



**UNHCR**

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

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**DATE: 02.07.2021**

**REQUEST FOR QUOTATION: No. RFQ/ UKRSL/ 2021/107**

**FOR SUPPLY AND DELIVERY OF EQUIPMENT  
FOR COMMUNITY CENTERS in Donetsk oblast  
Project: Digital Access, Inclusion and Participation  
QUOTATION TO BE RECEIVED BY: 11:59 PM 18.07.2021**

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The Office of the United Nations High Commissioner for Refugees (UNHCR) in Sloviansk invites qualified suppliers who are duly registered with the Government of Ukraine to make a firm offer to supply equipment for community centers specified in ANNEX A of this Request for Quotation (RFQ).

### **1. REQUIREMENTS**

- Description and Quantity: Goods as per Annex A. In case if bidders will not be able to cover requirement in full, proposals will be considered by items.
- Delivery points and contacts provided in Annex A ;  
**Smt Novhorodske, 1, Sadova,Str.,  
Avdiyivka, Donetsk region, 6,Mendeleeva,Str.,  
Torets'k Druzhba village 1,Zarichna Str.,  
Svyatohirsk,5, Nezalezhnosti Lane,.**
- Proposed financial offer: DAP; International Chamber of Commerce Incoterms UNHCR General Conditions of Contracts for the Provision of Goods and services –(2018 version) shall apply for this RFQ and for any resulting purchase orders(s).
- Delivery time (10 calendar days upon receipt of the UNHCR purchase order)
- Payments terms : max. 30 calendar days.

### **2. RFQ DOCUMENTS**

The following annexes form integral part of this Request For Quotation:

Annex A: Price proposal

Annex B: UNHCR General Conditions of Contracts for the Provision of Goods and services –(2018 version).

Annex C: Vendor Registration Form to be filled if you have not submitted it in the past.

### **3. YOUR OFFER:**

Please submit your offer using the Annex A provided .

The offer should contain:

- Unit and total price per item (all prices VAT excluded and net after deductions of discounts)
- Accurate supply lead time from receipt date of UNHCR Purchase order
- Cost of Freight if need.
- Additional charge, if any (please specify);
- Detailed product specifications.

**Delivery place:** DAP Smt Novhorodske, 1, Sadova,Str.,  
Avdiyivka, Donetsk region, 6,Mendeleeva,Str.,  
Torets'k Druzhba village 1,Zarichna Str.,  
Svyatohirsk,5, Nezalezhnosti Lane.

#### **4. RFQ Submission**

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Maryna Vesnina, Senior Supply Assistant [vesninam@unhcr.org](mailto:vesninam@unhcr.org).

**The deadline for receipt of questions is 23:59 hrs EET on 15/07/2021.**

Fill in Annex A Financial Bidding Form, it must be signed and stamp by the company. We would appreciate receiving your offer on or before **18/07/2021 – 23:59 hrs CET** by e-mail in 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 **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:

- UKRSL/RFQ 2021/107
- 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.

#### **LATE SUBMISSION OF BIDS:**

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

#### **SUPPLIER REGISTRATION:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as: Financial standing, Core business, Track record and Contract capacity.

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This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products / services,
- Ability to respond quickly to Agency's needs,
- Timely delivery,

**BID ACCEPTANCE:** UNHCR reserves the right to accept the whole or part of your bid. Information provided by the bidder will constitute the basis for eventual purchase order(s).

UNHCR may at its discretion increase or decrease the proposed quantity of stationery when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

**UNHCR GENERAL CONDITIONS FOR THE SUPPLY OF GOODS (2018 version)**

Please note that these terms and conditions (**attached with this RFQ**) will be strictly adhered to for the purpose of any future contract.

Signature



Maryna Vesnina  
Senior Supply Assistant  
UNHCR Sub Office Sloviansk

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