



UNHCR

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

DATE: 22.11.2019

**REQUEST FOR QUOTATION: No. RFQ 2019-143
FOR PROVISION OF EQUIPMENT FOR THE RESCUE SPECIAL UNIT OF THE STATE
EMERGENCY SERVICE OF UKRAINE IN DONETSK REGION
QUOTATION TO BE RECEIVED BY: 11:59 PM 9.12.2019**

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 provision of special equipment for THE RESCUE SPECIAL UNIT OF THE STATE EMERGENCY SERVICE OF UKRAINE IN DONETSK REGION, specified in **Annex A** in this Request for Quotation (RFQ).

1. REQUIREMENTS

- As per Specification described in **Annex A** (List of equipment);
- Participant has to clearly indicate in calendar days estimated timeline for delivery of equipment;
- Certificates for all materials and equipment that will be provided;
- Cost of all works/materials. Please provide cost for materials/equipment, as per **Annex A** (please use Annex A as a Proposal Form).
- You may additionally provide estimates done according to an approved complex of cost estimate formation (such as ABK, IBK, etc.) and current legislation of Ukraine;
- Performed works shall be subject to the minimum of 3-year warranty;
- Signed **Annex B**, *UNHCR General Conditions of Contracts*;
- Signed **Annex C**, *Vendor Registration Form*;

The Participant agrees that provided price offer is all-inclusive, and allow to perform the works in a 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):

- Currency: UAH;

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

We would appreciate receiving your quotation on or before **9.12.2019 11:59 PM** by e-mail into UNHCR-UKR-Procurement@unhcr.org

¹ For further information on UNHCR, please see <http://www.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 - 143
- Name of your firm
- 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 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.

Maryna Vesnina
Senior Supply Assistant
UNHCR Representation in Ukraine

