

## UKRKI/RFQ/2024-011

### ANNEX A – Schedule of Requirements

#### Background:

In reference to the ongoing conflict and subsequent need to ensure support to Persons of Concern and authorities, UNHCR intends to establish a contract for the provision of materials included within the Rapid Thermal Kits (RTK). Such a contract would serve the purpose of providing necessary materials for RTKs, allowing:

The kit is designed for seasonal insulation of old non-energy-efficient windows and for improving the efficiency of heating radiators. The materials used are typical for these tasks in the region. RTK consists of 7 items – used for insulation, packaged as 1 Kit in a Carton Box. One can insulate at least 4 windows and increase the performance of at least 4 radiators with the content of the kit.

One Rapid Thermal Kit (RTK) will include:

Reflective insulation screen	Reflective insulation screen (500...600mm x 5m)	2 rolls (2 pieces)
Polyethylene film for construction	Transparent polyethylene film for construction (1,5m x 10m)	1 piece
Double-sided adhesive tape	Double-sided adhesive tape (15mm x 10m)	total length not less 10 meters linear (preferably the entire length in 1 piece, but not necessarily)
Construction tape	Construction tape (40mm x 50m)	total length not less 50 meters linear (preferably the entire length in 1 piece, but not necessarily)
Masking tape	Masking tape (40mm x 40m)	total length not less 40 meters linear (preferably the entire length in 1 piece, but not necessarily)
Polyurethane foam stripes	Polyurethane foam stripes (20mm x 20mm x 2m)	total length not less 40 meters linear (20 pieces x 2m)
Mounting Foam	All-season mounting foam 750 ml	1 piece
Packaging	Multi-layered roadworthy Carton Box. Minimum three layers. in which the above components of the kit can all fit	1 box with UNHCR logo (marking to be added if requested by UNHCR)

The total estimated requirement of RTKs is 4,000 kits

The distribution is arranged and further considered by UNHCR via its warehouse (WH) in Kyiv. Therefore, suppliers are to provide pricing of offers to ensure delivery of items to DAP UNHCR WH in Kyiv (Kyyivs'kyy Shlyakh str., 121, Velyka Oleksandrivka village, Kyiv Oblast, 08320).

#### Tasks:

Bidders are requested to provide unit costs to all eight items in Annex C – Financial Offer.

**It is mandatory to assemble the Kits by the awarded bidder. All items need to be placed inside the box and delivered to DAP UNHCR WH in Kyiv as one Kit.**

#### Financial Offer:

The financial offer should be provided on all-inclusive basis, including transport to the delivery point: UNHCR WH, Kyiv region. Bids are to be prepared in UAH.

Please note that UNHCR has tax and duty exemption status in Ukraine, therefore, quotations to this bid are to be provided without VAT, **however, for VAT-payer companies registered in Ukraine, the VAT component shall be separately indicated.**

**UNHCR's role:**

UNHCR will check the compliance of all items to the agreed specifications as per contractual arrangements, including but not limited to the packing requirements facilitating further sorting and distribution of materials by UNHCR.

**Delivery capacity:**

UNHCR is planning to order the kits in 3 batches:

1<sup>st</sup> batch of 1,000 kits – with a maximum acceptable delivery lead time of 2 weeks to the designated UNHCR Warehouse. 2<sup>nd</sup> batch of 1,500 kits – with a maximum acceptable delivery lead time of 3 weeks to the designated UNHCR Warehouse.

3<sup>rd</sup> batch of 1,500 kits – with a maximum acceptable delivery lead time of 4 weeks to the designated UNHCR Warehouse.

**All 4000 kits should be delivered to Kyiv Warehouse not later than 4 weeks from PO placement**

Bidders shall confirm their delivery capacity in Annex B – Technical Offer Form.

**Technical Requirements**

All items are to be provided by the company selected following the bidding process. The compliance of bidders will be evaluated by UNHCR's technical evaluation committee (TEC) according to the technical requirements, as specified in Annex A and Annex A1.