

DATE: 17.03.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-113

FOR SUPPLY OF ASSORTED POWER STATIONS

QUOTATION TO BE RECEIVED BY: 24.03.2023 at 17:00 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, request your price quotation for supply of assorted power stations as per specifications on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Technical Specifications as per **Annex A**;
- Quantity:
 - i. **5 pcs Portable Power Station 3600WH**
 - ii. **30 pcs Portable Power Station 2000WH.**
 - iii. **30 pcs Portable Power Station 1000WH**
 - iv. **30 pcs Portable Power Station 500WH**
- Delivery locations and quantity:

SN	Description/Details	KYIV	TRCO Lviv	VINNYSTZIA	DNIPRO	LVIV	UZHHOROD	CHERNIVTSI	POLTAVA	ODESSA	Total
1	Portable Power Station (3600WH)					3	2				5
2	Portable Power Station (2000WH)	5	5	5	5	5	5				30
3	Portable Power Station (1000WH)	10	5	2	2	6	5				30
4	Portable Power Station (500WH)	5		5	5	4	5	2	2	2	30
Total (pcs.)		20	10	12	12	18	17	2	2	2	95

- Incoterms 2020: DAP

Quotations should be submitted via **Annex B**, duly signed and stamped Financial Form.

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

- Currency of Offer: UAH (Ukrainian Hryvnia);
- Unit Cost: Per DAP location.
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Certificates of goods.
- Delivery Lead Time in calendar days - shorter lead time will be given preference.
- Country of origin of goods.
- Stock shelf life in days.
- Available stock at hand.

Please note that UNHCR has tax and duty exemption status.

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 22.03.2023.

We would appreciate receiving your quotation on or before **24.03.2023 – 17:00 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 **20 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 / 2023-113**;
- 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 90 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 and acceptance thereof by UNHCR.

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

Important

The financial Offer must cover all the goods to be provided (price “all inclusive”).

- I. For bidders in Ukraine, the payment will be executed or made in hryvnya (UAH) at the United Nations rate of exchange in effect on the date the Invoice and Act of Acceptance. Please follow the link below: <https://treasury.un.org/operationalrates/OperationalRates.php>
- II. For bidders outside Ukraine, bidding in other currencies payment will be made in the currency of offer equivalent to (USD) at the United Nations rate of exchange in effect on the date the Invoice and Act of Acceptance. Please follow the link below: <https://treasury.un.org/operationalrates/OperationalRates.php>

Please find attached in **ANNEX C** the **UNHCR General Conditions of Contracts** for the Provision of Goods (Rev. 2018). You must clearly indicate in your quotation if you accept them and sign the last page of Annex C.

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

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 E**).

Thank you for your kind attention.

Yohannes Hailu Gebre-Mariam,
Senior Supply Officer
UNHCR Representation in Ukraine