



TENDER OPENING DATE: 12th NOVEMBER 2024

TENDER No: 2024/SOP/SCU/RFQ/021

**FOR THE ESTABLISHMENT OF LOCAL FRAME AGREEMENT FOR SUPPLY AND
DELIVERY OF CLEANING MATERIALS TO UNHCR SUB OFFICE PESHAWAR - KP
- PAKISTAN**

CLOSING DATE: 21st NOVEMBER 2024. AT 17:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified companies to submit offers for Supply and delivery of **cleaning materials** 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 UNHCR's General Conditions of Contracts for the Provision of Goods (July - 2018)
- Annex E UNHCR Supplier code of Conduct.
- Annex F Vendor Registration form *(to be completed and submitted by vendor who are not registered with UNHCR)*

2. Lead time:

Please clearly mention your project delivery time in your offer. UNHCR preferred maximum delivery time is 7 days after receipt of the UNCHR Purchase Order.

3. Financial Offer:

Please submit your Price Offer in PKR using the Financial Offer form – Annex C.

Your company technical and financial offer must be signed and stamped by the bidders, and should be fully compliant to the requirements in Annex – A_Bid Data Form.

Bid / Offer Validity: 90 days. Bidders are expected to consider their offer(s) valid for the entire contract duration of two years until final and 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.

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.

The Technical Evaluation criteria 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 items to be supplied will be as per the UNHCR requirements by signing the Annex B – Technical Specifications. Samples for the items to be supplied will be subject to inspection and approval by the UNCHR Multi-Functional Team before contract award.

(4). Request for Clarification:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to pakpescu@unhcr.org The deadline for receipt of questions/ queries is 28th September 2023 at 17:00 hrs. PST.
(Please do not submit your financial offer to this email).

(5). Bids Submission:

We would appreciate receiving your offer on or before the close of the tendering period **21st November 2024 at 17:00 hrs PST.**

Bids shall be submitted by e-mail in **PDF format (signed and stamped)** sent to email addresses: pakperfq@unhcr.org. Incomplete submissions may result in disqualification.

Please include the following price information in your quote (without VAT) (Annex C):

- Currency:
- Unit Cost of all items/goods:
- Total Cost for goods (all inclusive):

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price must be given without VAT/GST & Withholding tax. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

Please know that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 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:

-RFQ TENDER NO.2023/SOP/SCU/RFQ/021

-Name of your firm

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

BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

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.



UNHCR

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

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.

If your company is not registered with UNHCR, kindly provide filled Annex "F" Vendor Registration Form.

UNHCR General Conditions of Contracts for Goods (Annex D).

Bidders must accept terms of UNHCR's General Conditions of Contract for provision of goods (Annex D) and submit it together with their offer.

Thank you for your kind attention.

12th November 2024
[Signature]

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar