



**UNHCR**

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

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DATE: 04.01.2021

**REQUEST FOR QUOTATION: No. RFQ/2021-110  
FOR CONTRACT ESTABLISHMENT ON PROVISION OF MAINTENANCE SERVICES  
OF DIESEL GENERATORS APD33A and APD25 INSTALLED IN UNHCR FIELD  
OFFICES IN SLOVIANSK, SIEVIERODONETSK AND MARIUPOL**

**QUOTATION TO BE RECEIVED BY: 18.01.2021 14:00 by Kyiv time**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for Contract establishment on provision of the maintenance services of diesel generators APD33A and APD25 installed in Sloviansk, Sievierodonetsk and Mariupol as set forth in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

Description: maintenance of diesel generators in cities: **Sloviansk, Sievierodonetsk and Mariupol** (as per Annex A)

The full list and description of required services is provided in **Annex A** to this RFQ.

Please include the following information in your quote:

- Currency: UAH (without VAT);
- Registration in accordance with Ukrainian legislation and valid job licenses.
- Costs of maintenance in each location, cost of additional services and materials (**Annex A1, tab - ENG**);
- Signed Annex B, UNHCR General Conditions of Contracts;
- Signed **Annex C**, Vendor Registration Form;

Please note that UNHCR has tax and duty exemption status. The details on required services acceptance documents and their processing (for Bidders having VAT payer status) are 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 **Samuil Parshyn, Senior Administrative Assistant at parshyn@unhcr.org**.  
**The deadline for receipt of questions is 18:00 hrs EET on 11/01/2021.**

We would appreciate receiving your quotation on or before **18/01/2021 – 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 2021-100;
- 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 and Services**. 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



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