



UNHCR

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

DATE: 17 May 2023

REQUEST FOR QUOTATION: No. RFQ 2023 - 120

FOR ESTABLISHMENT OF A FRAME AGREEMENT FOR PROVISION OF THIRD-PARTY LIABILITY INSURANCE AND GREEN CARDS FOR UNHCR VEHICLES IN UKRAINE FOR PERIOD OF ONE (1) +1 YEARS.

QUOTATION TO BE RECEIVED BY: 23 MAY 2023 at 17:00 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 provision of third party liability insurance and green cards as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Third party liability insurance and green card insurance for UNHCR vehicles.
- Type of services and deliverables: Third party liability insurance and green card insurance for UNHCR vehicles.
- Location: Ukraine
- Duration and/or Frequency of Services: 1 year with possibility of renewal for second year.

Attached ANNEX A – Financial quotation Form.

ANNEX B - Technical Evaluation Criteria.

ANNEX C – Details of vehicles present in Ukraine.

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

- Currency of Offer: UAH (Ukrainian Hryvnia);
- Fees for the period requested: per vehicle for 1 year period
- Additional fees, if any (please specify):
- Total Cost for services (all inclusive):

Please note that UNHCR has tax and duty exemption status.

Criteria for selection of vendor:

- Valid licenses for provision of services
- Proven experience in insurance business for more than 3 years
- Proven background of insurance benefits to clients
- Work experience with UNHCR/UN would be an asset
- Ability to provide services before the actual payment

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) 17:00 hrs Kyiv time on 22.05.2023.

We would appreciate receiving your quotation on or before **23.05.2023 – 17:00 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 / 2023-120.**
- 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 is 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in **ANNEX D** the **UNHCR General Conditions of Contracts** for the Provision of Goods (Rev. 2018). You must clearly indicate in your quotation if you accept them and sign the last page of **Annex D**.

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 F**).

Thank you for your kind attention.

Salumeza Cosmas Kanoti
Supply Officer
UNHCR Representation in Ukraine
