

**DATE: 20/11/2024**  
**REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/029**

**FOR PROVISION OF VISIBILITY ITEM FOR UNHCR OFFICE IN ISLAMABAD**  
**QUOTATION TO BE RECEIVED BY: 27<sup>TH</sup> NOVEMBER 2024, 1700, hours PST**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14<sup>th</sup> December 1950 by the United Nations General Assembly<sup>1</sup>, UNHCR Office in Islamabad invites qualified bidders to submit their proposals and samples for provision of items stated in this Request for Quotation (RFQ);

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

- *Annex A: Specifications and Requirements*
- *Annex B: UNHCR General terms and Conditions for Goods and 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:** Supply and delivery of Visibility items for UNHCR as specified in the Annex A “Specifications and Requirements”.

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 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](mailto:pakissc@unhcr.org) by **10:00 hours on 24<sup>th</sup> 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 previously expressed interest in this RFQ.

## 3. TECHNICAL / SAMPLE EVALUATION

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

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

Sr.	TECHNICAL CRITERIA	Yes / No
1.	<b>Company / Business Registration</b> <i>Is the Bidder registered with Government Authorities (NTN &amp; STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents?</i>	Yes / No
2.	<b>Samples Submission</b> <i>The bidder must submit the samples of quoted items as per Annex A.</i> <b>The samples will be evaluated against the requirements stated in Annex A. Submitted samples not meeting the corresponding requirements stated in Annex A will not be considered for further evaluation.</b>	Yes / No
3.	<b>Core Services/Experience</b> <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 (delivery of promotional and visibility items) from the past three (3) years.</i>	Yes / No
4.	<b>UNHCR General Conditions of contract for Services</b> <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions of contract for Goods and Services?</i>	Yes / No
5.	<b>UN Supplier Code of Conduct</b> <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No
6.	<b>Delivery Lead Time</b> <i>Has the bidder submitted and confirmed the maximum delivery lead time acceptable as stated in Annex A? Within two weeks after issuance of PO and finalization of approved samples</i>	Yes / No

**Bidders must fulfil all the administrative and technical criteria.**

#### 4. SAMPLES SUBMISSION

The bidders are requested to submit their samples, on or before the RFQ closing date, through courier/special messenger to:

**Attn: Supply Chain Unit /Samples for tender Ref: RFQ/24/029**  
**UNHCR Country Office, Diplomatic Enclave II, Sector G-4, Islamabad**

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.**

#### 5. 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 Specifications – (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 contract 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.

#### 6. RFQ SUBMISSION

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with supporting documentation and samples on or before **27<sup>th</sup> November 2024 17:00 Hrs Pakistan Standard Time (PST)** by e-mail in PDF format to [pakissc@unhcr.org](mailto: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 and the samples:

- Technical offer (First email) by submitting the company registration, 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)
- Submission of samples: The address is stated in section 4.

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/24/029**
- 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 evaluation and till the completion of contract if awarded**. 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 Goods and 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

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