



UNHCR

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

DATE: 04.12.2022

REQUEST FOR QUOTATION: No. UKRVI/RFQ/2022-160

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE CLEANING SERVICES
IN VINNYTSIA UNHCR Sub- office (26 Malinovskogo Str.)**

QUOTATION TO BE RECEIVED BY: 11.12.2022 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 cleaning services of new office as specified on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: CLEANING SERVICES FOR THE NEW OFFICE PREMISES IN VINNYTSIA AS PER THE FOLLOWING ANNEXES:

1. ANNEX A – Scope of works ENG_UKR
2. ANNEX B, B1– Technical offer form
3. ANNEX C – Financial offer form
4. ANNEX D – General conditions of Contract for Goods and Services (2018)
5. ANNEX E – UN Supplier Code of Conduct
6. ANNEX F – Vendor Registration Form
7. ANNEX G – Documentation procedures on tax reporting (for companies with VAT payer status) UKR_ENG

LOCATION:

26 Malinovskogo Str. in Vinnytsia

IMPORTANT:

Please note that ALL criteria below, and as indicated in Annex A (A to E) 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 D), 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 E).
- Fully completed, signed, stamped, and dated vendor registration form (Annex F).

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 G**.

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

8. RFQ SUBMISSION

The following annexes form an integral part of this RFQ:

- Annex A – Scope of works ENG_UKR
- Annex B – Technical offer form
- Annex C – Financial offer form
- Annex D – General Conditions of Contract for Provision of Goods and Services - 2018
- Annex E – UN Supplier Code of Conduct
- Annex F – Vendor Registration Form
- Annex G – 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 07.12.2022 at 17:00 hrs Kyiv time.

We would appreciate receiving your quotation on or before **11.12.2022 at 17:00 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 /2022-160.
 - Name of your company.
 - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRVI/RFQ/2022-160, 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 D 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 D.

Please find attached in ANNEX E the **UN Supplier Code of Conduct**. 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 **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
