



UNHCR

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

DATE: 05.02.2020

**REQUEST FOR QUOTATION: No. RFQ 2020-101
FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE SUPPLY OF STATIONERY AND OFFICE
SUPPLIES
QUOTATION TO BE RECEIVED BY: 14.02.2020 23:59H**

1. BACKGROUND

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified suppliers to make a firm offer for the establishment of a Frame Agreement for the supply of stationery and office supplies for UNHCR Ukraine office in Kyiv and Field offices in Mariupol, Sievierodonetsk and Sloviansk.

IMPORTANT:

Exact technical specifications of the items are detailed in Annex A of this document.

UNHCR may award Frame Agreement with initial duration of 1 (one) year, with potential extension to 2 (two) additional years for operational needs. The successful bidders will be requested to maintain their quoted price for the duration of the Contract (s).

Description: 1 category of goods as per Annex A including delivery to Kyiv, Mariupol, Sievierodonetsk and Sloviansk (Incoterms DAP). Partial bids (covering NOT all of UNHCR offices) are accepted, however offers covering all locations will be considered with priority. In case if bidders will not be able to cover all UNHCR offices, proposals will be considered separately for each location.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Contract with other UN Agencies.

2. REQUIREMENTS

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

- Currency: USD (payments will be made in UAH according to UN rate of exchange at the date of Purchase Order. UN rates can be found by the link: <https://treasury.un.org>);
- Price per one piece/ set including delivery to Kyiv, Mariupol, Sievierodonetsk and Sloviansk (Incoterms DAP);
- Technical characteristics and detailed description of the goods offered;
- Guarantee terms;

- Lead time for the delivery of goods upon request of UNHCR (should be no more than 5 working days);
- Possibility to assign Manager for each UNHCR office (Kyiv, Mariupol, Sievierodonetsk and Sloviansk) and availability of supervisor to address complaints if any;
- Bidders are requested to submit documents that prove quality and technical characteristics of the offered materials;
- **Participants should be ready to provide, upon request of UNHCR, samples of the selected items for evaluation and comparison (the type and quality of samples must correspond to items offered for further supply);** the cost of such goods including delivery is not reimbursable nor can it be included as a direct cost of the assignment;

Please note that UNHCR has tax and duty exemption status.

Participants are kindly requested to use **Annex B** as a Form of your proposal.

2. RFQ Submission

We would appreciate receiving your quotation on or before **14.02.2020 – 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 **10 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 2020-101;
- 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 C the **UNHCR General Conditions of Contracts** for the Provision of Goods and Services. You must clearly indicate in your quotation if you accept them and sign the last page of **Annex C**.

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 D**).

Thank you for your kind attention.

Iuliia Naida, Senior Supply Assistant

UNHCR Representation in Ukraine

