



# UNHCR

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

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DATE: 26-August-2016

REQUEST FOR EXPRESSION OF INTEREST: No. SC/EOI/16/023

FOR THE SUPPLY OF GOODS

CLOSING DATE AND TIME: 09-SEPT-2016 – 17:00 hrs PST

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The Office of the United Nations High Commissioner for Refugees (UNHCR) Islamabad, intends to prequalify suppliers for the supply of the following goods and associated services.

This is an invitation for suppliers to express interest in supplying the goods mentioned herein. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

## 1. CATEGORIES

1. Hospital & Medical Equipment
2. Hospital Furniture
3. Multipurpose Lab Equipment for Schools (Chemistry, Biology & Physics)
4. School Labs Furniture
5. School Furniture
6. School Sports Items
7. IT Equipment & Accessories
8. Office Equipment

## 2. INSTRUCTIONS:

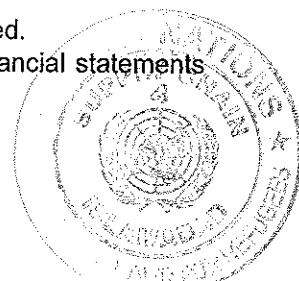
### 2.1 SUPPLIERS REGISTRATION

**For Registered Suppliers:** If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with your application are up to date.

**For Suppliers not registered:** Supplier not yet registered with UNHCR should apply for registration. Please use the UNHCR Vendor Registration Form (ANNEX A) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

To be considered, your application must meet the following minimum requirements:

- The products and/or services your company offers are of interest to UNHCR.
- Your company has import / export experience.
- Your company has a minimum of three (3) years' experience in the present business.
- Your company accepts the UNHCR General Conditions of Contract for the Provision of Goods and/or Services- 2010 and Payment Terms. See ANNEX B.
- The UNHCR Vendor Registration Form is duly and fully completed, and signed.
- The required documents are attached (company registration certificates, financial statements of the last 3 years.



- Detailed list of products/services, quality assurance certificates, and any other important documents related to your company.

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

Please note that registration will take place with the suppliers whose products or services are of interest to UNHCR.

**IMPORTANT:**

Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

**2.2 QUALIFICATION PROCESS**

Interested suppliers should send the below listed qualification documents and information as indicated in section 3:

1. Profile of the company
2. Detailed information on products that company is dealing with
3. Major clients and relevant supply experience
4. Authorization / Dealership / certificates
5. Previous experience in the supply of goods
6. Previous experience with the UN (if any)

The expression of interests will be qualified on the basis of the checklist, see Annex-C.

**Prices are not required at this stage.**

The cost of responding to this EOI is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

**IMPORTANT:**

Only suppliers meeting UNHCR registration criteria and whose products or services have been approved by UNHCR will be invited to participate in the formal bidding process.

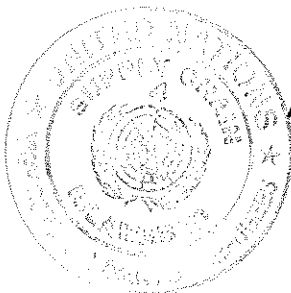
**3. EOI SUBMISSION:**

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, by a courier service to the following address no later than **09-SEPT-2016, 17:00 hrs PST.**

**“HEAD OF SUPPLY UNIT / VRC  
UNHCR Representation Office, Diplomatic Enclave-2  
Quad-i-Azam University Road, Sector G-4, Islamabad”**

Please indicate following on envelope:

- **EOI Number: SC/EOI/16/023**
- **Indicate Category of your interest**
- **Name of your firm**



*Tahir*  
**Arbab Muhammad Tahir**  
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UNHCR-Islamabad  
Pakistan