
DATE: 01.09.2022

REQUEST FOR QUOTATION: No. UKRKI/RFQ /2022-138

FOR ONE-OFF PROCUREMENT FOR SUPPLY OF ELECTRICAL APPLIANCES

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 procurement of electrical appliances as specified on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: SUPPLY OF ELECTRICAL APPLIANCES

LOCATIONS TO DELIVER:

- **DAP KYIV:** 121 Kyivsky Shlyach St., Velyka Oleksandrivka, Kyiv oblast, 08320

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 delivery of the items 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 and DAP Lviv**)

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 DOCUMENTS-ANNEXES

The following annexes form an integral part of this RFQ:

- Annex A – BoQ/Specifications.
- Annex B – Terms of Reference
- Annex C – Vendor Registration Form

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

- Annex D – UNHCR General Conditions for Contracts on Goods
- 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 06.09.2022.

We would appreciate receiving your quotation on or before **09.09.2022 at 17:00 hrs Kyiv time** by e-mail in to ukr-rfq-offers@unhcr.org (Kindly note offers sent to the query e-mail address will not be evaluated other than 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 /2022-138;
 - Name of your company.
 - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2022-138, 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
