



UNHCR

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

DATE: 15 September 2021

REQUEST FOR QUOTATION: No. UKRSL / RFQ / 2021-125

*for procurement of furniture to improve conditions at the Inter-State Border Crossing in
Milove, Luhanks Oblast.*

Deadline: 29 September 2021 23:59 Kyiv time

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for procurement of furniture specified in Annex A in this Request for Quotation (RFQ) via submission of Annex A1, A2, A3 and technical drawings.

1. REQUIREMENTS

- **Description:** Goods as per Annex A;
- **Delivery point:** Milove, Druzhby Narodiv str., 185 as specified in Annex A.
- **Incoterms:** DAP (Delivery At Point)
- **Expected Delivery:** between 14 and 20 calendar days upon signature of the Purchase Order.

Annex A (Specification) contains more detailed information about the required goods. The commercial proposal must be submitted in Annex A, which is also the Technical and Financial Form to this RFQ.

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

- Currency: UAH;
- Unit Cost: DAP;
- Cost of all items/goods;
- Cost of transportation;
- Additional charge, if any (please specify);
- Total Cost for goods (all inclusive);
- Detailed specification of the offered goods;
- Certificates for goods.

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**

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Supply Unit at ukrkipro@unhcr.org.

The deadline for receipt of questions is 23:59 hrs Kyiv time on 26/09/2021.

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

We would appreciate receiving your quotation on or before **29/09/2021 – 23:59 hrs** Kyiv time by e-mail in to ukrkirfq@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 / 2021-125;
- Name of your firm;
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid for at least 30 days. The standard payment terms of UNHCR is 30 calendar 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 (Rev. 2018). 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**).

I thank you for your consideration and interest.
