



**UNHCR**

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

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DATE: 1/03/2017

REQUEST FOR QUOTATION: No. RFQ/003/2017

FOR THE SUPPLY OF STUDY SERVICES

QUOTATION TO BE RECEIVED BY: 07/04/2017 23:59

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following services specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

- Description: **The objective is to carry out a study on statelessness in the Slovak Republic**

### For Services:

- Type of services and deliverables : **Study on Statelessness in the Slovak Republic**
- Location: **Slovak Republic**
- Duration and/or Frequency of Services: **1 June 2017 – 1 December 2017**

Find attached in **ANNEX A** (Concept Note) additional information about the services required.

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

- Currency;
- Fees for the period requested;
- Additional fees, if any (please specify);
- Total Cost for services (all inclusive);
- Short description of methodology containing research plan.

Please note that UNHCR has tax and duty exemption status.

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **07/04/2017 – 23:59 hrs CET** by e-mail in PDF format to [hunbubid@unhcr.org](mailto:hunbubid@unhcr.org).

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

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

Please indicate in the e-mail subject field:

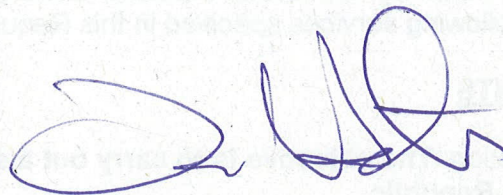
- RFQ/003/2017
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 30 days. The standard payment terms 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 Services-2010. You must clearly indicate in your quotation if you accept them.**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to Gyula Francia, Snr. Supply Assistant at [francia@unhcr.org](mailto:francia@unhcr.org).

Thank you for your kind attention.



Jon Hoisaeter  
Deputy Regional Representative  
UNHCR Regional Representation for Central Europe