
DATE: 07.12.2022

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2022-158

FOR SUPPLY OF GENERATORS

QUOTATION TO BE RECEIVED BY: 14.12.2022 at 13:00 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 procurement of **Generators** as specified in Annex A in this Request for Quotation (RFQ).

Important:

Other technical specification or capacity can be offered as alternative options.

1. REQUIREMENTS

- Description: Goods as per **Annex A**;
- Quantity: 150 units with different capacities;
- Delivery point: Berger Cargo Ukraine Warehouse, Velyka Oleksandrivka village, Kyivsky Shlyach str., 121
- 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: USD;
- Unit Cost: including DAP;
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Certificates of goods;
- Delivery Lead Time in days;
- Country of origin of goods;

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 C**.

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

¹ For further information on UNHCR, please see <http://www.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 **14/12/2022 – 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 **8 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 / 2022-158;
- Name of your firm.
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Liquidated Damages: Please note that during the implementation should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.3% for each day of delay beyond the date upon which the Goods were due to be delivered.

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").

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 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 Cosmas Kanoti,
Supply Officer

UNHCR Representation in Ukraine
