



UNHCR

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

DATE: 11/05/2020

REQUEST FOR QUOTATION: No. RFQ 2020-112

**FOR THE PROVISION OF REPAIR AND MAINTENANCE SERVICES FOR UNHCR
VEHICLES AT FIELD OFFICE, LUGANSK**

QUOTATION TO BE RECEIVED BY: 20/05/2020 COB

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 the repair and maintenance services for UNHCR vehicles specified in ANNEX A in this Request for Quotation (RFQ).

1. REQUIREMENTS

Services:

- Quantity: 4 vehicles (specified in ANNEX A in this Request for Quotation (RFQ))
- Location: Luhansk, Ukraine

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

- Currency: UAH
- Additional charge, if any (please specify);
- Cost of each type of maintenance:
 - o each type of maintenance for each of the lots (A, B, C and D for Toyota Land Cruiser 200 (I) and A, B, C, D for Toyota Land Cruiser Prado (II))
 - o list and cost of major tire fitting works (III),
 - o list and cost of major body repair works (IV)
 - o list and cost of major engine repair work, electrical equipment and major spare parts (V);
- Duration of each type of maintenance.

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission

We would appreciate receiving your quotation on or before **20/05/2020 – 18:00 hrs CET** by e-mail in 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 - 112
- 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.

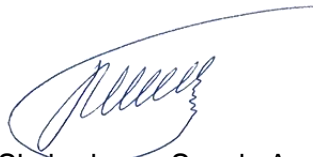
Please find attached in **ANNEX B** the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them. Please also fulfil **ANNEX C**, Vendor Registration Form, if you a new vendor for UNHCR.

Your **technical part** of proposal should be structured in the following order to include, but not necessarily be limited to, the following information:

Description of the company and the company's qualifications

- A description of your company with the following documents: company profile, registration certificate and last audit reports (if applicable);
- Experience in the branch;
- Required licenses and certificates on conducting activities in the vehicle maintenance and repair works;
- Working experience with UNCHR or other international organizations;
- List of clients;
- List of team members, who will perform the services; consisting of minimum one (1) automotive engineer and other mechanics (body repair; engine repair; etc.) licensed for servicing of mentioned vehicles;
- Potential subcontractors to be engaged in the maintenance and repair of UNHCR vehicles if any;
- Warranty of the provided services;
- Any information that facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

Thank you for your kind attention.



Anatolii Shcherbyna, Supply Associate
UNHCR Representation in Ukraine