



UNHCR

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

DATE: 03.07.2020

REQUEST FOR QUOTATION: No. RFQ 2020-123

FOR THE SUPPLY OF PRINTING AND ADVERTISING PRODUCTS

QUOTATION TO BE RECEIVED BY: 17.07.2020 till 14:00

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 the supply of printing and advertising products specified in Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: 55 titles of Goods as per Annex A. 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: Kyiv, Mariupol, Sloviansk, Sievierodonetsk.
- Incoterms: DAP

Find attached in Annex A (specification) more information about the goods required. Technical proposal should be submitted through Annex A1, Technical proposal Form and Financial Offer – through Annex A2, Financial proposal Form. UNHCR requests both PDF and Excel formats of these documents.

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

- Currency: USD;
- Unit Cost: DAP;
- Cost of all items/goods;
- Amount that can be produced within 7 calendar days;
- Detailed specification of the offered goods;
- Certificates for goods.

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 Frame Agreement (s).

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



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

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Iuliia Nayda, Senior Supply Assistant at nayda@unhcr.org
The deadline for receipt of questions is 23:59 hrs EET on 10/07/2020.

We would appreciate receiving your quotation on or before **17/07/2020 – 14:00 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 2020-123;
- 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 Goods. You must clearly indicate in your quotation if you accept them and sign the last page of Annex B.

Please find attached in ANNEX E the **UN Supplier Code of Conduct**. You must clearly indicate in your quotation if you accept them and sign the last page of Annex E.

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.

Iuliia Nayda
Senior Supply Assistant

UNHCR Representation in Ukraine

A handwritten signature in blue ink, appearing to be 'Iuliia Nayda', written over a faint circular stamp.