

DATE: 22.05.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-122

FOR SUPPLY OF MOBILE PHONES

QUOTATION TO BE RECEIVED BY: 30.05.2023 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 procurement of mobile phones specified in Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Technical Specifications of Goods as per **Annex A**;
- Quantity: As per **Annex B**;
- Delivery point: UNHCR Office in Kyiv, Zhylianska St, 75, Kyiv, 02000, Eurasia Business Center.
- Incoterms 2020: DAP
- Company registration in Ukraine

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

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

- Currency of Offer: USD (excl. VAT);
- Unit Cost: Including DAP.
- 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. The details on required shipping documents and their processing (for Bidders having VAT payer status) is further described in **Annex D**.

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 26/05/2023.

We would appreciate receiving your quotation on or before **30/05/2023 – 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 / 2023-122**;
- 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 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 goods or services and acceptance thereof by UNHCR.

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”).

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



Please find attached in **ANNEX C** 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 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**.

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.

A handwritten signature in black ink, appearing to be 'Kristof Horvath', written over a horizontal line.

p.p. Kristof Horvath, Supply Officer

Yohannes Hailu Gebre-Mariam
Senior Supply Officer
UNHCR Representation in Ukraine