



UNHCR

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

DATE: 02.11.2020

**REQUEST FOR QUOTATION: No. RFQ 2020-149
FOR PROCUREMENT OF HOUSEHOLD ITEMS**

CLOSING DATE AND TIME: 16.11.2020 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 their country, to make firm offers for one-off procurement for the household items 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: Technical Specifications and Financial Form of Proposal;
- Annex B: UNHCR General Conditions - Procurement of Goods;
- 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 inclusive of Goods and transportation to the indicated delivery location in Annex A.
- The supplier must check/inspect the items before dispatching them to UNHCR;
- Necessary certificates to be provided for Goods;
- All rejected items must be replaced by the supplier at no cost to UNHCR;
- The quantity shown may increase or decrease although it is not expected to be substantial.

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 country of origin;
- Company should have at least two (2) years of experience in providing similar goods;
- Company must share a duly signed and stamped copies of **Annex A** to indicate the acceptance by the company on the required technical specifications and delivery terms, and proposed prices.
- Company must fill, sign and stamp the Vender 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 Iuliia Nayda, Senior Supply Assistant at nayda@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 or USD.
- 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 your country, showing the year of establishment;
- Official registration document(s) with VAT if applicable;
- Filled, signed and stamped Annex A;

Failure to submit all of the above by the closing date 16.11.2020, 23:59 EET 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 2020-149
 - 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 16.11.2020, 23:59 EET or earlier.

Note: A visit may be scheduled to your company for items verification.

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.

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.

Iuliia Nayda
Senior Supply Assistant
UNHCR Representation in Ukraine