**DATE: 15/03/2018**

**REQUEST FOR QUOTATION: No. RFQ/001/2018**

**FOR THE SUPPLY OF IT SERVICES**

**QUOTATION TO BE RECEIVED BY: 25/03/2018 COB**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly[[1]](#footnote-1), requests your price quotation for the following IT **SERVICES** specified in this Request for Quotation (RFQ).

1. **REQUIREMENTS**

The UNHCR Representation in Poland seeks a service provider for IT services:

* Type of services and deliverables : IT and related services for the UNHCR Representation in Poland
* Location: Warsaw (central area)
* Duration and/or Frequency of Services: from 01 April 2018 until 31 March 2020.

Find attached in ANNEX A additional information about the services required (TOR).

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

* Currency
* Monthly fees
* Fees for the period requested
* 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 **25/03/2018 – 23:59 hrs CET** by e-mail in PDF format to [polwa@unhcr.org](mailto:polwa@unhcr.org) or in hard copy to the following address:

UNHCR Representation in Poland

ul. Przemysłowa 30, 00-450 Warsaw, Poland

The email subject or the envelope should include the indication „Tender for IT services“.

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/001/2018
* Name of your firm
* Number of e-mails that are sent (example: 1/2, 2/2).

Your quotation must be valid as 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 B the UNHCR’s General Conditions of Contracts for the Provision of Services-2010. You must clearly indicate in your quotation, if you accept them.

Thank you for your kind attention.

Piotr Szymczyk, Title: Admin/Programme Associate

The UNHCR Representation in Poland

1. For further information on UNHCR, please see <http://www.unhcr.org> [↑](#footnote-ref-1)