



UNHCR

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

DATE: 13 June 2022

REQUEST FOR QUOTATION: No. UKRKI /RFQ /2022-124

FOR THE PROVISION OF SELF-RELIEF PARCELS WITH DELIVERY TO ZAPORIZHIA

QUOTATION TO BE RECEIVED BY: 21 June 2022, 23:59 Kyiv, Ukraine 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 the following services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: **PROVISION OF SELF-RELIEF PARCELS WITH DELIVERY TO ZAPORIZHIA**

Please see Annex A: Financial Offer Form including technical specifications for more information about the required goods and services.

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT.

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.

2. BID EVALUATION:

Quotations will be evaluated on the following basis:

- Compliance with Terms and Conditions of this RFQ, and the referred technical specifications, including UNHCR General Conditions of Contract (attached Annex B: to this RFQ).
- Compliance with Supply Requirements and Technical Specifications requested.
- Price and Delivery timelines offered:

Contract Award:

- All quotations will be evaluated based on DAP prices at destination (Incoterms 2020).
- UNHCR reserves the right to award on FCA basis and appoint a freight forwarder/transportation company to handle the shipment to final destination if deemed more advantageous than the DAP quotation received from the supplier.

¹

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

3. RFQ Submission

We would appreciate receiving your quotation on or before **21 June 2022, 23:59 Kyiv, Ukraine time by email in PDF and MS Excel formats 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 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:

- RFQ /2022-124
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: RFQ /2022-124, Company A, email 1 of 2*

Your quotation must be valid as 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's General Conditions of Contracts for the Provision of Services and in Annex C the UN Supplier Code of Conduct. Submission of your quotation constitutes acceptance of UNHCR's General Conditions of Contracts for the Provision of Services and UN Supplier Code of Conduct.

Thank you for your kind attention.

Salumeza Cosmas Kanoti
Supply Officer
UNHCR Ukraine

Annex A – Financial Offer Form

Annex B – General Conditions of Contract for Provision of Goods and Services

Annex C – UN Supplier Code of Conduct
