



UNHCR

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

DATE: 14 December 2022

REQUEST FOR QUOTATION: No. UKRKI /RFQ /2022-162
FOR ONE-OFF PROCUREMENT OF OFFICE FURNITURE FOR
UNHCR OFFICE PREMISES IN UZHGOROD

QUOTATION TO BE RECEIVED BY: 21 December 2022, 17:00, 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 the following goods specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: **OFFICE FURNITURE FOR UNHCR OFFICE PREMISES IN UZHGOROD**

LOCATION TO DELIVER: 5 Lva Tolstoho Str., Uzhhorod, UNHCR office (3rd floor)

Please see Annex A (Item Specifications and Financial Offer form) for more information about the required goods.

Please use Annex A for provision of your quotation. Financial Offer Form should be duly signed and provided following **Clause 3. RFQ Submission** below.

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT. Please indicate VAT separately.

To be considered qualified for financial evaluation, your company should:

1. Provide duly filled and signed Vendor Registration Form (Annex D)
2. Be the good standing Company (dully registered and operational)
3. Have an ability of non-cash transaction
4. Have all licenses and permissions needed to supply of the required goods
5. Provide a warranty period of 12 months
6. Provide UNHCR with item references to conduct the technical evaluation of the goods
7. Be able to supply all the goods on all-inclusive basis (including delivery and assembly within 76 calendar days.

Clarifications can be requested via email to ukrkipro@unhcr.org. The deadline for receipt of requests for clarifications is 48 hours before the closing time for submission of quotations.

2. RFQ DOCUMENTS-ANNEXES

The following annexes form an integral part of this RFQ:

- Annex A – Item Specifications and Financial Offer form ENG-UKR
- Annex B – General Conditions of Contract for Provision of Goods and Services
- Annex C – UN Supplier Code of Conduct.
- Annex D – Vendor Registration Form.

3. RFQ Submission

We would appreciate receiving your quotation on or before **21 December 2022, 17:00 Kyiv, Ukraine time by email in PDF format 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:

- RFQ /2022-162
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: RFQ /2022-162, Company A, email 1 of 2*

Your quotation must be valid for at least 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached Annex B (UNHCR's General Conditions of Contracts for the Provision of Services) and Annex C (UN Supplier Code of Conduct). Submission of your quotation constitutes acceptance of UNHCR's General Conditions of Contracts for the Provision of Services and UN Supplier Code of Conduct.

Thank you for your kind attention.

Salumeza Cosmas Kanoti
Supply Officer
UNHCR Ukraine