



UNHCR

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

DATE: 31-October -2024

REQUEST FOR QUOTATION: No. PAK/SOQ/2024/023

FOR THE PROVISION OF MISC OFFICE ITEMS TO UNHCR SUB-OFFICE QUETTA

QUOTATION TO BE RECEIVED BY: 10TH November 2024 by COB

INTRODUCTION TO UNHCR

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. REQUIREMENTS

- **Quantity:** As per the attached list Annex C
- **Requirement:** As per the attached list (Annex – B)
- **Delivery point:** UNHCR Sub office, Chaman Housing Quetta
- **Delivery time (After receipt of order):** 15 days
- **Completion Time:** To deliver within 15 days

Find attached in **ANNEX B -Specification** - more information about the requirement for the different items to UNHCR sub-office Quetta.

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all taxes and duties but must have the transportation charges up to its delivery point. A vendor should provide the rates for each item in Annex C.

- Currency: PKR
- Unit Cost: delivered at place (DAP - Others)
- Cost of all items/goods: in PKR
- Additional charge, if any (please specify): Transportation, Installation, and labor charges
- Total Cost for goods / Services (all inclusive)

The following annexes form an integral part of this request for quotation:

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Specification</i>
<i>Annex C:</i>	<i>Price Proposal Form</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>UNHCR General Terms and Conditions of Goods</i>
<i>Annex F:</i>	<i>UN Supplier Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **10th November 2024** i.e. **SUNDAY** by **23:59 hrs.** The quotations must be accompanied by the below-mentioned documents. Those vendors whose company profiles have already been submitted need not submit them again. However, the vendors should provide the quotation.

Your offer/quotation must be submitted with all supporting documents to pakqurfq@unhcr.org

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Closing Date: 10th November 2024

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Your quotation must be valid at least for **30** 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.

Please find attached in ANNEX E, *UNHCR General Terms and Conditions of Goods*. You must indicate in your quotation if you accept them.

Thank you for your kind attention.



Supply Chain Unit
UNHCR Sub Office Quetta

**ANNEX A: TECHNICAL REQUIREMENTS
SUPPLIERS SHOULD FILL BELOW TABLE AS PART OF THEIR
OFFER**

Other information pertaining to our Quotation is as Follows	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver within a maximum of 15 days from the date UNHCR sends an order to the supplier.		
Delivery Location: DAP UNHCR, Airport Road Quetta.		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for goods 2018 attached		
Acceptance to deliver genuine/original items with a warranty as per technical details in Annex B.		

Company Name:

Authorized Person & Title:

Signature and Stamp:

Date:
