



UNHCR

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

DATE: 29.10.2021

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2021-131

for procurement of toners and consumables for Printers

QUOTATION TO BE RECEIVED BY: 11.11.2021 till 18:00 Hrs 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 toners and consumables for Printers specified in Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Goods as per Annex A;
- Delivery point: Kyiv, 16 Lavrska Str.
- District: Kyiv Region
- Incoterms 2020: DAP

Quotations should be submitted via Annex A, duly signed and stamped Financial Form.

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

- Currency: USD;
- Unit Cost: DAP;
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Certificates of goods;
- Delivery Lead Time in Days.
- Country of origin of goods.
- Stock shelf life in days.

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 for clarification(s) 17.00 hrs Kyiv time on 04/11/2021.

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



We would appreciate receiving your quotation on or before **11/11/2021 – 18.00 hrs. Kyiv time** by e-mail in to ukr-rfq-offers@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:

- UKRKI / RFQ / 2021-131;
- Name of your firm.
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)


The bidders are requested to maintain price(s) and quotations must be valid for at least 30 days. Once the tender is closed, bidders who submitted offers are not allowed to change offers. Therefore, you are reminded to prepare your offer keenly. The standard payment terms of UNHCR is 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 (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**).

Thank you for your kind attention.


Salumeza Cosmas Kanoti, 28/10/2021
Supply Officer

UNHCR Representation in Ukraine