



UNHCR

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

DATE: 19 April 2023

REQUEST FOR QUOTATION: No. UKRDN /RFQ /2023-115

FOR THE SUPPLY AND DELIVERY OF 10,000 UNITS OF OSB SHEETS TO DNIPRO

QUOTATION TO BE RECEIVED BY: 28 April 2023, 23:59, 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 the procurement of Oriented Strand Boards (OSB) specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: **SUPPLY AND DELIVERY OF 10,000 UNITS OF OSB SHEETS TO DNIPRO**

LOCATION TO DELIVER: DAP UNHCR Dnipro Warehouse (3-B, Ternova Str., Dnipro, Ukraine).

UNHCR has the intension to award a contract for supplying of 10,000 units of OSB sheets to be delivered in Dnipro (DAP). The delivery of the requested OSB sheets must be completed within 3 weeks after signing a contract.

UNHCR shall ONLY accept quotations covering all requested goods within the requested timeframe.

The successful bidder will be requested to maintain their quoted price for the fulfilment of a contract.

Please follow Annex A (Technical Offer form) for more information about the required goods.

Please use Annex A and A1 for submission of your quotation. Financial Offer Form should be duly signed and stamped.

Kindly provide Annexes A and A1 in .pdf and Excel formats.

Please include the following price information in your quote (without VAT):

- Currency of Offer: UAH (excl. VAT);
- Unit Cost: DAP Dnipro (3-B Ternova Str., Dnipro)
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- VAT, if your company is VAT payer in Ukraine.
- Quality Certificate(s) if applicable;

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

The details on required shipping documents and their processing (for Bidders having VAT-payer status) are further described in **Annex E**.

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



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To be considered qualified for financial evaluation, your company should:

1. Provide duly filled and signed Vendor Registration Form (Annex D).
2. Duly registered and operational under Ukrainian legislation.
3. Have an ability of non-cash transaction.
4. Have all licenses and permissions needed to produce and supply the required goods.
5. **The supplier should complete OSBs delivery within 3 weeks after signing of a contract.**
6. Promptly replace (within 5 working days) damaged items or if delivered items do not comply with UNHCR specifications.
7. Provide UNHCR with item references (pictures and description) to conduct the technical evaluation of the goods.

2. RFQ DOCUMENTS-ANNEXES

The following annexes form an integral part of this RFQ:

- Annex A – Technical Offer Form
- Annex A1 – Financial Offer Form
- Annex B – General Conditions of Contract for Provision of Goods
- Annex C – UN Supplier Code of Conduct.
- Annex D – Vendor Registration Form.
- Annex E - UNHCR Documentation procedures on tax reporting for companies with VAT payer status

3. RFQ SUBMISSION

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Supply Unit at ukrdnpro@unhcr.org

The deadline for receipt of questions for clarification(s) 14:00 hrs Kyiv time on 24 April 2023.

We would appreciate receiving your quotation on or before **28 April 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 **[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:

- UKRDN / RFQ / 2023-115
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: UKRDN / RFQ / 2023-115, Company A, email 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 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.

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



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Please find attached in **ANNEX C the UN Supplier Code of Conduct**. You must clearly indicate in your quotation if you accept them and sign the last page of Annex C.

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 D**).

Thank you for your kind attention.

Kristof Horvath
Supply Officer
UNHCR, Representation in Ukraine
