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

DATE: 16.08.2018

REQUEST FOR QUOTATION: No. RFQ 2018-125
FOR RECONSTRUCTION OF THE GAS METERING UNIT IN THE BOILER ROOM OF THE WEST DONBASS PROFESSIONAL LYCEUM IN PAVLOGRAD , DNIPRO REGION
QUOTATION TO BE RECEIVED BY: 11:59 PM 31.08.2018

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly[1], requests your price quotation for reconstruction of the gas metering unit in the boiler room of the West Donbass Professional Lyceum in Pavlograd, Dnipro region specified in ANNEX A in this Request for Quotation (RFQ).

1. REQUIREMENTS

Scope of Work is further described in Annex A. Please provide the following information in your proposal:

- Currency: UAH (without VAT)
- Licenses / permits to perform the requested works;
- Participant has to clearly indicate in calendar days estimated timeline for project completion. On UNHCR demand, the selected Bidder will have to provide works status report;
- Certificates for all materials and equipment that will be used. Participant is responsible for performance and results of works, utilized materials;
- Cost of all works/materials. Please provide cost for works and cost for materials/equipment, as per Annex A (please use Annex A as a Proposal Form);
- Performed works shall be subject to the minimum of 1 year warranty;
- Signed Annex B, UNHCR General Conditions of Contracts;
- Signed Annex C, Vendor Registration Form.

The Participant agree that provided price offer is all-inclusive, and allows to perform the works in holistic manner, including disposables, rubbish take-out etc. Otherwise, UNHCR shall not reimburse such costs additionally.

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

Please note that UNHCR has tax and duty exemption status. The details on required shipping documents and their processing (for Bidders having VAT payer status) is further described in **Annex D.**

2. RFQ Submission

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

UNHCR

We would appreciate receiving your quotation on or before **31.08.2018 11:59 PM** by e-mail in to UNHCR-UKR-Procurement@unhcr.org

If you wish to visit the site, please send your request to sokolov@unhcr.org by no later than 6:00 PM 27/08/2018

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 2018-125
- 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 General Conditions of Contracts** for the Provision of Services. You must clearly indicate in your quotation if you accept them and sign the last page of Annex B.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex C**).

Thank you for your kind attention.

Lidiya Usoltseva

Supply Associate
UNHCR Representation in Ukraine