



UNHCR

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

DATE: 14.02.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-107

**FOR ESTABLISHMENT OF A FRAME AGREEMENT(S) FOR THE PROVISION OF
WINDOW TRANSPORTATION SERVICES**

QUOTATION TO BE RECEIVED BY: 28.02.2023 at 23:59 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 establishment of Frame Agreement for the provision of window transportation services.

1. REQUIREMENTS

- Description: Service requirements as per **Annex A**;
- Quantity: As per **Annexes A and B**.
- Pickup locations: As per **Annex A** (UNHCR Kyiv and UNHCR Lviv warehouses)
- Delivery: As per **Annex A**, in Ukraine in Zone 1 and Zone 2.
- Incoterms 2020: DAP
- Delivery lead time: As per **Annex A**.
- UNHCR may award Frame Agreement(s) with an initial duration of one (1) year, potentially extendable for a further period of one (1) year, for supplying its operations locally. The successful bidder(s) will be required to maintain their quoted price model for the duration of the Frame Agreement(s).
- Please note that quantities have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.
- UNHCR reserves the right to award a primary and a back-up supplier (or several back-up suppliers), where, if the primary supplier is unable to fulfil the requirement of a purchase order resulting from the Frame Agreement, such order will be cancelled with a new purchase order issued to the back-up supplier for the provision of the required goods;

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

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

- Currency of Offer: USD (excl. VAT);
- Unit Cost: all inclusive cost per Km respectively for Zone 1 and Zone 2.

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

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) are further described in **Annex G**.

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

The deadline for receipt of questions for clarification(s) 14:00 hrs Kyiv time on 21/02/2023.

PRE-BID CONFERENCE

An online supplier pre-bid conference will be arranged on 21 February 2023 between 10:00 hrs and 11:30 hrs. A maximum of two representatives per company are allowed. Names and contact details of the company's representatives must be provided in writing latest by 20 February 2023 13:00 Ukraine time by e-mail to: ukrkipro@unhcr.org.

Changes in participating staff need to be shared in advance, otherwise, they will not be able to participate.

Participation in the pre-bid conference shall be at the bidders' own expenses. There will be no reimbursement from UNHCR. UNHCR will share the link with interested bidders to attend the meeting on Microsoft Teams.

Participation in the pre-bid conference is RECOMMENDED given the complexity of the requirements. After the event, a Questions & Answers document will be prepared and distributed among all interested bidders to reiterate responses to the voiced question as well as to respond to the queries which could not be answered during the event.

We would appreciate receiving your quotation on or before **28/02/2023 – 23:59 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 / 2023-107;**
- 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) 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 delivery of goods and acceptance thereof by UNHCR.

Important

All Purchase Orders and Payments will be executed in hryvnia (UAH) at the United Nations rate of exchange in effect on the date the corresponding Purchase Order is issued. 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”).

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 Representation in Ukraine
