



UNHCR

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

DATE: 20.10.2020

**REQUEST FOR QUOTATION: No. RFQ 2020-144
FOR PROCUREMENT OF INTERNATIONAL TRANSPORTATION SERVICES**

CLOSING DATE AND TIME: 26.10.2020 23:59 EET

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified and eligible vendors, registered with the government of Ukraine, to make firm offers for one-off procurement for international transportation services specified in ANNEX A in this Request for Quotation (RFQ).

This document is not construed, in any way, as an offer to contract with your firm.

1. SCOPE OF REQUIREMENTS

The following annexes form integral part of this request for quotation:

- Annex A: Terms of Reference;
- Annex B: UNHCR General Conditions - Procurement of Services;
- Annex C: UNHCR Vendor Registration Form;
- Annex D: Documentation procedures on tax reporting (for companies with VAT payer status), UKR;
- Annex E: UN Supplier Code of Conduct;

Special Instructions:

- The cost must be all-inclusive in accordance with Annex A.
- The supplier must ensure proper technical condition of a car carrier before providing to UNHCR;
- All transporter/forwarder and car carrier documents must have a valid status;
- Transporter is responsible for cargo insurance;
- Parties take responsibilities under CMR Convention.

2. BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR Requirements and delivery terms, price and verification of submitted sample.

Pass / Fail criteria:

- Company must be legally registered with the government of Ukraine;
- Company should have at least three (3) years of experience in providing similar services;
- Company must share a duly signed and stamped copy of Annex A to indicate the acceptance by the company on the required Terms of Reference.
- Company must fill, sign and stamp the Vendor Registration Form Annex C, in case they are not registered in UNCHR vendor data base.

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**.

3. BIDDING INFORMATION:

- Bidders are required to submit all their queries in respect of this request for quote by e-mail in to Anatolii Shcherbyna, Supply Associate at shcherby@unhcr.org. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.
- Language: Bids shall be prepared in Ukrainian or English.
- CURRENCY: Your quote shall be in UAH.
- PRICES: unit cost must be provided excluding VAT and it must be “all-inclusive” price.

4. YOUR OFFER:

The following should be submitted as part of your offer:

- Official registration document(s) with government of Ukraine, showing the year of establishment;
- Official registration document(s) with VAT;
- Filled, signed and stamped Annex A, Annex B and your Financial Proposal;
- In your Financial Proposal please provide costs breakdown structure.

Failure to submit all of the above by the closing date 26.10.2020, 23:59 EET or earlier, may result in disqualifying your offer.

5. SUBMISSION OF BIDS AND SAMPLES:

Bids must be submitted as follows: by e-mail in PDF format by e-mail in 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 2020-144
 - Name of your firm
 - Number of e-mails that are sent (example: 1/2, 2/2)
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All bids must be received latest by 26.10.2020, 23:59 EET or earlier.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.

BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid. The lowest tender needs not be accepted.

BID VALIDITY: You are requested to hold your proposal valid for 30 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

PAYMENT: Payment will be made within 30 days of receipt of original of invoice at UNHCR Office in Kyiv following satisfactory delivery of services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

Thank you for your kind attention.



Anatolii Shcherbyna
Supply Associate
UNHCR Representation in Ukraine