
DATE: 4 March 2022

REQUEST FOR QUOTATION: No. RFQ/2022-01/BGR

FOR THE PROVISION OF TRAINING SESSIONS FOCUSING ON INTERCULTURAL COMMUNICATION, KNOWLEDGE OF THE CULTURE AND THE SITUATION IN COUNTRIES OF ORIGIN OF ASYLUM-SEEKERS AND REFUGEES

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 the services specified in this Request for Quotation (RFQ) and the ToRs – Annex B.

1. REQUIREMENTS

a) Description:

- Provision of training sessions focusing on intercultural communication, knowledge of the culture and the situation in countries of origin where the majority of asylum-seekers and refugees originate from. In addition, the presence and contribution to discussions among the participants throughout the training is also expected.
- Up to 8 trainings per year on intercultural communication, situation in the countries of origin and specifics of working with asylum-seekers and refugees for employees of Chief Directorate Border Police, National Police, Directorate Migration, State Agency for Refugees and Agency for Social Assistance. A lecture on the topic shall be delivered at each training, adapted to the training needs of the audience, following consultation with UNHCR
- Most of the trainings take place in different locations all over the country
- UNHCR wishes to award a Service Contract with duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Service Contract.

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

b) Price proposal:

Please include the following price information in your quote:

- Cost for one training session of 3 astronomic hours in BGN, VAT included. The price should consider the participation of the lecturer in the entire training (usually 2 working days) organized by UNHCR, including contribution to the

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

discussions. The travel, accommodation, and food during the training will be covered by UNHCR. UNHCR will not provide Daily Subsistence Allowances to the lecturer. The latter should be provided by the lecturer's employer.

- Currency of the proposal;

You can submit your questions related to the Terms of Reference and the specifics of the services requested in writing to Mariya Shisheva, Protection Associate at shisheva@unhcr.org. Other questions related to this RFQ should be submitted to Neviana Rizova, Procurement Function at rizova@unhcr.org.

Price offers and other documentation related to this RFQ must be submitted only to rizova@unhcr.org!

2. RFQ Submission

Please submit your price proposals in the attached form **Annex C: Price Proposal Form**. **The form should be signed, dated, stamped, and scanned.**

Please submit the following supporting documentation for the proposed lecturer:

- A CV of the proposed lecturer with tracked record of the knowledge and relevant experience required in the Terms of Reference (Annex B).

Your quotation shall be received on or before 11 March 2022 CoB by e-mail to rizova@unhcr.org.

Please know 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/2022-02/BGR
- Name of your company
- 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 is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX A **the UNHCR's General Conditions of Contracts** for the Provision of 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 contract will be done to the lowest bid submitted.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

Thank you for your kind attention,

NL Narasimha Rao

UNHCR Representative in Bulgaria
