



UNHCR

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

DATE: 06.01.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023 - 100

FOR ONE-OFF PROCUREMENT OF 296 SNOW CHAINS FOR 74 UNHCR VEHICLES

QUOTATION TO BE RECEIVED BY: 15.01.2023 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 snow chains for UNHCR vehicles as per specifications on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: as per **Annex A**;
- Quantity: 296 snow chains for 74 UNHCR vehicles as per below table:

Vehicle type	QTY	Tire specification
FORD, TRANSIT MINIBUS 9 Seats	9	235/65 R16
TOYOTA LC 150- LV Prado	40	265/65 R17
TOYOTA LC 200- AV	23	260/60 R18
Toyota Camry	1	215/55/r17
Volkswagen Caravelle	1	215/60 R17
TOTAL	74	

- **Delivery: DAP UNHCR Lviv office**

Quotations should be submitted via **Annex A**, duly signed and stamped Financial Form.

Please include the following price information in your quote (excl. VAT):

- Currency of Offer: UAH;
- **Unit Cost including delivery up to UNHCR Lviv office:**
- Cost of all items / goods.
- Delivery Lead Time in calendar days.
- Available stock at hand.

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 E**.

2. RFQ Submission.

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



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 12/01/2023.

We would appreciate receiving your quotation on or before **15/01/2023 – 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 / 2023 - 100**
- 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 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 and acceptance thereof by UNHCR.

Please find attached in **ANNEX B** 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 B.

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 C**).

Thank you for your kind attention.


p.p. Kristof Horvath, Supply Officer
Salumeza Cosmas Kanoti,

Supply Officer

UNHCR Representation in Ukraine
