
DATE: 08 December 2022

REQUEST FOR QUOTATION: No. UKRKI/ RFQ / 2021-161

FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR PROVISION OF MAINTENANCE AND SUPPLY OF SPARE PARTS FOR NINE (9) FORD VEHICLES.

QUOTATION TO BE RECEIVED BY: 15 December 2022, 23:59 Kyiv time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, with a purpose of the establishment of a Frame Agreement for the period of 1 (one) year with potential extension for 2 (two) additional periods of 1 (one) year each, requests your price quotation for maintenance, repair, provision of spare parts and consumables for UNHCR FORD Transit vehicles specified in Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

Services:

- Quantity: 9 vehicles FORD Vehicles, year of production - 2021 (specified in Annex A in this Request for Quotation (RFQ))
 - 5 vehicles in Kyiv;
 - 1 vehicle in Dnipro;
 - 1 vehicle in Vinnytsia;
 - 1 vehicle in Uzhhorod;
 - 1 vehicle in Lviv.

with the following VIN codes

WF0KXXTTRKKNY27772
WF0KXXTTRKKNY27776
WF0KXXTTRKKNY27777
WF0KXXTTRKKNY27778
WF0KXXTTRKKNY27783
WF0KXXTTRKKNY31087
WF0KXXTTRKKNY31089
WF0KXXTTRKKNY31091
WF0KXXTTRKKNY34423

- Location: Kyiv, Dnipro, Vinnytsia, Uzhhorod, Lviv.
- The supplier must be an official FORD dealer in Ukraine.

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

The following Annexes are an integral part of this request for quotations:

- Annex A: Terms of Reference.
- Annex B: Financial Offer Form;
- Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services;
- Annex D: UNHCR Vendor Registration Form.
- Annex E: Documentation procedures on tax reporting (for companies with VAT payer status);
- Annex F: UN Supplier Code of Conduct.

2. **BIDDING INFORMATION:**

LANGUAGE: Bids shall be prepared in Ukrainian or English.

CURRENCY: Your quote shall be in **USD, excl. VAT**. Payments will be made in UAH according to official UN exchange rate at the date of service order. UN exchange rate can be found following the link: <https://treasury.un.org/operationalrates/OperationalRates.php> .

3. **YOUR OFFER:**

The following should be submitted as part of your offer:

- Copy of the Certificate of State Registration of a Legal Entity or Individual (Private) Entrepreneur: a standard document certifying the fact of making an entry in the Unified State Register on the state registration of a legal entity or an individual (private) entrepreneur in Ukraine, showing the year of establishment.
- A copy of the dealer Agreement / license from Ford
- Document(s) of the company registration with the tax services in Ukraine and Bank Certificate.
- Filled, signed and stamped **Annex A, Annex B, Annex C, Annex D and Annex F**.

Please provide the following information in your quotation as per **Annex B**:

- Cost, excl. VAT:
 - a) Each type of maintenance (A, B, C and D) **(I)**
 - b) Tire installation work **(II)**,
 - c) Car body repair **(III)**,
 - d) Engine repair, electrical equipment and main spare parts **(IV)**;
- Additional costs, if any, should be provided separately, not in Annex B.

Please note that UNHCR is exempt from taxes and duties, therefore, your quotation prices must **exclude VAT**.

Your **technical part** of quotation should be structured in the following order to include, but not necessarily be limited to, the following information:

Description of the company and the company's qualifications

- A description of your company with the following documents: company profile, registration certificate and last audit reports (if applicable);
 - Experience in the branch.
 - Required licenses and certificates on conducting activities in the vehicle maintenance and repair works.
 - Working experience with UNCHR or other international organizations.
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- List of clients, that can support your quotation.
- List of employees who will perform the work; among them should be engineers-mechanics and mechanics who have a license for maintenance and repair of these makes of cars.
- Potential subcontractors to be engaged in the maintenance and repair of UNHCR vehicles if any;
- Warranty of provided services;
- Any information that can facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

4. 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 12/12/2022.

We would appreciate receiving your quotation on or before **15/12/2022 – 23:59 hrs. Kyiv time** by e-mail into 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 - 161;**
- Name of your firm.
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)
***Example: RFQ 2022-161, XXXXXXXX LLC, 1/3*

The bidders are requested to maintain price(s) and quotations must be valid for at least 60 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 are 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Vendor Registration Form: If your company is not yet registered with UNHCR, you must complete, sign and submit a Vendor Registration Form (**Annex D**) along with your Quotation.

UNHCR General Conditions of Contracts for the Provision of Goods and Services (Rev. 2018). The Quotation should state that you recognize the General Terms and Conditions of the UNHCR Agreements, for which you should sign **Annex C**.

UN Supplier Code of Conduct. Your Quotation should contain your acknowledgement of the UN Supplier Code of Conduct by signing **Annex F**.

Documentation procedures on tax reporting (for companies with VAT payer status). Your Quotation should contain your acknowledgement of the documentation procedures on tax reporting by signing **Annex E**.

Thank you for your kind attention.

Salumeza Cosmas Kanoti,
Supply Officer
UNHCR Representation in Ukraine
