

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

DATE: 06/06/2024

REQUEST FOR QUOTATION: RFQ/24/016/RBAP/PSP

Request for quotation for the provision of Digital and Email Content Services for the Private Sector Partnership Services of United Nations High Commissioner for Refugees Sub-Office Hong Kong

QUOTATION TO BE RECEIVED BY: 24th June 2024 23:59 HK time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the provision of Digital and Email Content Services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The UNHCR Sub-Office Hong Kong is looking for qualified companies **to provide digital and email content services**. UNHCR requests quotations to provide services including but not limited to the scope of work described below, appendix and in the Financial Offer Form (see Annex C).

Project duration: 1 August 2024 to 31 July 2025

Find attached in Annex A additional information about the services required Terms of Reference (TOR).

UNHCR is exempted from all direct taxes, with this regards the price must be given without any local taxes. Please use single currency (HKD) to provide your fee structure and sum-up the total cost for the Services. Please fill in, sign and company stamp of the Financial Quotation (**Annex C**) for your price proposal.

Your Financial Quotation must be all-inclusive, meaning that no further cost will be absorbed by UNHCR in case of selection. The Financial Quotation (**Annex C**) and only this document will be evaluated based on the lowest total pricing offered.

UNHCR shall pay the Supplier(s) within thirty (30) days after satisfied completion of deliverable. Payment shall be made against invoice and based on the quotation submitted by the Supplier(s).

2. RFQ Submission

For any questions, regarding the requirements, please contact both:

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

- Jacqueline Ng at ngj@unhcr.org
- Rachel Bagnall bagnall@unhcr.org

Please read carefully eTender Registration Guide (Annex G) and eTender Supplier User Manual (Annex F). All bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following hyperlink:

<https://etenderbox.unhcr.org>

The deadline to receive your quotation is: 24th June 2024 **23:59 HK time**

If your company is not already registered with UNHCR, please complete, sign, company stamp, and submit the Vendor Registration Form (Annex H).

Please indicate your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Services (Annex E) by signing and company stamping the document.

Please indicate your acknowledgement of the UNHCR Special Data Protection Conditions (Annex D) by signing and company stamping the document.

Thank you for your kind attention.

Ling Yun
Assistant Supply Officer
UNHCR Regional Bureau for Asia and the Pacific