
DATE: 22/11/2024

REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/032

SUPPLY OF HP SCANNERS FOR UNHCR ISLAMABAD

QUOTATION TO BE RECEIVED BY: 29 NOVEMBER 2024, 13:00 Hrs 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 suppliers to provide quotation for **scanners** as specified in this Request for Quotation (RFQ).

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

- Annex A: Technical Offer form
- Annex B: Technical Specifications
- Annex C: Financial Offer Form
- Annex D: UNHCR General Conditions for Goods
- Annex E: UN Supplier Code of conduct
- Annex F: Vendor Registration form

1. REQUIREMENTS

Please find below the summary of requirements.

1. 2 x HP Scan Jet Enterprise Flow N9120 fn2
2. 6 x HP Scan Jet Pro N4600 fnw1

For detailed technical specifications, please refer to attached Annex-B.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to 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
- Unit Cost: DAP (Delivered at Place all-inclusive) as specified in Annex C
- Cost of all items/services: All-inclusive
- Additional charge: If any, please specify
- Total Cost for goods: All-inclusive DAP

2. TECHNICAL EVALUATION

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.

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

Sr.	ADMINISTRATIVE CRITERIA	Yes / No
1.	Technical Offer Form / Bid Data Sheet <i>Has the bidder provided filled/completed Annex A – Technical Offer Form/Bid Data Sheet, and have attached the required documentation duly signed and stamped</i>	Yes / No
2.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents?</i>	Yes / No
3.	UNHCR General Conditions for Goods <i>Has the bidder submitted acknowledged/signed and stamped copy of UNHCR General Conditions for Goods?</i>	Yes / No
4.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed and stamped copy of UN Supplier Code of Conduct?</i>	Yes / No

Bidders must fulfil the administrative criteria.

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
5.	Compliance with UNHCR requirements stated in Annex-B i) Bidder to provide detailed technical specifications / Brochures. The proposed product shall meet all requirements stated in Annex- B. ii) Bidder to also submit the signed and stamped Annex- B as acknowledgement of and compliance with the RFQ requirements.	Pass / Fail
6.	Delivery / Completion Time <i>Bidder to propose the estimated number of days for the delivery of the quoted items.</i>	Pass / Fail
7.	Warranty <i>Warranty shall be provided as per following:</i> <ul style="list-style-type: none"> o Minimum One-year local warranty period from HP Authorised Dealership/partner in Pakistan 	Pass / Fail
8.	Dealership <i>Bidder must be an authorized dealer/partner of HP. HP Authorized Dealership/partner certificate shall be submitted by bidder.</i>	Pass / Fail

3. PARTIAL OFFERS

Bidders can submit quotations for partial items. Thus, UNHCR reserves the right to place order in full or in partial quantities.

4. FINANCIAL EVALUATION

The financial component will be analysed only for those bidders that pass the admin & 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

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.

6. WARRANTY

The bidder shall mention and include in their technical offer the expected life and warranty of the proposed equipment.

7. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **29 November 2024 13:00 AM Pakistan Standard Time (PST)** by e-mail in PDF format to PAKISSC@unhcr.org

Please submit your offer 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)

UNHCR reserves the right to accept the whole or part of your bid.

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.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Please be aware of the fact 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/24/032**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for **30 days**. The standard payment terms of UNHCR are Net Zero, Within 30 days upon satisfactory delivery of goods and / OR services and acceptance thereof by UNHCR.

Please find attached in **Annex-D** the UNHCR's General Conditions for Goods. You must clearly indicate in your quotation if you accept them.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form (**Annex-F**) along with following documents as a part of your technical proposal.

- Vendor Registration form
 - Recent Bank Statement (Not older than 2-months) or Recent Bank Maintenance Letter
 - Company Registration Certificate
 - NTN Certificate
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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-E**.

Thank you for your kind attention.

Kristof Benedek Horvath
Senior Supply Officer
UNHCR Country Office, Islamabad

