

TENDER OPENING DATE: 26th November 2024

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/026
FOR PROVISION OF CIVIL SERVICES FOR THE SUPPLY AND INSTALLATION OF
BALLISTIC PROTECTION SHEETS FOR PREFABRICATED & CONTAINERIZED
OFFICES AT UNHCR SUB -OFFICE PESHAWAR - PAKISTAN**

TENDER CLOSING DATE: 4th December 2024 by 17:00hrs Pakistan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests registered and qualified suppliers in Pakistan to submit a price quotation for the **supply and installation of ballistic protection sheets** for UNHCR Sub Office Peshawar KPK, Pakistan.

1. **Requirement**

Item Description: Supply and installation of Ballistic protection sheets for prefabricated and containerized offices.

Detailed Specifications: Please refer to **Annex B** and **Annex C**.

Quantity: Please refer to attached Annex C_Financial Offer Form / BoQ".

Delivery place: UNHCR Sub Office Peshawar

The following Annexes are an integral part of this Request for Quotation:

Annex A: Bid Data Form

Annex B: Technical Specification of Ballistic Protection Sheets for prefabricated & containerized offices.

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 neither registered with UNHCR*).

2. **Lead time:**

Please clearly attach a copy of your company's Gantt chart or work plan. UNHCR estimated implementation period for this project is minimum 1 months including mobilization time plus 3 months defects liability period after contract signing and issuance of a purchase order.

Note: The **defects and liability period** will be three (3) months. UNHCR will withhold 10% of the contract value as retention until the end of the **defects and liability period during** which the Contractor will be under contractual obligation to address all defects identified. Following the defects and liability period, UNHCR will issue a final completion certificate as clearance for satisfactory works provision and will release the retention amount.

3. **Technical Requirement (Pass / Fail):**

The Technical Evaluation criteria for this RFQ tender has been provided in **Annex A**.

Bidders must pass all the set Technical Evaluation criteria to be considered for Financial Evaluation.

4. **Financial Offer:**

Please submit your Price Offer in PKR using the Financial Offer form – **Annex C** in both excel and pdf copies.

Your company technical and financial offer must be signed, stamped by the bidders.

Bid / Offer Validity: 90 days. Bidders are expected to consider their offer(s) valid for the entire service contract duration of 4 months (estimated and includes the retention period) until issuance of Final Completion Certificate by UNHCR Technical Officer.

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 in the Bill of quantities (Annex C – Financial Offer Form). **Partial bids will be disqualified.** The supplier with the lowest priced technically qualified offer will be recommended for award of the Service Contract. UNHCR reserves the right to award a full / partial contract to the successful supplier. 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.

(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 **29th November 2024 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 tender closing date i.e. **4th December 2024 at 17:00 hrs PST.**

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

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 note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 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/026

-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 Sub Office Peshawar