



# UNHCR

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

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**DATE: 19.07.2021**

**REQUEST FOR QUOTATION: No. . UKRSL / RFQ / 2021-112**

**for Community Support Project: "Creation of a Mediation and Dialogue Center under HDN collaboration with UNDP in Marinka" (Marinka Civil-Military Administration)**

**QUOTATION TO BE RECEIVED BY: 11:59 PM 02.08.2021**

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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 implementation of Procurement of furniture and rehabilitation services, specified in **Annex A** in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

- Currency: Ukrainian Hryvnia (UAH) (without VAT);
- As per Specification described in **Annex A** (Scope of works);
- Construction and installation works licenses / permits: availability of employed qualified/ certified personnel on all types of works and available necessary equipment;
- Information on agreements on execution of similar types of works (at least 3);
- Participant has to clearly indicate in calendar days estimated timeline for project completion. On UNHCR demand, Participant will have to provide works status report-experience in performing similar work (reviews);
- Certificates for all materials and equipment that will be used. Participant is responsible for performance and results of works, utilized materials;
- Cost of all works/materials. Please provide a cost for works and cost for materials/equipment, as per **Annex A** (please use Annex A as a Proposal Form).
- You should provide estimates done according to an approved complex of cost estimate formation (such as ABK, IBK, etc.) and current legislation of Ukraine, according to types of works in Annex A ;
- Performed works shall be subject to the minimum of 3-year warranty;
- Signed **Annex B**, *UNHCR General Conditions of Contracts*;
- Signed **Annex C**, *Vendor Registration Form*;

The Participant agrees that provided price offer is all-inclusive, and allow to perform the works in a holistic manner, including disposables, rubbish take-out etc. Otherwise, UNHCR shall not reimburse such costs additionally.

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

- Currency: UAH;

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<sup>1</sup>

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

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **02.08.2021 11:59 PM** by e-mail into [UNHCR-UKR-Procurement@unhcr.org](mailto:UNHCR-UKR-Procurement@unhcr.org)

If you want to clarify technical information about object, please send your request to [mykheien@unhcr.org](mailto:mykheien@unhcr.org) no later than 6:00 PM 28/07/2021

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 / 2021-112
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at 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 Services. You must clearly indicate in your quotation if you accept them and sign the last page of Annex B.

**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.



Maryna Vesnina  
Senior Supply Assistant

UNHCR Representation in Ukraine

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