

DATE: 21/11/2024
REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/030

For the provision of conducting an analysis on the Gender, Social Norms and Practices that Support Non-Violence Practices vis-a-vis Afghan Refugee Women and Girls in Pakistan

QUOTATION TO BE RECEIVED BY: 03 December 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 consultancy / survey firms to provide proposals for following services specified in this Request for Quotation (RFQ) to support UNHCR operations.

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 conduct an analysis on the Gender, Social Norms and Practices that Support Non-Violence Practices vis-a-vis Afghan Refugee Women and Girls in Pakistan. Refer to the attached documents at Annex-A for detailed 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 costs i.e., Survey costs, allowances, transportation, accommodation (if required), printing, 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 **27 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 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.	ADMINISTRATIVE 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 (legal entity) registration documents, along with a brief company profile?</i>	Yes / No
2.	UNHCR General Conditions of contract for Services <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions of contract for Services?</i>	Yes / No
3.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No

Bidders must fulfil all the administrative criteria.

2) The technical component of the submission will be evaluated using the criteria **PASS or FAIL** by using the below criteria.

Sr.	TECHNICAL CRITERIA	Pass / Fail
1.	Company Experience <i>Bidder to submit proof of experience in the field of research; Minimum no. of 2 similar contracts successfully undertaken in past three (3) years along with references and contact details.</i>	Pass / Fail
2.	Relevant Expertise and Key Staff <i>Expertise in the domain of conducting analysis in sociology, gender and development studies/research, along with CVs of at least two (2) proposed key staff (the principal researcher and one (1) other key staff) the bidder intends to designate for conducting the analysis, with minimum of five (5) years of relevant experience of each proposed expert.</i> <i>The CV of minimum one (1) principal researcher proposed shall demonstrate s/he who possesses a Doctorate in Sociology, gender and development studies or other correlated fields.</i>	Pass / Fail
3.	Understanding of UNHCR's TOR and proposed methodology <i>Demonstrated skills in project management and conducting analysis in sociology, gender and development studies. The research firm should submit a proposal of at least 3-4 pages detailing how all activities and requirements outlined in the TORs will be addressed.</i>	Pass / Fail
4.	Proposed Work Plan <i>This proposal must be supported by a work plan that reflects the required deliverables and activities as specified in the TORs with timelines of each activity.</i>	Pass / Fail
5.	Company Financial Capacity <i>Bidder to submit proof of financial capacity (Any two audit reports from 2020 to 2024), showing annual turnover of at least PKR 10 million</i>	Pass/Fail

If the bidder fails at any of the administrative or technical criteria (as listed in the above two tables) the bidder's quotation will be automatically considered non-compliant and will be excluded from further evaluation.

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 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.

5. RFQ SUBMISSION

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with above requested technical and administrative documentation on or before **03 December 2024 17:00 AM 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)
- Financial Offer (Second Email) by submitting only the filled and signed Annex-C (Price proposal form / BOQs)

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/24/030**
- 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**. The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR. While UNHCR reserves the right to discuss a milestone-based payment schedule (as per TOR) with the awarded bidder.

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
