

DATE: 03/12/2024
REQUEST FOR QUOTATION: No. PAKIS/RFQ/24/034
FOR PROVISION OF TONERS
FOR UNHCR/PARTNER OFFICE IN PAKISTAN
QUOTATION TO BE RECEIVED BY: 11TH DECEMBER 2024, 1700, hours PST.

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14th December 1950 by the United Nations General Assembly¹, UNHCR Country Office in Islamabad invites qualified bidders to submit their proposals for the items stated in this Request for Quotation (RFQ).

The following annexes are integral part of this request for quotation (RFQ)

- *Annex A: Specifications and Requirements*
- *Annex B: UNHCR General terms and Conditions for Goods-2018*
- *Annex C: Price Proposal Form*
- *Annex D: UN Supplier Code of conduct.*
- *Annex E: Vendor registration form (for new suppliers only)*

1. REQUIREMENTS

Description: Supply and delivery of Toners for UNHCR/Partner Office in Pakistan as specified in the Annex A “Specifications and Requirements”.

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

Please include the following price information in your quote (without GST):

- Currency: Pak Rupees
- Unit Price/Total Cost: It should be DAP Islamabad inclusive of all associated costs. To be submitted as per Annex C
- Additional charge: If any please specify

IMPORTANT: UNHCR will refuse to pay any additional cost that was not included in the bidder’s financial offer as per Annex C. Therefore, Annex C should be all-inclusive.

2. TECHNICAL EVALUATION

- 1) Administrative component of the submission will be assessed using the following criteria. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative and technical criteria.

¹ For further information on UNHCR, please see <http://www.unhcr.org>

Sr.	ADMINISTRATIVE AND TECHNICAL CRITERIA	Yes / No
1.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents?</i>	Yes / No
2.	Core Services/Experience <i>The bidder should have background of similar nature of items provided, the bidder must provide two (2) relevant Purchase Orders/ Work Orders/Contracts for delivery of similar nature of items from the past three (3) years.</i>	Yes / No
3.	UNHCR General Conditions of contract for Goods <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions of contract for Goods?</i>	Yes / No
4.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No
5.	Delivery Lead Time <i>Has the bidder submitted and confirmed the maximum delivery lead time acceptable as stated in Annex A? Within six-eight (maximum) weeks after issuance of PO.</i>	Yes / No
6.	Authorized Dealership Certificate <i>The bidder must submit the authorized dealership/partner/reseller certificate from Manufacturer/Authorized Partner of the offered items.</i>	Yes / No

Bidders must fulfil all the administrative and technical criteria.

3. FINANCIAL EVALUATION

The financial component will be analysed 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 Specifications – (technically qualified Bid)
- Lowest price offer of technically qualified Bid

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 offer considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

4. RFQ SUBMISSION

We would appreciate receiving your quotation on prescribed form i.e., Annex C along with supporting documentation as detailed above on or before **11th December 2024 17:00 Hrs. Pakistan Standard Time (PST)** by e-mail in PDF format to pakissc@unhcr.org

Please submit your proposal for the items of your interest using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

Your offer shall comprise the following two sets of separate emails:

- Technical offer (First email) by submitting the company registration, relevant experience, similar nature of contracts/Pos, signed general terms and conditions and signed code of conduct and **authorized dealership certificate**.
- Financial Offer (Second Email) by submitting only the filled and signed Annex-C (Price proposal form)

Any delay in UNHCR's response against queries shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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:

- Name of your firm
- PAKIS/RFQ/24/034
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for **60 days for evaluation and till the completion of contract if awarded**. The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in Annex B the UNHCR's General Conditions of Contracts for the Provision of Goods-2018. You must clearly indicate in your quotation if you accept them.

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-D.

UNHCR reserves the right to accept the whole or part of your bid or cancel it without any liability. UNHCR may at its discretion increase or decrease the proposed content and other terms and conditions which will be notified accordingly.

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

Thank you for your kind attention.

Kristof Benedek Horvath
Senior Supply Officer
UNHCR Country Office
Islamabad