



UNHCR

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

DATE: 22.10.2019

REQUEST FOR QUOTATION: No. RFQ 2019-138

FOR PROVISION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED) FOR UNHCR OFFICES (Sloviansk, Severodonetsk and Mariupol)

QUOTATION TO BE RECEIVED BY: 01.11.2019 23:59 hrs CET

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 the following **GOODS** specified in this Request for Quotation (RFQ).

Description:

UNHCR Representation in Ukraine is looking for qualified service providers to make a firm offer for the provision of Automated External Defibrillators (AED) for UNHCR offices (referred to hereinafter as services).

1. REQUIREMENTS

Provision of Automated External Defibrillators (AED) for UNHCR offices in Sloviansk, Severodonetsk and Mariupol.

Find attached in **Annex B** with the detailed specification of the Goods.

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

- Currency: UAH;
- Total cost of goods and services;
- Additional charge, if any (please specify);
- Terms of provision;
- Availability and submission of valid certificate of Compliance is mandatory.

The following annexes form integral part of the Request for Quotation:

- Annex A: Vendor Registration Form
- Annex B: Technical Specification
- Annex C: General Conditions of Contracts for the Provision of Good and Services
- Annex D: Documentation procedures on tax reporting (for vendors with VAT payer status)

Your offer shall be prepared in English or Ukrainian.

Please note that UNHCR reserves the right to accept the whole or part of your bid.

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

Please note that UNHCR has tax and duty exemption status. The details on required shipping documents and their processing (for Bidders having VAT payer status) are further described in **Annex D**.

Should you have any questions, please address them to *Anatolii Shcherbyna, Senior Supply Assistant*, at shcherby@unhcr.org.

2. RFQ Submission

We would appreciate receiving your quotation on or before **01.11.2019 – 23:59 hrs CET** by e-mail in PDF format to UNHCR-UKR-Procurement@unhcr.org

Your offer shall comprise the following documents:

- The offer
- The Annex A: duly completed and signed
- The Annex C: signed

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[10] Mb** 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 2019-138
- 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 C** the **UNHCR's General Conditions of Contracts** for the Provision of Services-2018. You must clearly indicate in your quotation if you accept them.

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 A)**.

Thank you for your kind attention.



Anatolii Shcherbyna,
Senior Supply Assistant
UNHCR Representation in Ukraine
