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

DATE: 16.09.2019

REQUEST FOR QUOTATION: No. RFQ 2019-127
FOR PROCUREMENT OF WINDOWS AND DOORS (DONETSK PCP PROJECTS)
QUOTATION TO BE RECEIVED BY: 11:59 PM 23.09.2019

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 procurement of windows and doors within Donetsk PCP projects specified in ANNEX A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: 2 categories of Goods as per Annex A that should be provided in Annex A1 (Financial Proposal). Offers covering all items will be considered with priority. In case if bidders will not be able to cover requirement in full, proposals will be considered by items;
- Delivery point: 121 Kyivskyi Shlyah Str., Velyka Oleksandrivka Village, Borispil District, Kyiv Region
- Incoterms: DAP
- Delivery time (After receipt of order): 30 Calendar Days

Find attached in Annex A (specification) more information about the goods required.

Please include the following price information in your quote (less VAT):

- Currency: UAH;
- Unit Cost: DAP;
- Cost of all items/goods;
- Cost of Freight;
- Additional charge, if any (please specify);
- Total Cost for goods (all inclusive);
- Detailed specification of the offered goods;
- Certificates for goods.

Please note that UNHCR reserves the right to accept the whole or part of your bid. The proposal should be provided in Annex A1.

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

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Valerii Zaugolnikov, Shelter Associate at **zaugolni@unhcr.org**
The deadline for receipt of questions is 23:59 hrs EET on 19/09/2019.

We would appreciate receiving your quotation on or before **23/09/2018 – 23:59 hrs CET** by e-mail in to UNHCR-UKR-Procurement@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 **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 2019-127;
- 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