



**UNHCR**

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

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**DATE: 19 September 2023**

**REQUEST FOR QUOTATION: No. UKRVI /RFQ/2023-151**

**Construction of a ramp with handrails and a canopy for people with reduced mobility**

**QUOTATION TO BE RECEIVED BY: 28 September 2023, 23:59, CET Time Zone**

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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: Construction of a ramp with handrails and a canopy for people with reduced mobility.**

**Ability to complete the construction works in 60 days .**

**Area of Scope: Dorozhne village, 6-A Kyivskyi lane, Stryzhava territorial community, Vinnytsia district, Vinnytsia region.**

Please see 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 Civil Works (October 2000 version)

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 (Technical Offer Form), and Annex C (Financial Offer Form), duly completed, signed and stamped.**

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

- Currency of Offer: USD (excl. VAT);

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



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

**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.**

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 **28 September 2023, 23:59, CET Time Zone** by mail in PDF format [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 /2023-151
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- *Example: RFQ /2023-151, 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.

**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.**

### Important

**The Financial Offer must cover all the materials and 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>.



Please find attached in **ANNEX D** the **General Conditions of Contract for Civil Works (October 2000 version)**. 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 attention,

A handwritten signature in black ink, appearing to read "Maryna Vesnina".

Maryna Vesnina  
Asst. Supply Officer  
UNHCR Ukraine, SO Vinnytsia