



# UNHCR

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

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**DATE: 18/08/2022**

**REQUEST FOR QUOTATION: No. RFQ/BGR/SUP/01**

**FOR THE SUPPLY OF INFORMATION BILLBOARD SERVICES**

**QUOTATION TO BE RECEIVED BY: 31/08/2022**

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 following, information billboard services specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

- Description:
  - Information billboards for Ukrainian refugees arriving in Bulgaria
  - Target audience: Ukrainian refugees
  - Timeline: 6 months
  - Location: (you can offer for all the locations or only for those where you have availability)
    - Varna (city and motorway),
    - Burgas (city and motorway),
    - Russe (city/Danube Bridge/motorway),
    - Durankulak (near the border crossing with Romania),
    - Dobrich (city/motorway)
    - Sofia (city/motorway)
    - Plovdiv (city/motorway)
  - Type: Pisa (400x3000 and Mega board (1200x400)
  - Include in the service:
    - Production (the design it's going to be provided by UNHCR, but the printing should be done by the service provider)
    - Mounting/de-mounting
    - Any additional support
    - Lighting (during nighttime)

Requested:

- Technical description (in a free format)
- Financial offer based on monthly rent starting in September
- Confirmation of the exact location of the billboards offered

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<sup>1</sup>

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

Please include the following price information in your quote (if applicable, the VAT should be in a separate line):

- Currency: BGN
- Fees for the period requested: Monthly basis
- Additional fees, if any (please specify)
- Total Cost for services (all inclusive)

Please note that UNHCR has tax and duty exemption status.

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **31/08/2022 – 23:59 hrs EEST (UTC+3)** by e-mail in PDF format to [rincona@unhcr.org](mailto:rincona@unhcr.org). The quotation should be submitted in English.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 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/BGR/SUP/01
- Name of your organization
- 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.

Bidders should send all requests for clarifications or questions by email to [rincona@unhcr.org](mailto:rincona@unhcr.org) the deadline for receipt of questions will be **23-August-2022**.

Please find attached in ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010. You must clearly indicate in your quotation if you accept them.

As a result of this competitive process, UNHCR will award the assignment to the technically valid offer(s) that is/are the most economically competitive. UNHCR reserves the right to accept all or part of your bid or to allow a split or partial award.

Thank you for your kind attention.

Supply Unit  
Sofia  
UNHCR Bulgaria