



# UNHCR

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

**TENDER OPENING DATE: 28<sup>th</sup> NOVEMBER 2024**

**REQUEST FOR QUOTATION REF: PAK/SOQ/2024/032**

**FOR IMPROVEMENT WORKS AT VOLUNTARY REPATRIATION CENTRE (VRC) BALELI,  
QUETTA, IN BALOCHISTAN**

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**CLOSING DATE: 11<sup>th</sup> December 2024 at 17:00 hrs PST**  
**OPEN TO ONLY VENDORS BASED IN PAKISTAN**

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. The following Annexes are an integral part of this RFQ:**

- Annex A: Technical Requirements
- Annex B: Bill of Quantities
- Annex C: Financial Offer
- Annex D: Vendor Registration Form Form
- Annex E: General Condition of Contract for Provision of Services
- Annex F: UN Supplier Code of Conduct

**2. Technical Offer:**

The Technical Evaluation for this RFQ tender will be based on compliance with all the requirements requested for and submitted by bidders in **Annex - A** (Technical Requirements).

**Note:** Bidders are required to provide all required documents/information requested in Annex A

**3. Financial Offer:**

Please submit your price offer using the Financial Offer form (Annex C). Bidders must include all costs. No additional charges not initially included in the financial offer will be accepted upon tender closing date. Your company's technical and financial offer must be signed and stamped and should be fully compliant to the UNHCR requirement and submitted as separate documents.

**Bid / Offer Validity: 90 days.** Your quotation must be valid at least for 90 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 are expected to consider their offer(s) valid for the entire contract duration.

**UNHCR is GST exempted from taxation, with this regard, prices must be given without GST & Withholding tax.**



The financial evaluation will be conducted 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
- Lowest price offer of technically qualified Bid

Bidders are required to submit offers for all the items listed in the BOQ. **Partial bids will be disqualified.** The Supplier with the lowest priced technically qualified offer will be recommended for award of Contract. UNHCR reserves the right to award a full / partial contract to the successful supplier.

**(4). Bids Submission:**

We would appreciate receiving your offer on or before the tender closing date i.e. **11<sup>th</sup> December 2024 at 17:00 hrs PST. Offers received after the deadline will be disqualified.**

Technical and Financial Bids (included as separate attachments) shall be submitted by e-mail in **PDF format (signed and stamped)** sent to email addresses: [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org) in **PDF Format**. Incomplete submissions may result in disqualification.

**(5). Request for Clarification:**

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org). The deadline for receipt of questions/ queries is 3<sup>rd</sup> December 2024 at 17:00 hrs. PST.

**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form (Annex-D) along with your technical proposal.

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-F.

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

Please indicate in the e-mail subject field:

**-RFQ TENDER NO. PAK/SOQ/2024/032**

**-Name of your firm**

**-Number of e-mails that are sent (example: 1/2, 2/2)**

Thank you for your kind attention.

Richard Musaki

Associate Supply Officer, UNHCR Sub-Office, Quetta