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DATE: 21.08.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-131

**FOR ESTABLISHMENT OF FRAME AGREEMENT ON PROVISION OF  
MAINTENANCE SERVICES OF DIESEL GENERATORS CATERPILLAR INSTALLED  
IN VINNITSIA, DNIPRO, KYIV, COVERING THE PERIOD OF TWO (1+1) YEARS**

**QUOTATION TO BE RECEIVED BY: 30.08.2023 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 establishment of Frame Agreement for the provision of maintenance services for diesel generators Caterpillar installed in Vinnytsia, Dnipro, Kyiv as described on Annex A of this RFQ tender.

**1. REQUIREMENTS.**

- Description: Terms of Reference as per **Annex A**;
- Quantity: four (4) units located in three (3) cities where UNHCR offices are located as per **Annex A**;
- Your Quotation should consist of **Annex B** - Technical Offer Form and **Annex C** - Financial Offer Form, **ANNEX E** - UNHCR General Conditions of Contracts, **ANNEX G** - UN Supplier Code of Conduct, **Annex F** - Vendor Registration Form, duly signed and stamped.

Please include the following information in your quotation as per **Annex B**:

- Valid Registration Documents / Certificate issued by the Government of Ukraine;
- Current number of clients (companies/organizations) with proof of Signed Contracts/Purchase Orders.
- The company has qualified personnel to provide maintenance services and repair of Caterpillar generators.
- The company has the material and technical base/production facilities to provide maintenance services and repair of Caterpillar generators.
- The company has regional representative offices/mobile teams to ensure prompt and high-quality resolution of issues related to maintenance and repair of Caterpillar generators in different regions of Ukraine.
- Reference letters from at least three (3) clients.

Please include the following information in your quotation as per **Annex C**:

- Currency of Offer: UAH (excl. VAT);
- Unit Cost: DAP.

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 D**.

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

## 2. **RFQ SUBMISSION.**

Your offer shall be prepared in English or in Ukrainian.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

### **IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2 of this RFQ tender.

**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 25/08/2023, 14:00 hrs Kyiv time.**

We would appreciate receiving your quotation on or before **30/08/2023, 18:00 hrs. Kyiv time** by e-mail in to [ukr-rfq-offers@unhcr.org](mailto:ukr-rfq-offers@unhcr.org). **Please note that all offers sent to a different email ID will be disqualified automatically.**

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 / 2023-131;
- 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.**

## 3. **DELIVERY LEAD TIME.**

Please mention your best delivery lead time to the location stated in the financial offer form. All things being equal, offers with shorter delivery lead time will be given preference.

## 4. **PIGGY BACKING.**

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

## 5. **ANNEXES.**

Please find attached in **ANNEX E** the **UNHCR General Conditions of Contracts** for the Provision of Services (Rev. 2018). You must clearly indicate in your quotation if you accept them and sign the last page of Annex E.

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Please find attached in **ANNEX G the UN Supplier Code of Conduct**. You must clearly indicate in your quotation if you accept them and sign the last page of Annex G.

**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.

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Salumeza Cosmas Kanoti,

Supply Officer  
UNHCR Representation in Ukraine