

**DATE: 14.08.2023**

**REQUEST FOR QUOTATION: No. UKRKI/RFQ/2023-145**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR COURIER SERVICES FOR UNHCR REPRESENTATION IN UKRAINE**

**QUOTATION TO BE RECEIVED BY: 22.08.2023 at 23:59 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 courier services as specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

**DESCRIPTION:** Courier services for UNHCR Representation in Ukraine

1. Annex A - Terms of Reference (TOR)
2. Annex B - Technical Offer Form
3. Annex C - Financial Offer Form
4. Annex D – Vendor Registration Form
5. Annex E – UN Supplier Code of Conduct
6. Annex F – UNHCR General Conditions of Contracts for the Provision of Services (Rev. 2018)
7. Annex G – Documentation procedures on tax reporting (for companies with VAT payer status)

**COLLECTION POINT: 75, Zhylianska street, Kyiv (Eurasia Business Center).**

**IMPORTANT REQUIRMENTS are listed on Annex B:**

- A. Company Qualifications
- B. Proposed Services
- C. Personnel Qualifications
- D. Vendor Registration Form
- E. Applicable General Conditions

Please note that you are encouraged to submit any additional information as per Annex C - Terms of Reference (TOR) for UNHCR.

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**.

UNHCR may award Frame Agreement(s) with an initial duration of one (1) year, potentially extendable for a further period of one (1) year. The successful bidder(s) will be required to maintain their quoted price model for the duration of the Frame Agreement(s).

Please note that quantities have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

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

Please note that all offers will be evaluated against the criteria set in Annex B - Technical Offer Form and Annex C – Financial Offer Form.

## 2. RFQ SUBMISSION

The following annexes form an integral part of this RFQ:

- Annex A - Terms of Reference (TOR)
- Annex B - Technical Offer Form
- Annex C - Financial Offer Form
- Annex D – Vendor Registration Form
- Annex E – UN Supplier Code of Conduct
- Annex F – UNHCR General Conditions of Contracts for the Provision of Services (Rev. 2018)
- Annex G – Documentation procedures on tax reporting (for companies with VAT payer status)

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 18.08.2023 at 17:00 hrs Kyiv time.**

We would appreciate receiving your quotation on or before **22.08.2023 at 23:59 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:

- UKRKI/RFQ /2023-145.
  - Name of your company.
  - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
- Example: UKRKI/RFQ/2023-145, Company A, e-mail 1 of 2*

**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 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 F 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 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 D.

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

Salumeza Cosmas Kanoti,  
Supply Officer  
UNHCR Ukraine

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