

DATE: 11.03.2024  
REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2024-007

**ONE OFF PROCUREMENT OF ACCESS CONTROL SYSTEM, AUTOMATIC GATE FOR PARKING AND INSTALLATION WORKS OF PARKING SPACE FOR OFFICE PREMISES IN CHERNIVTSI (1-E, Pylypa Orlyka Str. FU UNHCR)  
QUOTATION TO BE RECEIVED BY: 22.03.2024 at 18:00 hrs Kyiv time**

---

### **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 18,879 people in 137 countries<sup>1</sup> continues to help over 94.7 million persons<sup>2</sup>. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

The Office of the United Nations High Commissioner for Refugees (UNHCR) requests your price quotation for the following services specified in this Request for Quotation (RFQ).

### **1. REQUIREMENTS**

**Description:** construction materials and installation works of parking space for office premises in Chernivtsi (1-e, Pylypa Orlyka str. FU UNHCR).

**Annex A: Terms of Reference RFQ 2024 - 007 Access Control System Chernivtsi ENG** - please description about the required goods and services.

**Annex B, Technical Offer RFQ 2024 - 007 ENG-UKR Chernivtsi** - please check the requirement regarding company profile, services specifications, required documents etc., please fill-up, sign, and submit.

**Annex C, Financial offer form RFQ 2024 - 007 ENG-UKR Chernivtsi** - please check goods and services specifications, required, please fill-up, sign, and submit.

**Please note:**

- i. quantities have been stated in order to enable bidders to have an indication of the projected requirements. This does not represent a commitment that UNHCR will purchase the quantities stipulated in Annex B, C. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders;
- ii. this document is not to be construed in any way as an offer to contract with your firm;
- iii. partial offers will not be accepted.

---

<sup>1</sup> Sources: <https://www.unhcr.org/history-of-unhcr.html>; <https://www.unhcr.org/figures-at-a-glance.html>

<sup>2</sup> Source: [Global Report 2021 \(unhcr.org\)](https://www.unhcr.org/global-report-2021.html)

## 2. REQUEST FOR CLARIFICATIONS

Requests for clarifications should be submitted in writing (by email) to [ukrkipro@unhcr.org](mailto:ukrkipro@unhcr.org) with the subject reading: *Inquiry: RFQ No. UKRKI/RFQ/2024-007.*

**The deadline for submission of Requests for Clarifications is on 15.03.2024, 14:00H (Kyiv Time).**

UNHCR will compile the questions received and will respond to all Bidders participating in the tender competition shortly after the query deadline.

### **IMPORTANT:**

Please note that Bid Submissions are not to be sent to the e-mail address above.

## 3. PREPARATION OF QUOTATION

Quotations should be prepared based on the guidelines set forth in this Request for Quotation.

Please refer to and use the following Annexes to prepare your offer. Your quotation must include the following:

### 3.1 Content of the ELIGIBILITY REQUIREMENTS

- **Annex D:** Vendor Registration Form - *please fill-up and sign with company stamp (refer to the instructions below)*
- **Annex E:** UNHCR General Conditions of Contracts for Goods and Services (Rev. July 2018) in English and Ukrainian languages. In case of any conflicts or inconsistencies between the two versions, the English version shall prevail
- **Annex F:** UN Supplier Code of Conduct - *please read and acknowledge acceptance by signing*
- **Annex G:** Documentation procedures on tax reporting (for companies with VAT payer status)

**Companies who are “not yet registered” and are interested in doing business with UNHCR Ukraine** must submit (filled-up, signed with company stamp) the Vendor Registration Form annexed to this document and submit all required documentation. The qualified supplier(s) will be added to the Vendor Database.

**For companies who are “already registered” with UNHCR Ukraine**, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID (signed with company stamp).

### **IMPORTANT:**

Any false information or incomplete information on the Vendor Registration Form may result in the rejection of the application or cancellation of an already existing registration.

### 3.2 Content of the TECHNICAL OFFER

The technical details of the goods and/or services requested by UNHCR can be found in the **Scope of works (Annex A, B)**. Your technical offer should clearly disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented using the **Technical Offer Form (Annex B)**.

- **Annex B:** Technical Offer Form – *please fill-up, sign with company stamp and submit*
- **Other requirements:**
- **Detailed description:** Failure to submit the detailed description of materials that will be used may result in disqualification from the evaluation process. UNHCR will not be responsible for locating or securing any information that is not identified in the Bid. Accordingly, to ensure that sufficient information is available, the Bidder shall furnish, as part of the Bid, any descriptive material such

as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

- **Delivery Lead-time:** Bidders should indicate **Lead time** but not later than **30 calendar days** after receiving the Purchase Order.
- **Final Delivery Points (FDP):** CHERNIVTSI 1-E, Pylypa Orlyka Str. FU UNHCR.

### **3.3 Content of the FINANCIAL OFFER**

Using the provided **Financial Offer Form (Annex C)**, bidders are required to offer an “**all-inclusive price**”. Please submit your offer in UAH, excl. VAT.

**ANNEX C:** Financial Offer Form - *please fill-up, sign with company stamp and submit.*

**Notes:** UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

**Important:** Please note that submitting an offer is deemed as acceptance of the UNHCR’s General Conditions of Contracts and the terms and conditions provided in this tender document.

However, all Purchase Orders will be issued in **USD**, payment will be made in hryvnya (**UAH**) at the United Nations rate of exchange in effect on the date Purchase Order was issued following the link: <https://treasury.un.org/operationalrates/OperationalRates.php> .

Currently the United Nations exchange rate between **UAH** and **USD** is lower than the market rate, therefore bidders are requested **to carefully consider this in their price offer**, which prices shall be kept fixed for the entire duration of the frame agreement.

## **4. PERIOD OF VALIDITY OF QUOTATIONS**

Offers shall be valid for a period of **30 calendar days** after the submission deadline as prescribed in **Section 7, “Instructions for Submission of Offers”** of this RFQ. An offer valid for a shorter period may be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the quotation validity period, UNHCR may request bidders to extend the period of validity of their offers. The request and the responses shall be made in writing. A Bidder may refuse to extend the validity of its offer, in which case the Bidder may withdraw its offer without any penalty. A Bidder agreeing to the request will not be required or permitted to modify its offer. All prices shall be fixed until the bid validity period expires, before which a contract shall be established.

## **5. AMENDMENT OF RFQ DOCUMENT**

At any time prior to the deadline for submission of offers, UNHCR may amend the RFQ Documents by issuing an addendum. Any addendum issued shall be part of the RFQ Documents and shall be communicated in writing to all interested bidders and/or directly invited by UNHCR to participate in the procurement exercise.

## **6. COST OF PREPARING AND SUBMITTING AN OFFER**

The Bidder shall bear all costs associated with the preparation and submission of its Offer, and UNHCR shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **7. INSTRUCTIONS FOR SUBMISSION OF OFFERS**

Quotations should be prepared based on the guidelines set forth in this Request for Quotation, then sent by email to [ukr-rfq-offers@unhcr.org](mailto:ukr-rfq-offers@unhcr.org) no later than **22 March 2024, 18:00H Kyiv Time**

**(Submission Deadline). Please note that all offers sent to a different email ID will be disqualified automatically.**

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 note the following guidelines for electronic submissions:

- Your quotation must be written in the English or Ukrainian language (preferably in English) and sent in PDF format;
- Your quotations must be sent in PDF format (as an addition, Excel or other formats may also be requested);
- It is your responsibility to verify that all e-mails have been received properly before the deadline;
- Please indicate the following in the e-mail subject field:

**UKRKI/RFQ/2024-007**\_[Name of your firm]\_[Number of e-mails that are sent (example: 1/2, 2/2)].

UNHCR may, at its discretion, extend the deadline for the submission of quotations, by notifying all prospective bidder in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective bidder.

## **8. PAYMENT TERMS**

The standard payment terms of UNHCR are **net 30 days** upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents, if any), and acceptance thereof by UNHCR.

## **9. LIQUIDATED DAMAGES**

Should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.1% for each day of delay beyond the date upon which the Goods were due to be delivered. The claimed liquidated damages may not exceed 5% of the total value of the relating purchase order.

## **10. INSPECTION**

Inspection of Goods and Services will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. Place of Inspection: Shall be notified by UNHCR at the time of contracting (Purchase order).

## **11. POST QUALIFICATION**

UNHCR reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction, the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in this RFQ, may include, but need not be limited to, all or any combination of the following:

- Verification of accuracy, correctness and authenticity of information provided by the Bidder on the legal, technical and financial documents submitted;
- Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that may have done business with the Bidder;
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;

- Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of the Purchaser.

## **12. UN GLOBAL COMPACT AND OTHER FACTORS**

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative: <https://www.unglobalcompact.org/>

## **13. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES**

Please note that the UNHCR General Conditions of Contracts (Rev. July 2018) will be strictly adhered to for the purpose of any future contract.

Thank you for your kind attention.

---

Adam Ali

Snr Procurement Officer  
UNHCR Representation in Ukraine