

**TENDER OPENING DATE: 2<sup>nd</sup> December 2024**

**REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/028  
PRINTING AND DELIVERY OF BOOKS TO UNHCR NOWSHERA WAREHOUSE  
FOR UNHCR SUB PESHAWAR - PAKISTAN.**

**CLOSING DATE: 08<sup>th</sup> DECEMBER 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 in Pakistan, to submit offers for **printing and delivery of books** 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 for printing of books
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Services
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

**2.Technical Offer:**

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** – Technical Specifications.

**Actual details for the book to be printed will be provided to the vendor recommended for contract award and a**

**3. Financial Offer:**

Please submit your Price using the Financial Offer form - **Annex C**. 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 contract duration until satisfactory delivery of the printed books as per the UNHCR specifications.

**UNHCR is GST exempted from taxation, with this regard, prices must be given without GST & Withholding tax.**

All bids from technically qualified bidders will be evaluated based on:

- Compliance with the established UNHCR requirements
- 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 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 reserves the right to award a full / partial contract to the successful supplier.

**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 **04<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. **08<sup>th</sup> December 2024 at 17:00 hrs PST.**

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


**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form (Annex-E) along with your technical proposal.

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-F.

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

- Tender Ref: **2024/SOP/SCU/RFQ/028**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

 2nd. Dec. 2024.

Fredah Zawedde

Associate Supply Officer  
UNHCR Pakistan