



UNHCR

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

DATE: 22/01/2021

REQUEST FOR EXPRESSION OF INTEREST: No. EOI 2021-01

**SUPPLY OF NON-FOOD ITEMS AND CONSTRUCTION MATERIALS FOR
IMPLEMENTATION OF UNHCR HUMANITARIAN PROGRAMMES IN DONETSK
REGION (NGCA)**

CLOSING DATE AND TIME: 12/02/2021 – 23:59 hrs EET

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, intends to identify interested vendors in supply of non-food items and construction materials for implementation of UNHCR humanitarian programmes in the non-Governmentally controlled areas of Donetsk region.

This is an invitation to vendors or their legally entitled agents to express interest in supply of the above-mentioned goods. Vendors shall find herewith the necessary requirements for registration with UNHCR, the specification of goods required and qualification information.

UNHCR invites all interested vendors to carefully follow the instructions described below.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites vendors or their legally entitled agents to supply non-food items and construction materials in the non-Governmentally controlled areas of Donetsk.

IMPORTANT:

Technical specifications of the requirements are detailed in Annex A of this document.

It is strongly recommended that this Expression of Interest document and its annexes be read thoroughly.

Note: this document and/or a submission of an expression of interest shall not be construed in any way as an offer to establish a contract.

2. QUALIFICATION PROCESS

Interested vendors should express interest by providing the below requested documentation.

1. Profile of the company
2. Statutory, enabling and certifying documents
3. Documentation procedures on tax reporting (for companies with VAT payer status)
4. Detailed information on goods / goods catalogue (Technical specification form Annex A)
5. Previous experience with the UN (if any).

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

Prices are not required at this stage.

The cost of responding to this EOI is to be entirely born by the companies.

3. EOI SUBMISSION:

Interested vendors or their entitled agents should send the required **qualification documents**, [in PDF format] no later than **12/02/2021, 23:59 hrs EET by e-mail ONLY to: UNHCR-UKR-Procurement@unhcr.org** .

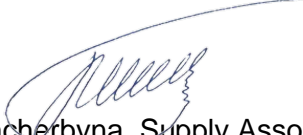
Receipt of your emailed bid submission will be acknowledged through an automated reply. Your automated reply must be dated before the deadline of 12 February 2021 23:59 HRS EET. The automated reply is confirmation of receipt of your email in relation to this procurement notice, it does not imply your offer has been accepted. In case your submission by email did not generate an automated reply, please call the main Reception at +38 (044) 288 9424 or 9710 for assistance. It is your responsibility to verify that all e-mails have been received properly before the deadline. In the case assistance is sought, it is your responsibility to ensure this is done adequately and completely before the deadline. UNHCR does not assume any responsibility for any delays engendered by network problems, etc.

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**.

Please indicate in the e-mail subject field:

- EOI 2021-01
- Name of your firm
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

Thank you, for your consideration of UNHCR's requirements and qualification process.



Anatolii Shcherbyna, Supply Associate
UNHCR Representation in Ukraine