

DATE: 17.11.2022

REQUEST FOR QUOTATION: No. UKRVI/RFQ/2022-150

**FOR SUPPLY AND INSTALLATION OF PARKING SPACE FOR NEW OFFICE PREMISES IN
VINNYTSIA (26 Malinovskogo Str. SO UNHCR)**

QUOTATION TO BE RECEIVED BY: 24.11.2022 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 Assembly¹, requests your price quotation for one-off procurement for supply of and installation services as specified on Annex A1 and A2 in this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: SUPPLY AND INSTALLATION OF PARKING SPACE FOR NEW OFFICE PREMISES IN VINNYTSIA AS PER THE FOLLOWING ANNEXES:

- (i) ANNEX A1 – Scope of works_ENG
- (ii) ANNEX A2 – Scope of works_UKR
- (iii) ANNEX D1 – Layout of facade Carport
- (iv) ANNEX D2 – Side view of Carport
- (v) ANNEX D3 – Picture 1
- (vi) ANNEX D4 – Picture 2
- (vii) ANNEX D5 – Picture 3
- (viii) ANNEX D6 – Picture 4
- (ix) ANNEX D7 – Picture 5
- (x) ANNEX D8 – Picture 6

LOCATION:
26 Malinovskogo Str. in Vinnytsia

IMPORTANT:

Please note that ALL criteria below, and as indicated in Annex B1 (A1 to E2) of the Technical offer form are mandatory. Please submit all documentation as required.

- Proof that your company is registered and licensed by the Government of Ukraine (GoU) to provide such services.
- Value Added Tax (VAT) registration certificate.
- Submit a written confirmation of acceptance of UNHCR General terms and conditions (Annex E), including payment in UAH which is within 30 days from the date of receipt of invoices following satisfactory delivery of goods/services.
- Submit a written confirmation of acceptance of UN Supplier Code of Conduct (Annex F).
- Duly completed, signed, stamped, and dated vendor registration form (Annex G).

¹ 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 H**.

2. RFQ SUBMISSION

The following annexes form an integral part of this RFQ:

- ANNEX B1 – Technical offer form
- ANNEX C – Financial offer form
- Annex E – General Conditions of Contract for Provision of Goods and Services - 2018
- Annex F – UN Supplier Code of Conduct
- Annex G – Vendor Registration Form
- Annex H – 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) on 21.11.2022 at 23:59 hrs Kyiv time.

We would appreciate receiving your quotation on or before **24.11.2022 at 23:59 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 UNHCR e-mail policy 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 /2022-150.
 - Name of your company.
 - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRVI/RFQ/2022-150, 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. Payment shall be in local currency UAH.

Please find attached in ANNEX E 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 E.

Please find attached in ANNEX F the **UN Supplier Code of Conduct**. You must clearly indicate in your quotation if you accept them and sign the last page of Annex F.

Please find attached in ANNEX G the **Vendor Registration Form**. Kindly complete, sign, and submit with your technical proposal the Vendor Registration Form.

Isabella Nguma
Associate Supply Officer
UNHCR SO Vinnytsia, Ukraine
