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**DATE: 02.08.2023**

**REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-139**

**FOR ONE-OFF PROCUREMENT OF WINTER AND SUMMER TYRES**

**QUOTATION TO BE RECEIVED BY: 14.08.2023 at 18:00 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 one-off procurement of winter and summer tyres as described in Annex A.

**1. REQUIREMENTS**

- Description: Technical Specifications of Goods as per **Annex A**;
- Quantity: As per **Annexes A, B, C**.
- Delivery:
  - 1) Kyiv region, Velyka Oleksandrivka, Kyivsky Shlyach 112 street – 10 pcs;
  - 2) Lviv, Palia 15 street – 5 pcs;
  - 3) Vinnytsa, Malinovskogo 26 street – 10 pcs;
  - 4) Chernivtsi, Pylypa Orlyka 1-E street –20 pcs.
- Incoterms 2020: DAP (by location as requested).
- Delivery lead time: the delivery of goods should be completed within one month (30 days) of issuance of Purchase Order.

Quotation should consist of filled  
Annex B, Technical Offer Form,  
Annex C, Financial Offer Form, duly signed and stamped,  
Annex D, Vendor Registration Form.

Please include the following information in your quotation as per Annexes B and C:

- Currency of Offer: USD (excl. VAT);
- Unit Cost: DAP (by location as requested);
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Country of origin of goods, Certificate of origin;
- Delivery Lead Time in calendar days;
- Available stock at hand;
- Tyre Manufacturing Date (not earlier than 2022 year), stock shelf life in days;
- Pictures of marking and tread;
- Product details;
- Quality Certificate(s) if applicable;
- Warranty Period for Goods (at least 6 months).

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

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 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) 14:00 hrs Kyiv time on 10.08.2023.**

We would appreciate receiving your quotation on or before **14.08.2023 – 18:00 hrs. Kyiv time** by e-mail in to [ukr-rfq-offers@unhcr.org](mailto: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 / 2023-139;**
- 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 are 30 days upon satisfactory delivery of goods 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”).

Please find attached in **ANNEX E** the **UNHCR General Conditions of Contracts** for the Provision of Goods and Services (Rev. 2018). 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 **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 D**).

Thank you for your kind attention.

Dhanu Gurung,

Associate Procurement Officer

UNHCR Representation in Ukraine