
DATE: 26.04.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-105

FOR ESTABLISHMENT OF FRAME AGREEMENT FOR PROCUREMENT OF ASSORTED STATIONERY ITEMS FOR OFFICE USE COUNTRY WIDE FOR DURATION OF ONE (1) YEAR + (1) YEAR.

QUOTATION TO BE RECEIVED BY: 03.05.2023 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 procurement of assorted stationery items.

1. REQUIREMENTS

- Description: Specifications of Goods as per **Annex A**;
- Quantity: As per **Annexes A and B**.
- Delivery: UNHCR Offices as per **Annex B**.
- Incoterms 2020: DAP
- Delivery lead time: should be indicated in **Annex B**.

Quotation should consist of Annex B, Financial 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: DAP.
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Country of origin of goods.
- Delivery Lead Time in calendar days.
- Available stock at hand.
- Confirmation of supplier presence in Kyiv, Lviv, Vinnytsia, Dnipro, Uzhorod, Odessa, Chernivtsi and Poltava regions,
- Frame Agreement duration; 1+1 depending on supplier performance.

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 F**.

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

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 01.05.2023

We would appreciate receiving your quotation on or before **03.05.2023 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 / 2023-105;**
- 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 must be valid for at least 90 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

For all bidders in Ukraine, payment will be executed or made in hryvnia (UAH) at the United Nations rate of exchange in effect on the date the Invoice and Act of Acceptance. 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 Goods and Services (Rev. 2018). You must clearly indicate in your quotation if you accept them and sign the last page of Annex E.

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 C**).

Thank you for your kind attention.

Yohannes Hailu Gebre-Mariam

Senior Supply Officer

UNHCR Representation in Ukraine
