

**DATE: 02.03.2023**

**REQUEST FOR QUOTATION: No. UKRKI/RFQ/2023-101**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE CLEANING SERVICES  
IN UZHGOROD UNHCR OFFICE (5, Lva Tolstoho Str.)**

**QUOTATION TO BE RECEIVED BY: 10.03.2023 at 23:59 hrs Kyiv time**

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The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, requests your price quotation for cleaning services of new office as specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

**DESCRIPTION:** CLEANING SERVICES FOR THE OFFICE PREMISES IN UZHGOROD AS PER THE FOLLOWING ANNEXES:

1. Annex A - Technical Offer Form - Cleaning Services ENG-UKR
2. Annex A1 - Specification of Consumables ENG-UKR
3. Annex A2 - Technical Compliance and Safety Standard ENG-UKR
4. Annex A3 - COVID measures for cleaning ladies ENG-UKR
5. Annex B - Financial Offer Form ENG-UKR
6. Annex C - Terms of Reference for Cleaning Services ENG-UKR
7. Annex D – UN Supplier Code of Conduct
8. Annex E – UNHCR General Conditions of Contracts for the Provision of Goods and Services (Rev. 2018)
9. Annex F – Vendor Registration Form
10. Annex G – Documentation procedures on tax reporting (for companies with VAT payer status)

**LOCATION: 5, Lva Tolstoho Str. in Uzhgorod**

### **IMPORTANT REQUIRMENTS:**

- 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 C), 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 D).
- Duly completed, signed, stamped, and dated vendor registration form (Annex E).
- Duly completed, signed, stamped, and dated Technical Offer Form (Annex A).

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**.

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

UNHCR may award Frame Agreement(s) with an initial duration of one (1) year, potentially extendable for a further period of one (1) year. 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 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 site visit is strongly recommended, please write to the e-mail Alona Honcharova [honchara@unhcr.org](mailto:honchara@unhcr.org), and CC Yuliia Kriuger [kriuger@unhcr.org](mailto:kriuger@unhcr.org) to request a site visit before the deadline for submission of your offer (01.03.2023 at 23:59 hrs Kyiv time).

**Please note that all offers will be evaluated against the criteria set in Annex A - Technical Offer Form.**

## 2. RFQ SUBMISSION

**The following annexes form an integral part of this RFQ:**

- Annex A - Technical Offer Form - Cleaning Services ENG-UKR
- Annex A1 - Specification of Consumables ENG-UKR
- Annex A2 - Technical Compliance and Safety Standard ENG-UKR
- Annex A3 - COVID measures for cleaning ladies ENG-UKR
- Annex B - Financial Offer Form ENG-UKR
- Annex C - Terms of Reference for Cleaning Services ENG-UKR
- Annex D – UN Supplier Code of Conduct
- Annex E – UNHCR General Conditions of Contracts for the Provision of Goods and Services (Rev. 2018)
- 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](mailto:ukrkipro@unhcr.org)

**The deadline for receipt of questions for clarification(s) on 08.03.2023 at 17:00 hrs Kyiv time.**

We would appreciate receiving your quotation on or before **10.03.2023 at 23:59 hrs Kyiv time** by e-mail in to [ukr-rfq-offers@unhcr.org](mailto: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](mailto: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:

- UKRKI/RFQ /2023-101.
  - Name of your company.
  - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2023-101, 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**

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**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 E 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 C.

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.

Please find attached in ANNEX F the **Vendor Registration Form**. Kindly complete, sign, and submit with your technical proposal the Vendor Registration Form.

Yohannes Hailu Gebre-Mariam,  
Senior Supply Officer  
UNHCR Ukraine

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