
DATE: 20.10.2022

REQUEST FOR QUOTATION: No. UKRKI/RFQ /2022-144

FOR ONE-OFF PROCUREMENT OF PRINTING SERVICES OF INFORMATION EDUCATION AND COMMUNICATION ADVOCACY CAMPAIGN MATERIALS

QUOTATION TO BE RECEIVED BY: 27.10.2022 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 printing services as specified in Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: ONE-OFF PROCUREMENT OF PRINTING SERVICES OF INFORMATION EDUCATION AND COMMUNICATION ADVOCACY CAMPAIGN MATERIALS

LOCATION TO DELIVER: 75 Zhylyanska St., Kyiv, UNHCR office

IMPORTANT:

- Please include the price information in your quote (without VAT) as per **Annex A (Item Specifications and 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
- By submitting the offer our company certifies the delivery lead time will not exceed 8 working days upon UNHCR issues a Purchase Order.
- Delivery location: 75 Zhylyanska St., Kyiv, UNHCR office
- Package requirement: 50 pieces per packaging.
- Provision of hard copy samples of each item from 1 to 8, from each bidder before awarding the closure of the tender. The cost of producing sample is to be covered by the bidder.

Please note: The Bidder should provide hard copy samples of each item from 1 to 8 before awarding the closure of the tender to the address: 75 Zhylyanska St., Kyiv, UNHCR office. **The cost of producing sample is to be covered by the bidder.**

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

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

The following annexes form an integral part of this RFQ:

- Annex A – Item Specifications and Financial Offer form.
- Annex B – Samples of printing materials.
- Annex C – Vendor Registration Form.
- 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 25.10.2022.

We would appreciate receiving your quotation on or before **27.10.2022 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 /2022-144.
 - Name of your company.
 - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2022-144, 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**).

Salumeza Cosmas Kanoti
Supply Officer
UNHCR Representation in Ukraine
