
DATE: 16.11.2022

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2022-152

FOR SUPPLY OF POWER STATIONS AND 3KVA GENSETS

QUOTATION TO BE RECEIVED BY: 22.11.2022 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 supply of rechargeable Power Stations and 3KVA gensets as per specifications on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Technical Specifications as per **Annex A**;
- Quantity:
 - i. **20 pcs Portable power generator 3KVA, run by Petrol fuel.**
 - ii. **50 pcs of rechargeable power stations.**
- Delivery: DAP Lviv.
- Incoterms 2020: DAP

Quotations should be submitted via **Annex B**, duly signed and stamped Financial Form.

Please include the following price information in your quote (without VAT):

- Currency of Offer: USD;
- Unit Cost: DAP Lviv.
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Certificates of goods.
- Delivery Lead Time in calendar days.
- Country of origin of goods.
- Stock shelf life in days.
- Available stock at hand.

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission.

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 19/11/2022.

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

We would appreciate receiving your quotation on or before **22/11/2022 – 17:00 hrs. Kyiv time** by e-mail in to 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 / 2022-152;**
- Name of your firm.
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

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 and acceptance thereof by UNHCR.

Important

For bidders in Ukraine, the payment will be executed or made in hryvnya (UAH) at the United Nations rate of exchange in effect on the date the Invoice and Act of Acceptance. Please follow the link below: <https://treasury.un.org/operationalrates/OperationalRates.php>

The financial Offer must cover all the services to be provided (price “all inclusive”).

Please find attached in **ANNEX C** 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 C.

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

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 E**).

Thank you for your kind attention.

Yohannes Hailu,

Snr. Supply Officer

UNHCR Representation in Ukraine
