



**UNHCR**

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

**TENDER OPENING DATE: 20<sup>th</sup> NOVEMBER 2024**

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/Rfq/022**

**FOR THE ESTABLISHMENT OF A SERVICE AGREEMENT FOR PROVISION OF VEHICLES  
FOR RENTAL FOR A PERIOD OF TWO YEARS WITH A POSSIBILITY OF ONE YEAR  
EXTENSION.**

**CLOSING DATE: 28<sup>th</sup> Nov 2024 at 17:00 hrs PST**  
**OPEN TO ONLY VENDORS BASED IN PAKISTAN**

The Office of the United Nations High Commissioner for Refugees (UNHCR) requests registered and qualified companies based in Pakistan, to submit offers for the establishment of a service contract for provision of vehicles for rental for a period of two years with a possibility of one year extension to UNHCR Sub Office, Peshawar in KP - Pakistan.

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

- Annex A: Bid Data Form (to be completed and submitted with the offer)
- Annex B: Technical Specifications
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Services
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

**2. Technical Offer:**

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

**Note:** Bidders are required to confirm that the vehicles to be supplied will be as per the UNHCR requirements by signing the Annex B – Technical Specifications. The specified vehicles will be subject to inspection and approval by the UNCHR Multi-Functional Team before contract award.

**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.** Bidders are expected to consider their offer(s) valid for the entire contract duration of two years with a possibility of one year extension subject to satisfactory delivery of goods as per the UNHCR specifications.

**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



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- Lowest price offer of technically qualified Bid

Bidders are required to submit offers for all the items listed. **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. **28<sup>th</sup> Nov 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: [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org). 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 [pakpescu@unhcr.org](mailto:pakpescu@unhcr.org). The deadline for receipt of questions/ queries is 25th November 2024 at 17:00 hrs. PST. **(Please do not submit your financial offer to this email or otherwise your bid will not be considered).**

**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form (Annex-E) 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.2024/SOP/SCU/RFQ/022**

**-Name of your firm**

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

Thank you for your kind attention.

Fredah Zawedde

Associate Supply Officer

UNHCR Pakistan