



# UNHCR

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

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DATE: 30.10.2020

**REQUEST FOR QUOTATION: No. RFQ 2020-147**  
**Rehabilitation of the premises of community center in Nevelske for community assembling and provision of social services**

**CLOSING DATE AND TIME: 08.11.2020 14:00 EET**

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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 the repair works specified in ANNEX A in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

Please note that the mandatory requirement to accept the commercial proposal is a visit of the building which needs the repair works, **BEFORE** your company will send a final quotation to avoid the possible situations in future with an increase in the cost estimate in case of an additional scope of work detecting during repairs.

Due to the operational and schedule restrictions UNHCR staff can be present at the project site on 05 of November, 11:00. However, all the applicants can visit the site independently. To arrange the site visiting please submit your request to [mykheien@unhcr.org](mailto:mykheien@unhcr.org)

### **Works:**

- Detailed scope of works and applicable terms are provided in Annex A (BoQ and SoW) to this RFQ.
- Denoted works shall be completed in maximum 45 calendar days starting with day of Purchase Order signature.

### **Special Instructions:**

- Currency: UAH (without VAT);
- Construction works licenses / permits;
- Participant has to indicate clearly in calendar days estimated timeline for project completion, both in Annex A and in a separate calendar plan in free form. The timeline is expected to be divided by core blocks with respective performing time estimations. On UNHCR demand Participant will have to provide works status report;
- Certificates for all materials and equipment that will be used. Participant is responsible for performance and results of works, utilized materials;
- Cost of all works/materials. Please provide cost for works and cost for materials/equipment, as per Annex A (please use Annex A as a Proposal Form. It is mandatory to provide together with Annex A: total bulletin of resources, local cost estimate, general expense bulletin.
- Performed works shall be the subject for the minimum of 2 years warranty;

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





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

The Participant agree that provided price offer is all-inclusive, and allow to perform the works in holistic manner, including disposables, rubbish take-out etc. Otherwise, UNHCR shall not reimburse such costs additionally.

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 **08.11.2020 – 14:00 hrs Kyiv time** in e-mail 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 **15 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 2020-147
- 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.

Maryna Vesnina,  
Snr. Supply Assistant  
UNHCR Representation in Ukraine