

**DATE: 17.05.2023**

**REQUEST FOR QUOTATION: No. UKRKI/RFQ/2023-108**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE CLEANING SERVICES  
IN UNHCR KYIV CO (75, Zhylianska Str.)**

**QUOTATION TO BE RECEIVED BY: 24.05.2023 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 the establishment of a Frame Agreement for cleaning services for Kyiv CO as specified in Annex A2 in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

**DESCRIPTION:** CLEANING SERVICES FOR THE KYIV CO PREMISES AS PER THE FOLLOWING ANNEXES:

Annex A1 - Technical Offer Form

Annex A2 – Service Specifications

Annex A3 - Technical Compliance and Safety Standard

Annex B - Financial Offer Form (Tab 1 – Cleaning Services; Tab 2 – Consumables)

Annex C - Vendor Registration Form.

Annex D – UNHCR General Conditions of Contracts for the Provision of Goods and Services (rev. 2018);

Annex E – UN Supplier Code of Conduct.

Annex F – Documentation procedures on tax reporting (for companies with VAT payer status)

**LOCATION OF the premises: 75, Zhylianska Str., Kyiv**

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

- Currency of Offer: USD.
- Unit Cost: DAP Kyiv.
- Cost of all Goods (Consumables) and Services (Cleaning Services).
- Total cost of Goods and Services (all inclusive).

The estimated requirements for Goods and Services are specified in Annexes A1, A2 and B.

UNHCR may award Frame Agreement(s) with an initial duration of one year, potentially extendable for a further period of two (1+1) years, for supplying its operations locally. The successful bidders will be required to maintain their quoted price model for the duration of the Frame Agreement(s).

Please note that quantity of consumables has been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the quantities on Annexes A1 and B. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

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

## **IMPORTANT REQUIREMENTS:**

- Submit a written confirmation of acceptance of Annex D and Annex E.
- Submit duly completed, signed, stamped, and dated Technical Offer Form (Annex A1), Financial Offer Form (Annex B), Vendor Registration Form (Annex E).
- **UNHCR provides interested bidders with an opportunity to examine the facilities to be cleaned. The bidders must visit the office premises, at the following address: 75 Zhylianska Str., Kyiv before submitting offer. The interested bidders should inform of their intention to participate in the office visit at the following e-mail address: [melykov@unhcr.org](mailto:melykov@unhcr.org) and CC [kriuger@unhcr.org](mailto:kriuger@unhcr.org) by 19 May 2023, 17:00H EET with Subject: UKRKI/RFQ/2023-108, UNHCR CO visit.**

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.

## **2. RFQ SUBMISSION**

**The Annexes indicated above in 1. REQUIREMENTS are an integral part of this RFQ and must be submitted accordingly.**

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 23.05.2023 at 18:00 hrs Kyiv time.**

We would appreciate receiving your quotation on or before **24.05.2023 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 /2023-108.
  - Name of your company.
  - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2023-108, Company A, e-mail 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 clearly. The standard payment terms of UNHCR are 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.**

**Your Financial Offer must contain an overall offer in a single currency – USD.**

**However, all purchase orders will be issued, and subsequent payments will be executed in UAH at United Nations rate of exchange in effect on the date Purchase Order (PO) issuance following the link <https://treasury.un.org/operationalrates/OperationalRates.php>.**

**It is to be noted that currently the UN rate of exchange into UAH is lower than the prevailing market rate, and as such it is incumbent on bidder to be prudent while quoting the rates (prices).**

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**The Financial Offer must cover all the services to be provided: cleaning service itself, cost for consumables, salaries, taxes on salaries, depreciation on equipment and inventory, transport cost and any other related expenditures that may raise (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 C.

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.

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

Salumeza Cosmas Kanoti,  
Supply Officer  
UNHCR Ukraine

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