 hours on 23rd November 2024**. Replies to all queries will be posted on <https://www.unhcr.org/pk/tenders> and simultaneously will be sent by email to all bidders that have expressed interest in this RFQ.

¹ For further information on UNHCR, please see <http://www.unhcr.org>

3. TECHNICAL EVALUATION

1) Administrative component of the submission will be assessed using the below criteria. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative and technical criteria.

Sr.	TECHNICAL CRITERIA	Yes / No
1.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)?</i> <i>Has the Bidder provided copies of company registration documents, along with a brief company profile?</i> <i>Has the Bidder provided relevant licensing to perform the job if required.</i>	Yes / No
2.	Qualified Staff /technicians eligibility <i>The bidder should indicate that the minimum one qualified staff (entomologist) is available to supervise the job and attach the relevant qualification documents and safety tools equipment, gown etc. is available.</i>	Yes / No
3.	Core Services/Experience <i>The bidder should have background of similar nature of services provided, the bidder must provide two (2) relevant Purchase Orders/ Work Orders/Contracts for services of similar nature</i>	Yes / No
4.	UNHCR General Conditions of contract for Services <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions of contract for Services (Annex B)?</i>	Yes / No
5.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct (Annex D)?</i>	Yes / No

Bidders must fulfil the administrative criteria.

2) The technical component of the submission will be evaluated using the criteria Yes/No whereas the Yes will be considered **PASS** and **Not provision will be considered as FAIL in technical criteria.**

4. FINANCIAL EVALUATION

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/TORs – (technically qualified Bid)
- 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 Frame Agreement will be awarded to the offer considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

5. RFQ SUBMISSION

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with following documentation on or before **26th November 2024 17:00 Hrs Pakistan Standard Time (PST)** by e-mail in PDF format to pakissc@unhcr.org

Please submit your proposal using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

Your offer shall comprise the following two sets of separate emails:

- Technical offer (First email) by submitting the company profile, relevant experience, similar nature of contracts/Pos, signed general terms and conditions and signed code of conduct.
- Financial Offer (Second Email) by submitting only the filled and signed Annex-C (Price proposal form)

Any delay in UNHCR's response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **PAKIS/RFQ/24/026**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for **60 days for the evaluation process and then, in case of contract award, throughout the frame agreement period**. The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in Annex B the UNHCR's General Conditions of Contracts for the Provision of Services-2018. You must clearly indicate in your quotation if you accept them.

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-D.

UNHCR reserves the right to accept the whole or part of your bid or cancel it without any liability. UNHCR may at its discretion increase or decrease the proposed content and other terms and conditions which will be notified accordingly.

If your company is not registered with UNHCR, kindly provide filled Annex "E" Vendor Registration Form.

Thank you for your kind attention.

Kristof Benedek Horvath
Senior Supply Officer
UNHCR Country Office
Islamabad