



UNHCR

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

DATE: 14th November 2024

**REQUEST FOR QUOTATION: No. RFQ/SC/2024/028
FOR
SUPPLY OF ORIGINAL HP TONERS TO UNHCR SUB-OFFICE QUETTA**

QUOTATION TO BE RECEIVED BY: 21ST November 2024

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the following at UNHCR Sub-office Quetta specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Sub-office, Quetta would like to invite firms for the “**SUPPLY OF ORIGINAL HP TONERS TO UNHCR SUB-OFFICE QUETTA**”

Scope of work and Quantity: as per Annex B

Requirement: As per BOQ

-
- **Delivery point:** UNHCR Office, Quetta
 - **Service Delivery time (After receipt of order): 15 days (Max)**
 - **Completion Time: 15 Days**

Find attached in **ANNEX-B** more information about the scope of work, quantities, and detailed specifications.

Please include the following **MANDATORY DOCUMENTS** along with your quotation.

1. Registration of Business (Valid registration with Govt of Pakistan- Certificate of incorporation, NTN, STRN)
2. Vendor registration form, if not registered with UNHCR.
3. Please include the following price information in your quote (without VAT):
 - Currency: PKR
 - Unit Cost: delivered at place (DAP – Incoterms 2020)
 - Cost of all items/goods/Services: in PKR
 - Additional charge, if any (please specify):
 - Total Cost for goods/Services (all-inclusive)

Please note that UNHCR has tax and duty exemption status.

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>Detailed Specifications</i>
<i>Annex C:</i>	<i>Price Proposal</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>General Terms & Conditions for Goods</i>
<i>Annex F:</i>	<i>Supplier Code of Conduct</i>

2. RFQ Submission

We would appreciate receiving your quotation on or before **21ST NOVEMBER 2024** i.e., **Thursday** by **COB**. The quotations must be accompanied by the below-mentioned documents.

- Company Profile
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (Annex-C)
- Signed and Stamp General Terms and Conditions
- Signed and Stamp Supplier Code of Conduct.

Your offer/quotation must be sent with all supporting documents to pakqurfq@unhcr.org in PDF format.

REQUEST FOR QUOTATION: No. RFQ/SC/2024/028

FOR SUPPLY OF ORIGINAL HP TONERS TO UNHCR SUB-OFFICE QUETTA”

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**. 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, the UNHCR’s General Conditions of Contracts for the Goods -2018. You must clearly 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
SUPPLIER SHOULD FILL BELOW TABLE AS PART OF THEIR OFFER**

Other information pertaining to our Quotation are as Follow	Yes, we will comply (State, as required)	No, we cannot comply (state as required)
Production/ Delivery lead time: Acceptance to deliver within a maximum 15 days from the date UNHCR sends an order to the supplier.		
Delivery Location: UNHCR SUB-OFFICE QUETTA		
Provision of HP Dealership Certificate: Suppliers will provide HP dealership certificates for the supply of authentic products.		
Provision of Samples: Suppliers will provide samples of the tonners before delivery to check the authenticity of the products.		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNCHR General Terms and Conditions for Goods attached		

Company Name: _____

Authorized Person & Title: _____

Signature and Stamp: _____

Date: _____

ANNEX B:
SPECIFICATIONS FOR TONERS

S. No	Printer Model	Cartridge Color	Code	UOM	QTY
01	HP Colour LaserJet Flow E87740	Black	W9160MS	EA	14
02	HP Colour LaserJet Flow E87740	Cyan	W9161MS	EA	14
03	HP Colour LaserJet Flow E87740	Yellow	W9162MS	EA	14
04	HP Colour LaserJet Flow E87740	Magenta	W9163MS	EA	14
05	HP Colour LaserJet Flow E87740	Document Feeder Kit	5RC00A	EA	14

Company Name: _____

Authorized Person & Title: _____

Signature and Stamp: _____

Date: _____

Annex C - Price Proposal Form

NO: RFQ/SC/2024/028

S. No	Printer Model	Cartridge Color	Code	UOM	QTY	Unit Rate PKR	Total Amount PKR
01	HP Colour LaserJet Flow E87740	Black	W9160MS	EA	14		
02	HP Colour LaserJet Flow E87740	Cyan	W9161MS	EA	14		
03	HP Colour LaserJet Flow E87740	Yellow	W9162MS	EA	14		
04	HP Colour LaserJet Flow E87740	Magenta	W9163MS	EA	14		
05	HP Colour LaserJet Flow E87740	Document Feeder Kit	5RC00A	EA	14		
GRAND TOTAL (PKR)							

Payment terms: acceptance of UN payment terms (i.e., 30 days net from receipt of documents)

YES NO

Name of the Bidder: _____

Company Name: _____

Phone / Cell Number: _____

Company Address: _____

Authorized Signature: _____

Company Stamp:

Date: