



UNHCR

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

DATE: 19/02/2020

REQUEST FOR EXPRESSION OF INTEREST: No. EOI 2020-01

**FOR THE ESTABLISHMENT OF A LEASE AGREEMENT FOR WAREHOUSING
and HANDLING SERVICES IN LUHANSK CITY (NGCA)**

CLOSING DATE AND TIME: 09/03/2020 – 23:59 hrs EET

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, intends to identify interested premises owners or their legally entitled agents to provide warehousing and handling services in the non-Governmentally controlled areas of Luhansk city to make a firm offer for the establishment of a frame agreement.

This is an invitation to premises owners or their legally entitled agents to express interest in leasing the above mentioned. Premises owners shall find herewith the necessary requirements for registration with UNHCR the type of premises required and qualification information.

UNHCR invites all interested premises owners to carefully follow the instructions described below.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites premises owners or their legally entitled agents to provide warehousing and handling services in the non-Governmentally controlled areas of Luhansk city under lease agreement for a period of one year, potentially extendable for one additional year.

IMPORTANT:

ність у сфері охорони здоров'я»f the requirements are detailed in Annex A of this document.

It is strongly recommended that this Expression of Interest document and its annexes be read thoroughly.

Note: this document and/or a submission of an expression of interest shall not be construed in any way as an offer to lease your premises.

2. QUALIFICATION PROCESS

Interested premises owners should express interest by providing the below requested documentation.

1. Profile of the company
2. Statutory, enabling and certifying documents
3. Documentation procedures on tax reporting (for companies with VAT payer status)

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

4. Acceptance of UNHCR Standard lease agreement Annex B – acknowledgement shall be made through a cover letter. In the same letter, any reservations to any lease agreement terms should be stated.
5. Detailed information on premises (Technical specification form Annex A)
6. Previous experience with the UN (if any).

Prices are not required at this stage.

The cost of responding to this EOI is to be entirely born by the premises owners.

3. EOI SUBMISSION:

Interested premises owners or their entitled agents should send the required **qualification documents**, [in PDF format no later than **09/03/2020, 23:59 hrs EET by e-mail ONLY to: ukrkipro@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**.

Please indicate in the e-mail subject field:

- EOI 2020-01
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

Thank you, for your consideration of UNHCR's requirements and qualification process.


Claire McNaughton, Supply Officer
UNHCR Representation in Ukraine

