

DATE: 15.09.2023

REQUEST FOR QUOTATION: No. UKRKI / RFQ / 2023-149

FOR SUPPLY OF MOBILE PHONES AND ACCESSORIES

QUOTATION TO BE RECEIVED BY: 25.09.2023 at 18:00 hrs Kyiv time

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 procurement of mobile phones and accessories specified in Annex A in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

- **Annex A:** Technical Specifications of Goods;
- **Annex B:** Technical Offer Form;
- **Annex C:** Financial Offer Form;
- **Annex D:** Documentation procedures on tax reporting (for companies with VAT payer status);
- **Annex E:** UNHCR General Terms and Condition for Goods and Services;
- **Annex F:** Vendor Registration Form;
- **Annex G:** UN Suppliers Code of Conduct.

Quotations should be submitted via **Annex B** and **Annex C**, duly signed and stamped.

Please include the following price information in your quote (without VAT):

- Company registration in Ukraine
- Currency of Offer: USD (excl. VAT);
- Unit Cost: Including DAP (Incoterms 2020) - UNHCR Kyiv Office, 75 Zhylianska St., Kyiv, 01032, BC "Eurasia".
- 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;
- Quality Certificate(s) if applicable;
- Warranty Period for the Good;

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 D**.

## 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 20/09/2023, 14:00 hrs Kyiv time.**

**We would appreciate receiving your quotation on or before 25/09/2023, 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 / 2023-149;**
- 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 is 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.**

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

**IMPORTANT:**

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

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>

**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 Goods (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 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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Dhanu Gurung

Associate Procurement Officer  
UNHCR Representation in Ukraine