



# UNHCR

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

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**DATE: 19.10.2020**

**REQUEST FOR QUOTATION: No. RFQ 2020-142**

**FOR SUPPLY AND DELIVERY OF FURNITURE TO UNHCR  
(TECHNICAL ASSISTANCE FOR EECF IN SHCHASTYA )  
QUOTATION TO BE RECEIVED BY: 11:59 PM 30.10.2020**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for procurement of medical commodities specified in ANNEX A in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

- Description and Quantity: Goods as per Annex A. In case if bidders will not be able to cover requirement in full, proposals will be considered by items. Please, note **Annex A has 2 lots**;
- Delivery points provided in Annex A;
- Price of the offer: DAP; International Chamber of Commerce Incoterms 2010 shall apply for this RFQ and for any resulting purchase orders(s).
- Delivery time (After receipt of order): max. 10 calendar days.

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

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

- Currency: UAH;
- Unit Cost: DAP;
- Cost of all items/goods;
- Cost of Freight;
- Additional charge, if any (please specify);
- Total Cost for goods (all inclusive);
- Detailed specification of the offered goods;

Please note that UNHCR reserves the right to accept the whole or part of your bid.

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**.

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

## 2. RFQ Submission

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Artem Kusheliev, Senior Field Assistant [kushelev@unhcr.org](mailto:kushelev@unhcr.org).

**The deadline for receipt of questions is 23:59 hrs EET on 25/10/2020.**

Fill in Annex B Financial Bidding Form, it must be signed and stamp by the company. We would appreciate receiving your offer on or before **30/10/2020 – 23:59 hrs CET** by e-mail in to [UNHCR-UKR-Procurement@unhcr.org](mailto: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 2020-142;
- 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.

Maryna Vesnina  
Senior Supply Assistant

UNHCR Representation in Ukraine