



UNHCR

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

DATE: 19 April 2023

**REQUEST FOR QUOTATION: No. UKRKI /RFQ /2023-117 FOR ESTABLISHMENT OF
A FRAME AGREEMENT REGARDING PROCUREMENT OF OFFICE FURNITURE,
FOR ONE (1) YEAR PERIOD AT UNHCR COUNTRY OFFICE IN KYIV- UKRAINE.**

QUOTATION TO BE RECEIVED BY: 25 April 2023, 23:00, 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 following goods specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: **OFFICE FURNITURE FOR UNHCR OFFICE PREMISES IN KYIV**

LOCATION TO DELIVER: 75, Zhylianska street, Kyiv, UNHCR office (2nd floor)

Please see Annex A (Item Specifications and Financial Offer form) for more information about the required goods.

Please use Annex A for provision of your quotation. Financial Offer Form should be duly signed and provided following **Clause 3. RFQ Submission** below.

Quotations should be submitted via Annex A, duly signed and stamped Financial Form.

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

- Currency of Offer: UAH (excl. VAT);
- Unit Cost: DAP @ BC Eurasia Building Kyiv 2nd floor.
- 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.
- Stock shelf life in days.
- Quality Certificate(s) if applicable.
- Warranty Period for the Good.

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

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

1. Prices must remain unchanged for the duration of one year.
2. Provide duly filled and signed Vendor Registration Form (Annex D) or provide Vendor ID if already registered by UNHCR.
3. Be the good standing Company (dully registered and operational)
4. Have an ability of non-cash transaction
5. Have all licenses and permissions needed to supply of the required goods
6. The supplier should provide furniture delivery, installation, and assembling services. Installation should be carried out by trained professionals and should be completed within the agreed timeframe. The supplier should also provide all necessary tools and equipment for installation.
7. Provide a warranty period of 12 months against breakage and poor quality of goods.
8. Provide UNHCR with item references to conduct the technical evaluation of the goods
9. Be able to supply all the goods on all-inclusive basis costs (delivery and assembly).

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.

2. RFQ DOCUMENTS-ANNEXES

The following annexes form an integral part of this RFQ:

- Annex A – Item Specifications and Financial Offer form ENG-UKR
- Annex A 1 – Financial Offer Form
- Annex B – General Conditions of Contract for Provision of Goods and Services
- Annex C – UN Supplier Code of Conduct.
- Annex D – Vendor Registration Form.

3. 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 20/04/2023.

We would appreciate receiving your quotation on or before 25 April 2023, 23:00 Kyiv, Ukraine time by email in PDF format to ukr-rfq-offers@unhcr.org. Interested bidders are also advised to submit offers in excel format.

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.

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 indicate in the e-mail subject field:

- UKRKI / RFQ / 2023-117.
- Name of your company.
- Number of e-mails that are sent (example: 1/2, 2/2)
- Example: RFQ /2023-117, Company A, email 1 of 2

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 is 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached Annex B (UNHCR’s General Conditions of Contracts for the Provision of Services) and Annex C (UN Supplier Code of Conduct). Submission of your quotation constitutes acceptance of UNHCR’s General Conditions of Contracts for the Provision of Services and UN Supplier Code of Conduct.

Thank you for your kind attention.

Salumeza Cosmas Kanoti
Supply Officer
UNHCR Ukraine