



UNHCR

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

DATE: 14.02.2020

**REQUEST FOR QUOTATION: No. RFQ/2020-102
FOR RECONFIGURATION OF THE OFFICE ROOM**

QUOTATION TO BE RECEIVED BY: 28.02.2020 23:59 by Kyiv time

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 reconfiguration of the office room in UNHCR CO office in Kyiv, provided in Annex A and Annex A1 (Plan) in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Quantity: 1 category of services which includes LOT 1 (as per attached Annexes A and A1, different tabs in Excel file Annex A). Proposals will be considered and evaluated for **whole** LOT.
- Location: Kyiv, Lavrska Str., b. 16.

Please note that the mandatory requirement to accept the commercial proposal is a visit of the office which needs the reconfiguration works, **BEFORE** your company will send a final quotation to avoid the possible situations in future with an increase in the cost estimate in case of an additional scope of work detecting during repairs.

To specify the date and time for visit of the place of work, please send your request to Kostyantyn Dmytrenko at dmitrenk@unhcr.org no later than 6:00 PM 20.02.2020.

Works:

- Scope of works are provided in Annex A and plan of office room in Annex A1 to this RFQ.

Please include the following information in your quote:

- Unit price of sections of work (for the possibility of clarification / recalculation of the final cost according to the performed work) in UAH (without VAT);
- A set of documents on registration of an enterprise / firm;
- Construction works licenses / permits;
- Participant has to indicate clearly in calendar days estimated timeline for project completion, both in Annex A and in a separate calendar plan in free form. The timeline is expected to be divided by core blocks with respective performing time estimations. On UNHCR demand Participant will have to provide works status report;

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

- Certificates for all materials and equipment that will be used. Participant is responsible for performance and results of works, utilized materials;
- Cost of all works/materials. Please provide cost for works and cost for materials/equipment, as per Annex A (please use Annex A as a Proposal Form)
- Proposals on how to reduce the impact of the works on the working environment of the office;
- Performed works shall be the subject for the minimum of 1 year warranty;
- Signed Annex B, UNHCR Conditions of Contracts for Civil Works;
- Signed Annex C, Vendor Registration Form;

The Participant agree that provided price offer is all-inclusive, and allow to perform the works in holistic manner, including disposables, rubbish take-out etc. Otherwise, UNHCR shall not reimburse such costs additionally.

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

2. RFQ Submission

We would appreciate receiving your quotation on or before **20.02.2020 – 23:59 hrs Kyiv time** in e-mail 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 **8 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 2020-102
- Name of your company
- 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.

The successful bidder will be requested to fix the proposed price for the whole duration of the Contract.

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.

Iuliia Nayda, Senior Supply Assistant
UNHCR Representation in Ukraine

