



**UNHCR**

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

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**DATE: 22/03/2021**

**REQUEST FOR QUOTATION: No. RFQ 2021-102**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR MAINTENANCE,  
REPAIR, PROVISION OF SPARE PARTS AND CONSUMABLES FOR UNHCR  
VEHICLES**

**QUOTATION TO BE RECEIVED BY: 02/04/2021, 23:59**

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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>, with a purpose of the establishment of a Frame Agreement for the period of 1 (one) year with potential extension for 2 (two) additional periods of 1 (one) year each, requests your price quotation for maintenance, repair, provision of spare parts and consumables for UNHCR vehicles specified in Annex A in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

### **Services:**

- Quantity: 1 vehicle (specified in Annex A in this Request for Quotation (RFQ))
- Location: Kyiv, Ukraine
- The supplier must be an official Volkswagen dealer in Ukraine

The following appendices are an integral part of this request for proposals:

- Annex A: Terms of Reference;
- Annex B: UNHCR General Conditions - Procurement of Services;
- Annex C: UNHCR Vendor Registration Form;
- Annex D: Procedures for documenting tax reporting (for companies with VAT status), Ukrainian;
- Annex E: UN Supplier Code of Conduct;.

## **2. BID EVALUATION:**

All bids will be evaluated based on compliance with the established UNHCR Requirements.

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

**Pass / Fail criteria:**

- Company must be legally registered with the government of Ukraine;
- The company must have at least three (3) years of experience in providing such services;
- Company must share a duly signed and stamped copy of **Annex A** to indicate the acceptance by the company on the required Terms of Reference.
- The company must submit a duly signed and stamped **financial proposal**.
- Company must fill, sign and stamp the Vender Registration Form, **Annex C**, and bank certificate in case they are not registered in UNCHR vendor data base.

Please note that UNHCR is exempt from taxes and duties, so your proposal must be submitted with a clear indication of prices excluding VAT. (The procedure for processing tax documents for participants who are VAT payers is given in **Annex D**). If your company is a VAT payer, this must be stated in your offer.

**3. BIDDING INFORMATION:**

Bidders are required to submit all their queries in respect of this request for quote by e-mail to Anatolii Shcherbyna, Supply Associate at [shcherby@unhcr.org](mailto:shcherby@unhcr.org). The deadline for receiving questions is **18:00** Eastern European time **29/03/2021**. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.

LANGUAGE: Bids shall be prepared in Ukrainian or English.

CURRENCY: Your quote shall be in **USD**. Payments will be made in UAH according to official UN exchange rate at the date of service order. UN exchange rate can be found following the link: <https://treasury.un.org/operationalrates/OperationalRates.php> .

**4. YOUR OFFER:**

The following should be submitted as part of your offer:

- Official registration document(s) with government of Ukraine, showing the year of establishment;
- A copy of the Dealer Agreement / license from Volkswagen
- Official registration document(s) with VAT and Bank Certificate;
- Filled, signed and stamped **Annex A, Annex B, Annex C** and your **Financial Proposal**;

Please provide the following information in your proposal:

- Cost:
    - a) each type of maintenance (A, B, C and D) **(I)**
    - b) list and cost of basic tire fitting works **(II)**,
    - c) list and cost of major repairs of the body **(III)**,
    - d) list and cost of major engine repair work, electrical equipment and major spare parts **(IV)**;
  - Duration of each type of maintenance.
  - Additional costs, if any.
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Please note that UNHCR is exempt from taxes and duties, so your offer must be made with a clear indication of prices **excluding VAT**.

Failure to submit all of the above by the closing date **2.04.2021, 23:59** or earlier, may result in disqualifying your offer.

## **5. RFQ Submission**

Tenders must be submitted as follows: by e-mail in PDF + Word / Excel by e-mail to [UNHCR-UKR-Procurement@unhcr.org](mailto: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 2021-102
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

*\*\*Example: RFQ 2021-102, XXXXXXXX LLC, 1/3*

Note: A visit to your company may be scheduled to familiarize you with the service station.

**Vendor Registration Form:** If your company is not yet registered with UNHCR, you must complete, sign and submit a Vendor Registration Form (**Annex C**) along with your Proposal.

**General Terms and Conditions of the UNHCR Service Agreements.** The Technical Proposal should state that you recognize the General Terms and Conditions of the UNHCR Agreements, for which you should sign **Annex B**.

Your **technical part** of proposal should be structured in the following order to include, but not necessarily be limited to, the following information:

### **Description of the company and the company's qualifications**

- A description of your company with the following documents: company profile, registration certificate and last audit reports (if applicable);
  - Experience in the branch;
  - Required licenses and certificates on conducting activities in the vehicle maintenance and repair works;
  - Working experience with UNCHR or other international organizations;
  - List of clients, that can support your proposal;
  - List of employees who will perform the work; among them should be engineers-mechanics and mechanics who have a license for maintenance and repair of these makes of cars;
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- Potential subcontractors to be engaged in the maintenance and repair of UNHCR vehicles if any;
- Warranty of the provided services;
- Any information that facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

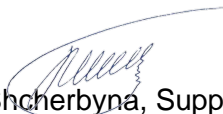
**LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.**

**BID ACCEPTANCE:** UNHCR reserves the right to accept the whole or part of your bid. The lowest tender needs not be accepted.

**BID VALIDITY:** You are requested to hold your proposal valid for 30 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

**PAYMENT:** Payment will be made within 30 days of receipt of original of invoice, act of acceptance, tax certificate and tax registration at UNHCR Office in Kyiv following satisfactory delivery of services. UNHCR does not undertake to pay by letters of credit or in advance of delivery

Thank you for your kind attention.



Anatolii Shcherbina, Supply Associate  
UNHCR Representation in Ukraine