



**UNHCR**

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

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DATE: 15.11.2021

REQUEST FOR QUOTATION: No. UKRSL / RFQ / 2021-135

for procurement of Digital Equipment for Informal Educational Centre in Stanitsa Luhanska

QUOTATION TO BE RECEIVED BY: 18.11.2021 till 14.00 Hrs Kyiv time

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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 procurement of Digital Equipment within Digital Access specified in Annex A in this Request for Quotation (RFQ).

### 1. REQUIREMENTS

- Description: Goods as per Annex A. Offers covering all items will be considered with priority. In case the bidders are not able to cover requirement in full, proposals will be considered by items;
- Delivery point: Stanytsya Luhanska, Tsentralna str., 1
- District: Luhansk oblast;
- Incoterms 2020: DAP (Stanytsya Luhanska, Tsentralna str., 1)

Quotations should be submitted via duly signed and stamped Annex A

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

- Currency: UAH;
- Unit Cost: DAP Stanytsya Luhanska;
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Certificates of goods;
- Delivery Lead Time in Days;
- Country of origin of goods;
- Warranty.

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](mailto:ukrkipro@unhcr.org)

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

The deadline for receipt of questions for clarification(s) 17.00 hrs Kyiv time on 16/11/2021.

We would appreciate receiving your quotation on or before 18/11/2021 – 14.00 hrs. Kyiv time by e-mail in to [ukr-rfq-offers@unhcr.org](mailto: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 **20 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 / 2021-135;
- 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 are 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,  
Supply Officer

UNHCR Representation in Ukraine

