



UNHCR

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

DATE: 08/07/2020

REQUEST FOR QUOTATION: No. RFQ 2020-124

FOR PROVISION OF CLEANING SERVICES IN UNHCR OFFICE IN KYIV

QUOTATION TO BE RECEIVED BY: 24/07/2020 COB

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 following **SERVICES** specified in this Request for Quotation (RFQ).

Description:

UNHCR Representation in Ukraine is looking for a professional company to provide cleaning services in its Kyiv office.

1. REQUIREMENTS

1. Type of services and deliverables:
 - 1.1. Provision of cleaning services;
 - 1.2. Assign a Project Manager for coordination of the provided services;
2. Location: 16, Lavrska St. Building "A", Kyiv, Ukraine

Find attached in ANNEX A additional information about the services required (SoW). List of Supplies is in ANNEX A1 and Manual on cleaning against spread of COVID-19 is in ANNEX A2.

Please note that UNHCR provides interested companies with an opportunity of examining the cleaning site. The participants can visit the office on Thursday, 16 July 2020, at 11:00, at the address: 16, Lavrska Str., Kyiv. The interested companies should send notices about their intention to participate to Iuliia Nayda, Senior Procurement Assistance, at nayda@unhcr.org, by 14 July 2020, 23:59 EET.

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

- 1) Currency: USD
- 2) Cost of services and materials to be used

The Successful Bidder will be requested to keep the prices fixed for the whole period of Frame Agreement duration. Thus, it is highly recommended to provide offers in USD with further payment in UAH according to operational exchange rate that can be found following the below link: <https://treasury.un.org/operationalrates/OperationalRates.php>.

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) are further described in **Annex D**.

2. RFQ Submission

We would appreciate receiving your quotation on or before **24/07/2020 – 18:00 hrs CET** by e-mail in PDF format 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 2020-124
- 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's General Conditions of Contracts for the Provision of Services-2010**. You must clearly indicate in your quotation if you accept them.

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 circular stamp or mark.