



UNHCR

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

DATE: 03.12.2021

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2021-140

for one-off procurement of goods and services
Partitioning of two rooms (A11 & A12) and including electric system Installation

QUOTATION TO BE RECEIVED BY: 13.12.2021 till 18:00 Hrs Kyiv time

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for one-off procurement of goods and services, Partitioning of two rooms (A11 & A12) and including electric system Installation specified in Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

Please note that the mandatory requirement to accept your commercial offer is a visit to UNHCR Office in Kyiv which require requested services during working hours from 10:00 to 17:00 to view the site and take measurements, understand works in general including quality of work expected, **BEFORE** your company submits final quotation to avoid the possible increase in cost estimations in case of an additional scope of work detected during project implementation.

To specify the date and time for visit of the place of work, please send your request to ukrkipro@unhcr.org no later than **14:00 PM 08.12.2021**.

- Description: Goods as per Annex A. Offer must cover all Goods requested and Services (Scope of Work (SoW));
- Delivery and installation point: Kyiv, Lavrska 16
- District: Kyiv
- Incoterms 2020: DAP Kyiv

Quotations should be submitted via duly signed and stamped Annex A, Specification and Annex A1, Financial Offer Form.

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

- Currency: UAH;
- Unit Cost: DAP Kyiv;
- Cost of all Goods and Services;
- Total cost of Goods and Services (all inclusive);
- Certificates of goods;
- Production, Delivery and Installation Lead Time in Days;
- Warranty period for Goods requested and Services Provided (in months).

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

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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.

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Supply Unit at ukrkipro@unhcr.org

The deadline for receipt of questions for clarification(s) 17.00 hrs Kyiv time on 09/12/2021.

We would appreciate receiving your quotation on or before **13/12/2021 – 18.00 hrs. Kyiv time** by e-mail in to ukr-rfq-offers@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 **10 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:

- UKRKI / RFQ / 2021-140;
- Name of your firm.
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

The bidders are requested to maintain price(s) and quotations must be valid for at least 30 days. Once the tender is closed, bidders who submitted offers are not allowed to change offers. Therefore, you are reminded to prepare your offer keenly. The standard payment terms of UNHCR is 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 Goods and Services (Rev. 2018). You must clearly indicate in your quotation if you accept them and sign the last page of Annex B.

Please find attached in **ANNEX E the UN Supplier Code of Conduct**. You must clearly indicate in your quotation if you accept them and sign the last page of Annex E.

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.

S. KANOTI

Salumeza Cosmas Kanoti,
Supply Officer

UNHCR Representation in Ukraine

