

**DATE: 29.06.2023**

**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 Assembly<sup>1</sup>, 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:

ITEM	QTY	SPECIFICATION
Hygiene kit distribution Bag	3000	Cotton material preferably color off-white with blue UNHCR logo as in Annex C  Size 40x35 cm

- **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):

<sup>1</sup> For further information on UNHCR, please see <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](mailto: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](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:

- 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

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