



UNHCR

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

DATE: 19.11.2020

REQUEST FOR QUOTATION: No. RFQ 2020-156
Implementation of the UNHCR Peaceful Coexistence Project, to renovate the
premises for inclusive education,
Toretsk city, Donetsk Oblast

CLOSING DATE AND TIME: 29.11.2020 12:00 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 service of renovation the premises for inclusive education, 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 SoW / Technical Offer Form;
- Annex B: UNHCR General Conditions – Contracts for the Provision 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;
- Annex F: Financial Offer Form.

- Renovation works must begin no earlier than 01.12.2020 and end no later than 26.12.2020;

Please note that the mandatory requirement to accept the commercial proposal is a site-visit to the building which needs the repair works, **BEFORE** your company will send a final price 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.

To specify the date and time for visit of the place of work, please send your request to MEHRABI@unhcr.org no later than **2:00 PM 27.11.2020**.

Works:

Detailed scope of works and applicable terms are provided in Annex A to this RFQ.

Please include the following information in your quote:

- Currency: UAH (without VAT);



- Construction works licenses / permits;
- Participant must indicate clearly in calendar days estimated timeline for project completion, both in **Annex F** 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 F** (please use Annex F as a Proposal Form)
- Please provide estimates done according to approved complex of cost estimate formation (such as ABK, IBK etc.) and current legislation of Ukraine;
- Performed works shall be the subject for the minimum of 1-year warranty;
- Signed **Annex B**, UNHCR General Conditions of Contracts;
- Signed **Annex C**, Vendor Registration Form;

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 **29.11.2020 – 12:00 hrs Kyiv time** in e-mail 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 **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 2020-156
- 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 add (3) three letters of recommendation from the previous three sites with feedback from employers to the price offer.

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