



UNHCR

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

DATE: 07.10.2022

REQUEST FOR QUOTATION: No. UKRVI/RFQ /2022-143
FOR SMALL-SCALE REFURBRISHMENT IN STAROKOZACHE,
ODESA OBLAST

QUOTATION TO BE RECEIVED BY: 14.10.2022, 23:59 Kyiv, Ukraine 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 the following services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: **SMALL-SCALE REFURBRISHMENT IN STAROKOZACHE, ODESA OBLAST**

Please see Annexes A and B for more information about the services required.

Please use Annex B (Financial Offer Form) for provision of your quotation. The Financial Offer Form should be duly signed and provided as indicated in **Clause 2 - RFQ Submission** below.

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT.

To be considered qualified for financial evaluation, your company should:

1. Provide duly filled and signed Vendor Registration Form (Annex E)
2. Duly be a registered and operational company
3. Have the ability to pre-finance the project
4. Provide valid licenses to conduct requested construction works
5. Be able to complete the construction works for within four (04) weeks.
6. Provide a warranty period of 12 months to cover defects after completion and handover of the project.
7. Provide UNHCR with technical reports upon completion of the project

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 F**.

Clarifications can be requested via email to ukrkipro@unhcr.org The deadline for receipt of requests for clarifications is 10 October before the closing time for submission of quotations.

2. RFQ Submission

We would appreciate receiving your quotation on or before **14.10.2022, 23:59 Kyiv, Ukraine time by email in PDF format to ukr-rfq-offers@unhcr.org**

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

- RFQ /2022-143
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: RFQ /2022-143, Company A, email 1 of 2*

Your quotation must be valid for at least 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 Annex C (UNHCR's General Conditions of Contracts for the Provision of Services) and Annex D (UN Supplier Code of Conduct). Submission of your quotation constitutes acceptance of UNHCR's General Conditions of Contracts for the Provision of Services and UN Supplier Code of Conduct.

Thank you for your kind attention.

Isabella Nguma
Associate Supply Officer
UNHCR SO Vinnytsia, Ukraine

Annex A – The layout and view of Sanitation Point

Annex B – Financial offer form in UKR.

Annex C – General Conditions of Contract for Provision of Services in UKR and ENG.

Annex D – UN Supplier Code of Conduct in UKR and ENG.

Annex E – Vendor Registration Form.

Annex F – Documentation procedures on tax reporting for companies with VAT-payer status
