

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

DATE: 22.11.2023

REQUEST FOR QUOTATION: No. RFQ2023/10

**FOR THE FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR CONDUCTING SURVEYS, NEEDS
ASSESSMENTS, STUDIES AND ANALYSIS RELATED TO DISPLACED
POPULATIONS IN BULGARIA TO INFORM UNHCR's RESPONSE**

QUOTATION TO BE RECEIVED BY: 04.12.2023.

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 following goods specified in this Request for Quotation (RFQ).

The following annexes are integral parts of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods
- Annex B: Terms of reference (specification)
- Annex C: Price List
- Annex C1: Case study
- Annex D: Questionnaire
- Annex F: Vendor Registration Form

1. REQUIREMENTS

- Description of requested services:

The aim of the assignment is to conclude a Contract with a professional Research Agency which will secure regular and timely data collection and analyses for informing UNHCR Bulgaria's interventions. The results will ensure an understanding of the evolving situation and needs/evidence-based program designing for UNHCR.

The selected agency/entity will be expected to conduct a minimum of three to five surveys, needs assessments, studies, or analyses with different scope and focus within a period of one year. The surveys would cover displaced populations as well as host community members (e.g. public opinion surveys) in Bulgaria.

Find attached in ANNEX B (Terms of Reference) for more information about the services required.

¹

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

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will request all services provided. Quantities and type of services may vary and will depend on the actual requirements and funds available.

Please note that UNHCR has tax and duty exemption status, so you shall include in the price list information in your quote both with and without VAT

2. ACKNOWLEDGMENT

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

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

3. RFQ SUBMISSION

Please dully fill in, date, sign and stamp:

- Annex A UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010
- Annex C - Price proposal/Price list
- Annex C2 – Case study
- Annex D – Questionnaire

For the purpose of the financial evaluation, you are kindly requested to prepare a case study (Annex C2) which includes calculation for conducting a survey, with specifications assigned and based on your prices indicated in Annex C. You will find the Terms of Reference for preparing of the case study in Annex C2.

Please be aware that the proposals must be **dated, signed, and stamped** to be considered valid.

Your quotation shall be received on or before 04.12.2023 – **23:59 hrs CET** by e-mail in PDF format to bombol@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:

- RFQ2023/10
 - Name of your firm
 - Number of e-mails that are sent (example: 1/2, 2/2)
- For example: RFQ/2023/0123 Company ABC (email 1 of 3)

Your quotation must be valid as least for **60 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 in **ANNEX A 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, the winning company is obliged to fill in Vendor Registration Form Annex F and provide Company Bank Certification and Copy of the Company Central Registry information. The three documents must be signed and stamped.

However, 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.
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.

Signature 

Name: Ruzhica Bombol, Title: Admin Associate
UNHCR, Sofia