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**DATE: 21.10.2022**

**REQUEST FOR QUOTATION: No. UKRKI/RFQ /2022-146**

**FOR ONE-OFF PROCUREMENT FOR SUPPLY OF SANITARY APPLIANCES**

**QUOTATION TO BE RECEIVED BY: 28.10.2022 at 17:00 hrs Kyiv time**

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

## **1. REQUIREMENTS**

**DESCRIPTION:** SUPPLY OF SANITARY 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**)

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
- Annex D – UNHCR General Conditions for Contracts on Goods

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

- 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) 17:00 hrs Kyiv time on 26.10.2022.**

We would appreciate receiving your quotation on or before **28.10.2022 at 17:00 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:

- UKRKI/RFQ /2022-146;
  - Name of your company.
  - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2022-146, 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

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