



**UNHCR**

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

**DATE: 25<sup>th</sup> of November 2019**

**REQUEST FOR PROPOSAL: 2019/HCR/HKG/RFP/001**

**FOR THE ESTABLISHMENT  
OF A FRAME AGREEMENT FOR THE PROVISION OF**

**Face to Face Donor Acquisition Services in Hong Kong SAR and Macao SAR of China**

**NEW DEADLINE FOR FURTHER QUERIES: 9<sup>TH</sup> OF DECEMBER 2019 23:59 PM (HK TIME ZONE)**

**NEW CLOSING DATE AND TIME: 3<sup>RD</sup> OF JANUARY 2020 23:59 PM (HK TIME ZONE)**

---

**REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to Erzsebet Gal, [galer@unhcr.org](mailto:galer@unhcr.org). The deadline for receipt of questions is the **9<sup>th</sup> of December 2019 23:59 Hong Kong time zone**. Bidders are requested to keep all questions concise.

**SUBMISSION OF BID:**

Bids should be submitted by e-mail and all attachments should be in PDF format. Please submit the financial offer (Annex B) in both excel and PDF format, for reading and evaluation purposes.

**Bid must be sent by e-mail ONLY to: [DENCOBID@unhcr.org](mailto:DENCOBID@unhcr.org)**

**Closing date: 3<sup>rd</sup> of JANUARY 2020 - 23:59 pm Hong Kong time zone**

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Please do NOT copy any UNHCR staff member on your bid submission, as the bid opening and registration is done by a third, independent team. Failure to do so will result in disqualification.

Sincerely,

Christophe Glenisson  
Regional Manager PSP Asia