

DATE: 16.10.2023

REQUEST FOR QUOTATION: No. UKRKI/RFQ/2023-156

ONE OFF PROCUREMENT OF VISIBILITY MATERIALS FOR “16 DAYS AGAINST VIOLENCE CAMPAIGN 2023”

QUOTATION TO BE RECEIVED BY: 23.10.2023 at 23:59 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 the supply and delivery of OF VISIBILITY MATERIALS FOR “16 DAYS AGAINST VIOLENCE CAMPAIGN 2023” Representation Office in Kyiv, Ukraine as specified on Annex A – Technical Specifications, enclosed to this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: SUPPLY AND DELIVERY OF VISIBILITY MATERIALS FOR “16 DAYS AGAINST VIOLENCE CAMPAIGN 2023” FOR UNHCR REPRESENTATION OFFICE IN UKRAINE, as per the following annexes:

1. Annex A – Technical Specifications
2. Annex B - Financial offer form
3. Annex C - Vendor Registration Form
4. Annex D - General Conditions of Contracts for Provision of Goods (2018)
5. Annex E - UN Supplier Code of Conduct
6. Annex F – Documentation procedures on tax reporting (for companies with VAT payer status)

LOCATION:

Zhylianska St, 75, Kyiv, 01032

DELIVERY:

Incoterms 2010 – DAP (Delivered At Place)

IMPORTANT REQUIRMENTS:

- The supply and delivery of **VISIBILITY MATERIALS** is completed in no longer than eight (8) days upon issuance of Purchase Order (PO).
- Proof that your company is registered and licensed by the Government of Ukraine (GoU) to provide such goods and services.
- Value Added Tax (VAT) registration certificate.
- Submit a written confirmation of acceptance of UNHCR General Conditions of Contracts for Provision of Goods (Annex D), including payment in UAH which is within 30 days from the date of receipt of invoices following satisfactory delivery of goods/services.
- Submit a written confirmation of acceptance of UN Supplier Code of Conduct (Annex E).
- Duly completed, signed, stamped, and dated Vendor Registration Form (Annex C).

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

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) are described in Annex F.

For this purpose, UNHCR may award a Purchase Order for goods. The successful bidder will be required to maintain their quoted price model for the duration of the Purchase Order.

Please note that all offers will be evaluated against the requirements set in Annex A and the prices quoted in Annex B. The contract shall be awarded to the lowest priced offer meeting the stated requirements.

2. RFQ SUBMISSION

The following annexes form an integral part of this RFQ:

1. Annex A - Technical Specifications
2. Annex B - Financial offer form
3. Annex C - Vendor Registration Form
4. Annex D - General Conditions of Contracts for Provision of Goods (2018)
5. Annex E - UN Supplier Code of Conduct
6. Annex F – Documentation procedures on tax reporting (for companies with VAT payer status)

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: 20.10.2023 at 12:00 hrs Kyiv time.

We would appreciate receiving your quotation on or before **23.10.2023 at 23:59 hrs Kyiv time** by e-mail in to ukr-rfq-offers@unhcr.org
Kindly note that only offers sent to ukr-rfq-offers@unhcr.org will be evaluated under this RFQ.

Please note that the UNHCR e-mail policy 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 /2023-156
 - Name of your company
 - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2023_156, Company A, e-mail 1 of 2*

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 and acceptance thereof by UNHCR. Payment shall be in local currency UAH.

Important

For all bidders in Ukraine, payment will be executed in hryvnia (UAH).

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

DOCUMENTS TO BE SUBMITTED BY BIDDERS:

1. A copy of valid Company/Business Registration Certificate, VAT Registration Certificate, and other relevant licenses for provision of requested goods and services in Ukraine.
2. Signed and stamped **Annex A – Technical Specifications for supply and delivery of VISIBILITY MATERIALS for UNHCR Representation Office in Kyiv, Ukraine**. By signing/stamping this Annex, you acknowledge to have read, understood, and committed to the requirements in this Annex.
3. Completed, signed, and stamped **Annex B – Financial Offer form**.
4. Signed and stamped **Annex C - UNHCR Vendor Registration Form**. You must clearly indicate in your quotation that you accept them and sign the last page of this Annex C.
5. Signed and stamped **Annex D - UNHCR General Conditions of Contracts for Provision of Goods**. You must clearly indicate in your quotation that you accept them and sign the last page of Annex D.
6. Completed, signed, and stamped **Annex E – UN Supplier Code of Conduct**.
7. Signed and stamped **Annex F – Documentation Procedures on tax reporting (for companies with VAT payer status)**.

Isabella Nguma

Associate Supply Officer

UNHCR Representation in Ukraine