



# UNHCR

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

---

**DATE: 04.10.2022**

**REQUEST FOR QUOTATION: No. UKRVI/RFQ/2022-141**

**FOR ONE-OFF PROCUREMENT FOR SUPPLY OF GOODS AND INSTALLATION SERVICES  
FOR UNHCR NEW OFFICE PREMISES IN VINNYTSIA (26 Malinovskogo Str. SO UNHCR)**

**QUOTATION TO BE RECEIVED BY: 11.10.2022 at 23:59 hrs Kyiv time**

---

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 one-off procurement for supply of goods and installation services as specified on Annex A in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

**DESCRIPTION:** SUPPLY OF GOODS AND INSTALLATION SERVICES FOR UNHCR NEW OFFICE IN VINNYTSIA AS PER THE FOLLOWING LOTS:

- (i) LOT 1 - Structure cable system
- (ii) LOT 2 - Door Access Control System
- (iii) LOT 3 - CCTV cameras
- (iv) LOT 4 - Automatic Barrier
- (v) LOT 5 - Loudspeaker and threat alert system
- (vi) LOT 6 - Intercom
- (vii) LOT 7 - Wire Razor and Barrier Grid

**LOCATION:**  
**26 Malinovskogo Str. in Vinnytsia**

### **IMPORTANT:**

***Due to the inter-connectivity of the required works, Bidders MUST submit offers for all Lots 1 to 7 as indicated on Annex B - Financial offer form. No partial offers shall be accepted.***

- 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/services 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

---

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

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 F**.

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

1. Provide duly filled and signed Vendor Registration Form (Annex C)
2. Duly be a registered and operational company
3. Have the ability to pre-finance the project
4. Provide valid licenses to conduct requested services
5. Quality certificates for all goods to be provided
6. Be able to complete the installation works for **all lots** within 30 days
7. All goods must be new and have a maximum warranty period of 12 months (where applicable) appropriate to each category of goods
8. Provide a warranty period of 12 months to cover defects liability after completion and handover of the project.
9. Provide UNHCR with technical reports upon completion of the project

## **2. RFQ SUBMISSION**

**The following annexes form an integral part of this RFQ:**

- Annex A1 (i) – Layout for LOT 1 LAN-for-office
- Annex A1 (ii) – Scope of Work for LOT 1 LAN and Power Cabling\_ENG
- Annex A1 (ii) – Scope of Work for LOT 1 LAN and Power Cabling\_UKR
- Annex A2 – CCTV placement scheme for LOT 3
- Annex B – Financial offer form ENG-UKR security matters
- Annex C – Vendor Registration Form
- Annex D – General Conditions of Contract for Provision of Goods and Services - 2018
- 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](mailto:ukrkipro@unhcr.org)

**The deadline for receipt of questions for clarification(s) on 06.10.2022 at 23:59 hrs Kyiv time.**

We would appreciate receiving your quotation on or before **11.10.2022 at 23:59 hrs Kyiv time** by e-mail in to [ukr-rfq-offers@unhcr.org](mailto: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](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:

- UKRVI/RFQ /2022-141.
  - Name of your company.
  - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRVI/RFQ/2022-141, 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 and Services (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**).

Isabella Nguma  
Associate Supply Officer  
UNHCR SO Vinnytsia, Ukraine

---