



UNHCR

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

DATE: 27.04.2020

**LOW VALUE PROCUREMENT: No. LVP 2020-001
FOR PRODUCTION OF SHORT VIDEO
QUOTATION TO BE RECEIVED BY: 05.05.2020 till 18:00**

This year, UNHCR, the UN Refugee Agency, celebrates its 70th anniversary and 25th anniversary of the work in Ukraine. During 25 years of its work in Ukraine, UNHCR has contributed greatly to the development of national legislation and supporting UNHCR's people of concern, building national asylum system and providing direct support to asylum seekers, refugees, IDPs, returnees and stateless people.

UNHCR Ukraine 25th anniversary provides a great opportunity to take stock, communicate and celebrate the achievements of the organization as well as to acknowledge the partners' assistance on the ground.

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 production of short video specified in ANNEX A in this Low Value Procurement (LVP).

The video will present UNHCR's leading role in helping the country to change asylum system in Ukraine for refugees and asylum-seekers as well as the organization which changes lives of stateless persons and IDPs by giving tools to live with dignity

1. REQUIREMENTS

- Description: Services as per Annex A.

Find attached in Annex A (specification) more information about the services required.

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

- Currency: UAH;
- Total Cost for services (all inclusive);
- Detailed specification of the offered services;

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) is further described in **Annex D**.

2. RFQ Submission

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

Bidders are required to submit any request for clarification in respect of this LVP by e-mail to Ivanna Myronenko-Dribna, Senior PI Assistant at MYRONENK@unhcr.org
The deadline for receipt of questions is 23:59 hrs EET on 03/05/2020.

We would appreciate receiving your quotation on or before **05/05/2020 – 18:00 hrs CET** by e-mail in to MYRONENK@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:

- VLP 2020-001;
- 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 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
