
DATE: 01.09.2022

REQUEST FOR QUOTATION: No. UKRKI/RFQ /2022-134

**FOR ONE-OFF PROCUREMENT OF THE CONCEPT AND DESIGN OF THE OFFICE SPACE
IN KYIV UNCHR OFFICE**

QUOTATION TO BE RECEIVED BY: 09.09.2022 at 17:00 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 one-off procurement of the concept and design of the office space in Kyiv UNHCR Office as specified on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: Architect services to design the new Kyiv office premises 2nd floor plan.

The supplier pre-bid meeting as well as site visits will be arranged on 06 September 2022 between 09:00 hrs and 16:00 hrs. Information about site visit will be additionally provided by Victoria Ievdokymova, contact number +380503813997, to bidders who send a request in advance.

Location for site visit: Building Eurasia Business Centre, 75 Zhylyanska Str. Kyiv

IMPORTANT:

- Please include the price information in your quote (without VAT) as per Annex B (Financial Offer Form)
- Currency: UAH
- Your quotation must be valid at least for 30 days
- The standard payment terms of UNHCR are net 30 days upon satisfactory services provision and acceptance thereof by UNHCR
- Please note that UNHCR has tax and duty exemption status
- Your quotation must be based on "all inclusive" prices in UAH (**DAP Kyiv**)

Please note that UNHCR has tax and duty exemption status. The details on required documents and their processing (for Bidders with VAT payer status) is further described in **Annex D**.

2. RFQ DOCUMENTS-ANNEXES

The following annexes form an integral part of this RFQ:

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

- Annex A – Terms of Reference
- Annex B – Floor Layout
- Annex C – Vendor Registration Form
- Annex D – UNHCR General Conditions for Contracts for the provision of Services
- Annex E – UN Supplier Code of Conduct
- Annex F – Documentation procedures on tax reporting for companies with VAT-payer status

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 07.09.2022.

We would appreciate receiving your technical drawings proposal in a 3D model accompanied with the financial proposal on or before **09.09.2022 at 17:00 hrs Kyiv time** by e-mail in to ukrkipro@unhcr.org (Please note that quotations submitted to the e-mail address for clarification will not be evaluated, please send the quotation only to email 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:

- UKRKI/RFQ /2022-134;
 - Name of your company.
 - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2022-134, Company A, e-mail 1 of 2*

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 D 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 D.

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**).

Yohannes Hailu Gebre-Mariam,
Snr. Supply Officer
UNHCR Representation in Ukraine
