



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**DATE: 22 August 2023**

**REQUEST FOR QUOTATION: No. UKRVI /RFQ/2023-148**

**Supply and installation of complete set Mobile Double WC for Male and Female**

**QUOTATION TO BE RECEIVED BY: 31 August 2023, 23:59 Kyiv, Ukraine 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 the following services specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

**Description: Supply and installation of complete sets of Three (03) Mobile Double WC for Male and Female in Vinnytsia district, Vinnytsia region.**

### **Area of Scope:**

- Mohyliv-Podilskyi BCP (02 units)
- Bronnytsia BCP (01 unit)

Please refer to the below Annexes:

Annex A - Terms of Reference (TOR)  
Annex B - Technical Offer form  
Annex C – Financial offer form  
Annex D – General Conditions of Contract for Provision of Services  
Annex E – UN Supplier Code of Conduct  
Annex F – Vendor Registration Form  
Annex G - Documentation procedures on tax reporting

**Quotation should consist of Annex B (Financial Offer Form), and Annex C (Technical Offer Form), duly completed, signed and stamped.**

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

- Currency of Offer: USD (excl. VAT);
- All-inclusive USD lumpsum cost for each class of requirements.

**Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT. However, if your company is a VAT payer in Ukraine, please indicate separately the VAT component as per Annex C.**

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

Clarifications can be requested via email to [ukrkipro@unhcr.org](mailto:ukrkipro@unhcr.org) The deadline for receipt of requests for clarifications is 48 hours before the closing time for submission of quotations.

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **31 August 2023, 23:59 Kyiv, Ukraine time by email in PDF format 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 8 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:

- RFQ /2023-148
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: RFQ /2023-148, Company xyz, email 1 of 2*

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

**The bidders are requested to maintain price(s) for the entire duration of the service contract and quotations must be valid for at least 60 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 performance of the technical supervision services and acceptance thereof by UNHCR.**

**The estimated requirement of UNHCR is specified in Annex C.**

### **Important**

Prices for services should be provided in US dollar (USD) lumpsum cost and without VAT\*\*\*.

**The Financial Offer must cover all the services to be provided (price “all inclusive”).**

**Prices should cover all associated works and expenditures which may happen during providing the services (e.g., administration, transportation, accommodation if any etc.).**

Any subsequent purchase order will be issued in UAH and resulting payments will be executed in UAH at the United Nations rate of exchange in effect on the date of Purchase Order (PO) issuance following the link <https://treasury.un.org/operationalrates/OperationalRates.php> .

**UNHCR is currently transitioning into Enterprise Resource Planning (ERP), an Oracle based platform. In this regard, suppliers are hereby informed that no advance payment is allowed during this period. Payment will only be made upon receipt of invoice for full delivery and is subject to the terms provided for in the General Conditions of Goods and Services 2018.**

Please find attached in **ANNEX D** 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 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**.

**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.

Isabella Nguma,  
Associate Supply Officer  
UNHCR Ukraine, SO Vinnytsia