REQUEST FOR QUOTATION: No. UKRVI/RFQ/2023-130
FOR BAGS FOR HYGIENE KIT DISTRIBUTION

QUOTATION TO BE RECEIVED BY: 06.07.2023 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 Assembly⁷, requests your price quotation for one-off procurement for Supply of bags for hygiene kit distribution as specified on Annex A in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: as per Annex A and C;
- Quantity: 3000 bags as per below table:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hygiene kit distribution Bag</td>
<td>3000</td>
<td>Cotton material preferably color off-white with blue UNHCR logo as in Annex C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Size 40x35 cm</td>
</tr>
</tbody>
</table>

- Delivery: DAP UNHCR Vinnytsia warehouse
  13 Kyivska, Str. Road M12, Voronovytsia village, Vinnytsia region

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

Please include the following price information in your quote (excl. VAT):

⁷ For further information on UNHCR, please see [http://www.unhcr.org](http://www.unhcr.org)
- Currency of Offer: UAH;
- Unit Cost including delivery up to UNHCR warehouse:
- Cost of all items / goods.
- Delivery Lead Time in calendar days.
- Available stock at hand.

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 G.

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) on 03.07.2023 at 15:00 hrs Kyiv time.

We would appreciate receiving your quotation on or before 06.07.2023 at 17:00 hrs Kyiv time by e-mail in to 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)

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:
- UKRVI/RFQ /2023-130.
- Name of your company.
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Example: UKRVI/RFQ/2023-130, 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 goods or services and acceptance thereof by UNHCR. Payment shall be in local currency UAH.

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.

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

Isabella Nguma
Associate Supply Officer
UNHCR SO Vinnytsia, Ukraine