DATE: 18 May 2022

REQUEST FOR QUOTATION: No. UKRKI /RFQ /2022-120

FOR SUPPLY OF MATERIALS AND INSTALLATION OF FENCE

QUOTATION TO BE RECEIVED BY: 25 May 2022, 18:00 Kyiv, Ukraine time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly\(^1\), requests your price quotation for the supply of materials and installation of a fence specified in this Request for Quotation (RFQ).

1. **REQUIREMENTS**

Description: FOR SUPPLY OF MATERIALS AND CONSTRUCTION OF FENCE

Please see Annex A (SoW) for more information about the required services and materials.

Please use Annex A (Financial Form) for provision of your quotation. Quotation form should be duly signed and provided following **Clause 2. RFQ Submission** below.

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT. The details on required shipping documents and their processing (for Bidders having VAT payer status) is further described in Annex E.

To be considered qualified for financial evaluation, your company should:

1. Provide duly signed Vendor Registration Form (Annex D).
2. Be the good standing Company (duly registered and operational).
3. Have an ability of non-cash transaction.
4. Have all licenses and permissions needed to conduct construction works.
5. Have an ability to start and complete the works at their own expenses.
6. Have an ability to conduct qualified construction works in location and in the capacity specified in SoW (Annex A) provided by UNHCR.
7. Be able to complete the construction works in 14 days from the date of signing the Purchase Order (PO).
8. Provide a warranty period of 12 months.
9. Provide UNHCR with technical reports upon the completion.

Clarifications can be requested via email to ukrkipro@unhcr.org. The deadline for receipt of requests for clarifications is 48 hours before the closing time for submission of quotations.

---

\(^1\) For further information on UNHCR, please see [http://www.unhcr.org](http://www.unhcr.org)
2. RFQ Submission

We would appreciate receiving your quotation on or before 25 May 2022, 18:00 Kyiv, Ukraine time by email in PDF format 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:
- RFQ /2022-120
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- Example: RFQ /2022-120, Company A, email 1 of 2

Your quotation must be valid for at least 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.


Thank you for your kind attention.

Salumeza Cosmas kanoti
Supply Officer
UNHCR Ukraine

Annex A – Financial Form
Annex B – General Conditions of Contract for Provision of Goods and Services
Annex C – UN Supplier Code of Conduct
Annex D – Vendor Registration Form
Annex E – Documentation procedures on tax reporting (for companies with VAT payer status)