



UNHCR

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

DATE: 23 February 2023

REQUEST FOR QUOTATION: No. UKRKI /RFQ/2023-109

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE PROVISION
OF TECHNICAL SUPERVISION SERVICES IN ZAKARPATTIA REGION**

QUOTATION TO BE RECEIVED BY: 02 March 2023, 23:59 Kyiv, Ukraine 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 services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: PROVISION OF TECHNICAL SUPERVISION SERVICES IN ZAKARPATTIA REGION

Contract Duration: 1+1 years

Area of Scope: Multiple locations within Zakarpattia Region.

Please see the below Annexes:

Annex A - Terms of Reference (TOR)
Annex B – Financial offer form
Annex C - Technical Offer form
Annex D – General Conditions of Contract for Provision of Services
Annex E – UN Supplier Code of Conduct
Annex F – Vendor Registration Form

Quotation should consist of Annex B (Financial Offer Form), and Annex C (Technical Offer Form), duly completed, signed and stamped.

Please include the following information in your quotation as per Annex B:

- Currency of Offer: UAH (excl. VAT);
- All-inclusive UAH/m² price for each class of consequences

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

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.

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

2. RFQ Submission

We would appreciate receiving your quotation on or before **02 March 2023, 23:59 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 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:

- RFQ /2023-109
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: RFQ /2023-109, Company xyz, email 1 of 2*

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

The bidders are requested to maintain price(s) for the entire duration of the frame agreement (1+1 years), 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 are 30 days upon satisfactory performance of the technical supervision services and acceptance thereof by UNHCR.

Important

All Purchase Orders and Payments will be executed in hryvnia (UAH).

The Financial Offer must cover all the services to be provided (price “all inclusive”).

Please find attached in **ANNEX D** the **UNHCR General Conditions of Contracts** for the Provision of 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**.

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 F**).

Thank you for your kind attention.



Kristof Horvath
Supply Officer
UNHCR Ukraine