



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 02.12.2022

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2022-155

FOR ONE-OFF PROCUREMENT OF WHEEL TRAILERS FOR GENERATORS

QUOTATION TO BE RECEIVED BY: 09.12.2022 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 one-off procurement of trailers for generators as per specifications on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Technical Specifications as per **Annex A**;
- Quantity:
 - i. **LOT 1: Three (3) wheel trailers for generators of up to 60 KVA**
 - ii. **LOT 2: Three (3) wheel trailers for generators of up to 100KVA**
- Delivery:

LOT 1	Trailers for generators up to 60 KVA		
1	DAP Kyiv	pcs	1
2	DAP L'viv	pcs	2
LOT 2	Trailers for generators up to 100 KVA		
1	DAP Dnipro	pcs	1
2	DAP Kyiv	pcs	1
3	DAP L'viv	pcs	1

- 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 Dnipro, DAP Kyiv, DAP L'viv.
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Certificates of goods.
- All licenses / Certificates required for registration under Ukrainian Legislation in The Main Service Center of the Ministry of Internal Affairs.
- Delivery Lead Time in calendar days.
- Country of origin of goods.
- Available stock at hand.

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

- The bidder will be required to produce 1 trailer for 60 KVA and 1 trailer for 100 KVA generator as per specifications on Annex A for inspection and approval.

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 F**.

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 07/12/2022.

We would appreciate receiving your quotation on or before **09/12/2022 – 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 / 2022-155;**
- 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 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 is 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Important

For all bidders in Ukraine, payment(s) 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.

Salumeza C. Kanoti

Supply Officer

UNHCR Representation in Ukraine