



UNHCR

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

DATE: 18.10.2019

**REQUEST FOR QUOTATION: No. RFQ 2019-137
FOR PROVISION OF EQUIPMENT FOR COMMUNITY CENTER IN KONDRASHIVKA
VILLAGE, LUHANSK OBLAST.
QUOTATION TO BE RECEIVED BY: 23:59 Kyiv time, 28.10.2019**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for provision of equipment that is specified in ANNEX A 'Specification' in this Request for Quotation (RFQ).

1. REQUIREMENTS

- The quote shall remain valid minimum 120 days after it is been approved;
- Detailed list of required items is provided in Annex A – Equipment specification (note, the annex has 3 lots);
- Quality/sanitary and other relevant certificates where applicable;
- Participant has to clearly indicate estimated delivery time in calendar days in Annex A. On UNHCR demand, Participant will have to provide works status report;
- Please, not that Annex A has 3 lots. Participants are allowed to quote for individual products of any lot. Participant has to indicate delivery cost in dedicated field of the Annex;
- Provided goods are subject to minimum 1 year warranty;
- Signed Annex B, UNHCR General Conditions of Contracts;
- Signed Annex C, Vendor Registration Form;

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

- Item price, item total cost;
- Currency: UAH;

Please note that UNHCR has tax and duty exemption status. Shipping documents formalization order is provided in Annex D.

2. RFQ Submission

We would appreciate receiving your quotation on or before **28.10.2019 23:59 Kyiv time** by e-mail in to UNHCR-UKR-Procurement@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 **15 Mb** so it may be necessary to send more than one e-mail for the whole submission.

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

Please indicate in the e-mail subject field:

- RFQ 2019-137;
- Name of your firm;
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 120 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 General Conditions of Contracts** for the Provision of Services. You must clearly indicate in your quotation if you accept them and sign the last page of Annex B.

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

Thank you for your kind attention.

Maryna Vesnina, Snr Supply Assistant

UNHCR Representation in Ukraine
