

DATE: **30.05.2023**

REQUEST FOR QUOTATION: No. UKRKI/RFQ/2023\_123

FOR THE PROVISION OF DATA COLLECTION AND ANALYSIS SERVICES TO UNHCR  
REPRESENTATION OFFICE IN KYIV, UKRAINE

QUOTATION TO BE RECEIVED BY: **16.06.2023** 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 supply, delivery, and installation of Shatter Resistance Film in UNHCR Representation Office in Kyiv, Ukraine as specified on Annex A – Technical Specifications, enclosed to this Request for Quotation (RFQ).

## 1. **REQUIREMENTS**

**DESCRIPTION:** PROVISION OF DATA COLLECTION AND ANALYSIS SERVICES TO UNHCR REPRESENTATION OFFICE IN KYIV, UKRAINE, as per the following annexes:

1. Annex A – Terms of Reference for Data Collection and Analysis Services
2. Annex B - Financial offer form
3. Annex C - General Conditions of Contracts for Provision of Services (2018)
4. Annex D - UN Supplier Code of Conduct
5. Annex E - Vendor Registration Form
6. Annex F – Documentation procedures on tax reporting (for companies with VAT payer status)

**LOCATION:**

Zhylianska St, 75, Kyiv, 01032

**DELIVERY:**

Online

### **IMPORTANT REQUIREMENTS:**

- UNHCR prefers that one typical survey and related documentation is completed no longer than ten (10) days upon issuance of Purchase Order (PO).
- Proof that your company is registered and licensed by the Government of Ukraine (GoU) to provide such services.
- Value Added Tax (VAT) registration certificate.
- Submit a written confirmation of acceptance of UNHCR General Conditions of Contracts for Provision of Services (Annex C), including payment in UAH which is within 30 days from the date of receipt of invoices following satisfactory delivery of services.
- Submit a written confirmation of acceptance of UN Supplier Code of Conduct (Annex D).
- Duly completed, signed, stamped, and dated Vendor Registration Form (Annex E).

**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 described in Annex F.

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

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

Please note that the types of requested services have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the requested services. Types and numbers of requested services may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Contract.

**Please note that all offers will be evaluated against the requirements set in Annex A and the prices quoted in Annex B. The contract shall be awarded to the lowest priced offer best meeting the stated requirements.**

## 2. RFQ SUBMISSION

The following annexes form an integral part of this RFQ:

1. Annex A - Terms of Reference for Data Collection and Analysis Services
2. Annex B - Financial offer form
3. Annex C - General Conditions of Contracts for Provision of Services (2018)
4. Annex D - UN Supplier Code of Conduct
5. Annex E - Vendor Registration Form
6. Annex F – Documentation procedures on tax reporting (for companies with VAT payer status)

## 3. REQUESTS FOR CLARIFICATION

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: 11.06.2023 at 23:59 hrs Kyiv time.**

### PRE-BID CONFERENCE

An online supplier pre-bid conference will be arranged on **07.06.2023** between **10:00** hrs and **11:30** hrs. A maximum of two representatives per company are allowed. Names and details of the company's representative must be provided to UNHCR in writing latest by **05.06.2023** at **13:00** Kyiv time by email to [ukrkipro@unhcr.org](mailto:ukrkipro@unhcr.org). UNHCR will then share with bidders interested to attend the pre-bid conference the link to the online meeting.

Participation in the pre-bid conference is not a mandatory requirement but rather a useful venue for bidders to seek clarifications prior to submitting their bids. After the pre-bid conference, a Questions & Answers document will be prepared and distributed among all interested bidders.

Participation in the pre-bid conference shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

## 4. YOUR OFFER

We would appreciate receiving your quotation on or before **16.06.2023** at **23:59** hrs Kyiv time by e-mail in to [ukr-rfq-offers@unhcr.org](mailto:ukr-rfq-offers@unhcr.org)  
**Kindly note that only offers sent to [ukr-rfq-offers@unhcr.org](mailto:ukr-rfq-offers@unhcr.org) will be evaluated under this RFQ.**

Please note 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\_123
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

*Example: UKRKI/RFQ/2023\_123, Company A, e-mail 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 is 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR. Payment shall be in local currency UAH.**

**Important**

For all bidders in Ukraine, payment will be executed 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").

**DOCUMENTS TO BE SUBMITTED:**

1. A copy of valid Company/Business Registration Certificate, VAT Registration Certificate, and other relevant licenses for provision of requested services in Ukraine.
2. Signed and stamped **Annex A – Technical Specifications for Data Collection and Analysis Services for UNHCR Representation Office in Kyiv, Ukraine**. By signing/stamping this Annex, you acknowledge to have read, understood, and committed to the requirements in this Annex.
3. Completed, signed, and stamped **Annex B – Financial Offer form**.
4. Signed and stamped **Annex C - UNHCR General Conditions of Contracts for Provision of Services** (Rev. 2018). You must clearly indicate in your quotation that you accept them and sign the last page of this Annex C.
5. Signed and stamped **Annex D - UN Supplier Code of Conduct**. You must clearly indicate in your quotation that you accept them and sign the last page of Annex D.
6. Completed, signed, and stamped **Annex E – UNHCR Vendor Registration Form**.
7. Signed and stamped **Annex F – Documentation Procedures on tax reporting (for companies with VAT payer status)**.



**Arben Hajdini**

Procurement Officer

UNHCR Representation in Ukraine