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**DATE: 21 August 2023**

**REQUEST FOR QUOTATION: No. UKRKI /RFQ /2023-146  
FOR ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY OF  
OFFICE FURNITURE AND FIXTURES COVERING THE PERIOD OF TWO (1+1) YEARS,  
UNHCR COUNTRY OFFICE KYIV - UKRAINE.**

**QUOTATION TO BE RECEIVED BY: 30 August 2023, 18:00, 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 to supply assorted office furniture and fixtures as described on Annex A.

## **1. REQUIREMENTS**

- Description: Technical Specifications of Goods as per Annex A.
- Quantity: As per Annexes A, B, C.
- Delivery: 75, Zhylianska street, Kyiv, UNHCR office (2nd, 3rd, 5th floor) Eurasia Building.
- Incoterms 2020: DAP (by location as requested).
- Prices to be provided on all-inclusive basis considering delivery of furniture to the requested floor & assembly.
- Delivery lead time: the delivery of goods should be completed within 15 (fifteen) days of issuance of Purchase Order.

Please see Annex A (Specification to UKRKI / RFQ / 2023-146) for more information about the required goods.

Quotation should consist of the following:

- Annex B, Technical Offer Form.
- Annex C, Financial Offer Form.
- Annex D, Vendor Registration Form.

Annex B -Technical Offer and Annex C - Financial Offer Form should be duly signed and provided as per tender submission requirement.

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

- Currency of Offer: USD (excl. VAT);
- Unit Cost: DAP 75, Zhylianska street, Kyiv, UNHCR office (2nd, 3rd, 5th floor);
- Cost of all items / goods.
- Total cost of goods (all inclusive);
- Country of origin of goods;
- Delivery Lead Time in calendar days;
- Available stock at hand;
- Stock shelf life in days;
- Product details.
- Quality Certificate(s) if applicable.

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

- Warranty Period for Goods (at least 12 months).

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**.

UNHCR may award Frame Agreement(s) with an initial duration of 1 (one) year, potentially extendable for a further period of 1 (one) 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.

To be considered qualified for financial evaluation:-

1. Prices must remain unchanged for the duration of the frame agreement (two years).
2. Provide duly filled and signed Vendor Registration Form (Annex D) or provide Vendor ID if already registered by UNHCR.
3. Have all licenses and permissions needed to supply of the required goods.
4. The supplier should provide furniture delivery, installation, and assembling services. Installation should be carried out by trained professionals and should be completed within the agreed timeframe. The supplier should also provide all necessary tools and equipment for installation.
5. Provide a warranty period of at least 12 months against quality of goods.
6. Be able to supply all the goods on all-inclusive basis costs (delivery and assembly).

## **2. RFQ DOCUMENTS-ANNEXES**

The following annexes form an integral part of this RFQ:

- Annex A - Specifications of Goods.
- Annex B - Technical Offer Form.
- Annex C - Financial Offer.
- Annex D - UNHCR vendor registration form.
- Annex E - UNHCR General Conditions of Contracts for the Provision of Goods and Services.
- Annex F - UN Supplier Code of Conduct ENG.
- Annex G - Documentation procedures on tax reporting for companies with VAT payer status.

## **3. 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 25.08.2023.**

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 / 2023-146.**
  - Name of your firm.
  - Number of e-mails that are sent (example: 1/2, 2/2 etc.)
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**Example:** RFQ /2023-146, Company A, email 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 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”).

**4. 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 a shorter delivery lead time will be given preference.

**5. PIGGY BACKING.**

Other United Nations Agencies, Funds and Programs 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.

**6. ANNEXES.**

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 F.

**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.

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Salumeza Cosmas Kanoti,

Supply Officer

UNHCR Representation in Ukraine

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