

**TENDER OPENING DATE: 3<sup>rd</sup> December 2024**

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/027  
FOR SUPPLY AND DELIVERY OF CCTV SYSTEM FOR UNHCR SUB - OFFICE AND  
GUEST HOUSE IN PESHAWAR, AND WAREHOUSE, VRC & RUB HALLS LOCATED IN  
NOWSHERA**

**TENDER CLOSING DATE: 8<sup>th</sup> DECEMBER 2024 by 17:00hrs Pakistan Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office Peshawar requests qualified suppliers based in Pakistan to submit a price quotation for the **supply and installation of CCTV Camera/ System** for UNHCR Sub Office, guesthouse in Peshawar, plus VRC, warehouse & Rub Halls at Nowshera, Pakistan.

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

**Annex A:** Bid Data Form

**Annex B:** Technical Specification for the CCTV System

**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:**

Mention Delivery time: UNCHR Preferred delivery time for Supply and installation of the CCTV cameras / system

- At the UNHCR Sub office and guest house – Peshawar is 14 working days after receipt of purchase order

- At the UNHCR warehouse, VRC and rubhalls located at Nowshera is 14 working days after receipt of purchase order

Total UNHCR preferred delivery and installation time after receipt of purchase order is 28 working days.

**3. Incoterms:**

Delivery at Place - UNHCR SUB- Office and guesthouse in Peshawar and VRC, warehouse and rubhalls located in Nowshera.

**4. Technical Requirement (Yes / No):**

**Compliance / conformity to technical specifications.** The quality of CCTV system to be supplied must meet the technical specifications as per Annex B. In addition, all CCTV to be supplied must be new and genuine products. **(Sample of items to be checked and approved before contract award)**

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

**Vendor Registration Form (For only new vendors to UNHCR) Annex E.**

New vendors to UNHCR must fill the vendor registration form and provide UNHCR with the Information required therein.

**5. Financial Requirement:**

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

Vendors will be expected to hold their prices valid throughout the contract until satisfactory delivery and installation of the CCTV cameras / system

**Note: All bidders must submit both (Pdf and Excel formats) with grand total of their financial Offers.**

Your company's technical and financial offers must be signed and stamped by the bidders and should be fully compliant with the requirements in Bid Data form Annex – A, B and Annex C and submitted in separate emails.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR.

Bidders are required to Submit an Offer for all the items listed and not for partial items.

**Note: Bidders that submit partial financial offers 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 or to make split contract awards to multiple bidders.

**(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](mailto:pakpescu@unhcr.org). The deadline for receipt of questions/ queries is **5<sup>th</sup> December 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. **8<sup>th</sup> December 2024 at 17:00 hrs PST.** Bids shall be submitted by e-mail in **PDF and Excel format (signed and stamped)** sent to email addresses: [pakperfq@unhcr.org](mailto:pakperfq@unhcr.org).

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.

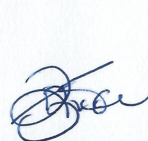
Please indicate in the e-mail subject field:

**-RFQ TENDER NO.2024/SOP/SCU/RFQ/027**

**-Name of your firm**

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

Thank you for your kind attention.



2<sup>nd</sup> December, 2024

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar