



UNHCR

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

DATE: 27.04.2020

**REQUEST FOR QUOTATION: No. RFQ 2020-107
FOR PROVISION OF CUSTOMS AND FORWARDING SERVICES FOR UNHCR**

QUOTATION TO BE RECEIVED BY: 08.05.2020 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 provision of customs and forwarding services for UNHCR specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Provision of customs and forwarding services in accordance with **Annex A - Technical specification** of this document.

UNHCR may award Frame Agreement with initial duration of 1 (one) year, with potential extension to 2 (two) additional years for operational needs. The successful bidders will be requested to maintain their quoted price for the duration of the Contract (s).

IMPORTANT:

The company should have experience in customs clearance services for diplomatic missions and organizations with diplomatic status.

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

- Currency: **USD** (payments will be made in UAH according to UN rate of exchange at the date of Purchase Order. UN rates can be found by the link: <https://treasury.un.org>);

Please include the following information in your quote:

- Currency: **USD** (without VAT)
- List of diplomatic entities for which your company provided customs clearance services;
- Signed Annex B, UNHCR General Conditions of Contracts;
- Signed Annex C, Vendor Registration Form;

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

We would appreciate receiving your quotation on or before **08.05.2020 – 23:59 hrs Kyiv time** in e-mail to UNHCR-UKR-Procurement@unhcr.org

¹ For further information on UNHCR, please see <http://www.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 2020-107
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

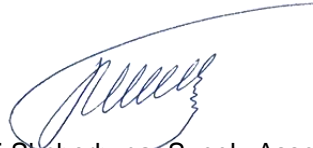
Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

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.



Anatolii Sheherbina, Supply Associate

UNHCR Representation in Ukraine
