



UNHCR

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

DATE: 04/03/2022

REQUEST FOR QUOTATION: No. RFQ/2022-03/BGR

FOR THE PROVISION OF CLEANING SERVICES

QUOTATION TO BE RECEIVED BY: 11/03/2022 COB

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 cleaning service specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Provision of cleaning services for the UNHCR office in Sofia, 2 Pozitano Sq., Business Center Perform, 6th floor. The services are to be performed by one and the same cleaning person approved by UNHCR in advance, on a full-time basis, every working day from Monday to Friday incl., from 6:30 am to 3.00 pm with a 30 min lunch break. The services include some other assistance like preparing of refreshments, small purchases, etc.

Find attached in ANNEX B – Terms of Reference more information about the required services.

2. ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFQ by return e-mail to rizova@unhcr.org as to:

- Your confirmation of receipt of this RFQ;
- Whether or not you will be submitting a bid.

3. REQUESTS FOR CLARIFICATION

You are required to submit any request for clarification in respect of this RFQ by e-mail to Ms Neviana Rizova, Snr. Admin/Finance Assistant at rizova@unhcr.org. A visit to the office may be arranged on the phone with Ms Rizova, tel: 0878507042

4. RFQ SUBMISSION

Please submit your proposals as follows:

- Price proposal to be submitted through Annex C – Financial Offer Form. **The form should be signed, stamped and scanned.**

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

- Filled-in Questionnaire Annex D to be submitted along with the price proposal Annex C

Your quotation shall be received on or before **11/03/2019 COB** by e-mail in PDF format to rizova@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:

- RFQ/2022-03/BGR
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

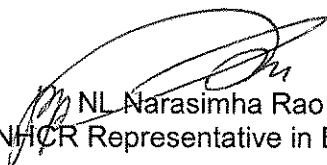
Your quotation must be valid at least for **30** days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached the **UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010**, which have to be acknowledged by submitting a signed copy together with your offer.

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

The award of this purchase will be done to the lowest bid submitted.

Thank you for your kind attention.



NL Narasimha Rao
UNHCR Representative in Bulgaria