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DATE: 04/03/2022

REQUEST FOR QUOTATION: No. RFQ/2022-02/BGR

**FOR THE PROVISION OF EDUCATIONAL SUPPORT CLASSES AND ADAPTATION  
ACTIVITIES FOR ASYLUM-SEEKING AND REFUGEE CHILDREN**

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

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The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the services specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

- Description:

- Provision of educational support classes to asylum-seeking and refugee children based on identified needs, e.g. support with Bulgarian language, preparation of homework and other support with various school subjects, preparation for school exams;
- Up to 8 hours per week, individually or in groups of maximum 5 children;
- The classes shall take place online or at the information-integration center of UNHCR
- 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.

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

- Currency of the proposal;
- Cost for one hour session in BGN, VAT included;

You can submit your questions related to this RFQ in writing to [rizova@unhcr.org](mailto: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.**

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

Please submit the following supporting documentation for the proposed staff:

- CV (CVs) with tracked record of the relevant working experience required in the Terms of Reference (Annex B). The bidder is free to propose more than one person for the services required. If more than one persons are proposed , the Bidder should specify the area of specialization and the type of classes to be provided by each proposed person.

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

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