
DATE: 07.11.2024

**REQUEST FOR QUOTATION: No. UKRKI/RFQ /2024-036
FOR ONE-OFF PROCUREMENT OF MISCELLANEOUS OFFICE ITEMS FOR THREE (3)
PROJECTS
QUOTATION TO BE RECEIVED BY: 15.11.2024 at 23:59 hrs Kyiv time**

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. Additionally, it has a mandate to assist stateless people.

In more than seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 20,000 people in 135 countries continues to help about 89 million people¹. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine, invites qualified suppliers and manufacturers to make a firm offer **for one-off procurement of miscellaneous office items for three (3) projects**.

Please see the below Annexes:

- **Annex A – RFQ 2024 – 036 - Technical Offer Form ENG-UKR:** *please confirm compliance, fill, sign, and submit;*
- **Annex B – RFQ 2024 – 036 - Financial Offer Form ENG-UKR:** *please fill and sign with company stamp;*
- **Annex C - Vendor Registration Form:** *please fill and sign with company stamp (refer to the instructions below);*
- **Annex D - General Conditions for provision of Goods:** *please sign with company stamp;*
- **Annex E - UN Supplier Code of Conduct ENG:** *please sign with company stamp;*
- **Annex F - Documentation procedures on tax reporting (for companies with VAT payer status) UKR_ENG:** *please read and acknowledge acceptance by signing on the document with company's stamp.*

More details on the required goods and/or services are provided in the attached **Technical Offer Form (Annex A)**.

¹ Source: <https://www.unhcr.org/figures-at-a-glance.html>

It is strongly recommended that this Request for Quotation and its annexes be read thoroughly before submitting your offer. Failure to observe the procedure laid out in this document may result in disqualification from the evaluation process.

This document is not to be construed in any way as an offer to contract with your firm.

Bidders can offer any or all the items listed in Annex A (all LOTS). UNHCR reserves the right to accept the whole or part of your bid.

2. REQUEST FOR CLARIFICATIONS

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Supply Unit at ukrkipro@unhcr.org

The **deadline for submission of Requests for Clarifications** is on **13.11.2024, 15:00 hrs Kyiv time.**

UNHCR will compile the questions received and will respond to all Bidders participating in the tender competition shortly after the query deadline.

3. PREPARATION OF QUOTATION

Quotations should be prepared based on the guidelines set forth in this Request for Quotation.

Please refer to and use the following Annexes to prepare your offer. Your quotation must include the following:

3.1 Content of the ELIGIBILITY REQUIREMENTS

- Annex C: Vendor Registration Form - *please fill and sign with company stamp (refer to the instructions below)*
- Annex D: UNHCR General Conditions of Contracts for Goods (Rev. July 2018) – *in English and Ukrainian (in case of any discrepancy between the two versions, the English version shall prevail); please sign with company stamp;*
- Annex E: UN Supplier Code of Conduct – *in English and Ukrainian (in case of any discrepancy between the two versions, the English version shall prevail); please sign with company stamp;*
- Annex F: Documentation procedures on tax reporting (for companies with VAT payer status) - *please read and acknowledge acceptance by signing on the document with company's stamp;*
- Required supporting documents:
 - Valid commercial registration certificate;
 - VAT/Tax registration certificate;

For companies who are not yet registered and are interested in doing business with UNHCR Ukraine must submit (filled-up, signed with company stamp) the Vendor Registration Form annexed to this document and submit all required documentation. The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as legal registration, financial standing, core business, track record, and contract capacity.

For companies who are already registered with UNHCR Ukraine, please submit an empty

Vendor Registration Form clearly indicating your UNHCR Vendor ID (signed with company stamp). Vendors must ensure that the information and documentation (e.g. bank details, government certificates, licenses and permits; office address; contact details- name, telephone number, email address; etc.) provided in connection with their registration are up to date. Please verify and ensure that your company is registered under its full legal name. To update your profile, kindly fill up the appropriate section of the Vendor Registration Form which you are updating.

IMPORTANT:

Any false information or incomplete information on the Vendor Registration Form may result in the rejection of the application or cancellation of an already existing registration.

3.2 Content of the TECHNICAL OFFER

The technical details of the goods requested by UNHCR can be found in the **Technical Offer Form (Annex A)**. Your offer should clearly disclose any discrepancies with the specifications given. Please confirm compliance by filling and signing **Technical Offer Form (Annex A)**.

- **Annex A:** Technical Offer Form – *please confirm compliance, fill, sign, and submit*

• Other requirements:

- **Detailed description:** Failure to submit the detailed description (e.g. brand and model, specifications, features, etc.) of goods being offered may result in disqualification from the evaluation process. UNHCR will not be responsible for locating or securing any information that is not identified in the Bid. Accordingly, to ensure that sufficient information is available, the Bidder shall furnish, as part of the Bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

- **INCOTERMS:** The International Chamber of Commerce INCOTERMS 2020 shall apply for this RFQ and for any resulting purchase orders(s). The applicable INCOTERM shall be: **Delivered-at-Place (DAP)** to the Final Delivery Point mentioned below.

Final Delivery Place (FDP): *The DAP location for different items may vary (stipulated as per Lots in Annex A).*

- **Warranty Period for Goods, where applicable:** as per item specification in Annex A.

3.3 Content of the FINANCIAL OFFER

Using the provided **Financial Offer Form (Annex B)**, the currency of the offer must be in either Ukrainian Hryvnia (UAH) or in US Dollars (USD).

However, Purchase Orders and payments will be made in Hryvnia (UAH) currency following the United Nations Operational Rate of Exchange (UNORE) in effect on the date the Purchase Order was issued by UNHCR.

- **ANNEX B:** Financial Offer Form - *please fill and sign with company stamp.*

Notes:

- UNHCR is exempt from all direct taxes and customs duties. With this regard, price must be given without VAT, however, if the Bidder is a VAT payer, this must be stated in Annex B.

If your company is a VAT payer in Ukraine, please indicate separately the VAT component in **Financial Offer Form (Annex B)**.

- See **Section 9 – Payment Terms** of this RFQ for more details.

Important: Please note that submitting an offer is deemed as acceptance of the UNHCR's General Conditions of Contracts and the terms and conditions provided in this tender document.

4. PERIOD OF VALIDITY OF QUOTATIONS

Offers shall be valid for a period of **30 calendar days** after the submission deadline as prescribed in **Section 7, “Instructions for Submission of Offers”** of this RFQ. An offer valid for a shorter period may be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the quotation validity period, UNHCR may request bidders to extend the period of validity of their offers. The request and the responses shall be made in writing. A Bidder may refuse to extend the validity of its offer, in which case the Bidder may withdraw its offer without any penalty. A Bidder agreeing to the request will not be required or permitted to modify its offer. All prices shall be fixed until the bid validity period expires, before which a contract shall be established.

5. AMENDMENT OF RFQ DOCUMENT

At any time prior to the deadline for submission of offers, UNHCR may amend the RFQ Documents by issuing an addendum. Any addendum issued shall be part of the RFQ Documents and shall be communicated in writing to all interested bidders and/or directly invited by UNHCR to participate in the procurement exercise.

6. COST OF PREPARING AND SUBMITTING AN OFFER

The Bidder shall bear all costs associated with the preparation and submission of its Offer, and UNHCR shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. INSTRUCTIONS FOR SUBMISSION OF OFFERS

Quotations should be prepared based on the guidelines set forth in this Request for Quotation, then sent by email to ukr-rfq-offers@unhcr.org no later than **15.11.2024 at 23:59 hrs Kyiv time (Submission Deadline)**.

Please note the following guidelines for electronic submissions:

- Your quotation must be written in the English or Ukrainian language (preferably in English) and sent in PDF and Excel formats;
- Please be aware of the fact that depending on the email platform being used by the bidder, there is a limit on the size of email attachments that can be sent. So, it may be necessary to send more than one email per group of documents / one email per LOT;
- It is your responsibility to verify that all e-mails have been received properly before the submission deadline;
- Late submissions and offers submitted to other than the email indicated above may be rejected;
- Please indicate the following in the e-mail subject field:

UKRKI/RFQ /2024-036_[Name of your firm]_[Number of e-mails that are sent (example: 1/2, 2/2)].

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.

UNHCR may, at its discretion, extend the deadline for the submission of quotations, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective bidder.

8. EVALUATION OF QUOTATIONS

Offers shall be evaluated based on the following criteria:

- Qualifications and eligibility based on the information and documentary evidence provided in accordance to **Section 3.1 “Content of the Eligibility Requirements”**
- Compliance with the technical requirements based on the information and documentary evidence (and samples, if applicable) provided in accordance to **Section 3.2 “Content of the Items Specification and Technical Offer”**
- All-inclusive price offer based on the information and documentary evidence provided in accordance with **Section 3.3 “Content of the Financial Offer”**
For evaluation purposes only, if offers are received in various currencies, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations Operational Rate of Exchange (<https://treasury.un.org/operationalrates/OperationalRates.php>) in effect on the date the submissions are due.

9. PAYMENT TERMS

Any Purchase Orders and payments will be made in Hryvnia (UAH) currency following the United Nations Operational Rate of Exchange (UNORE)² in effect on the date the Purchase Order was issued by UNHCR.

The standard payment terms of UNHCR are **net 30 days** upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents, if any), and acceptance thereof by UNHCR.

10. INSPECTION

Inspection of Goods will be applicable and will be advised at the time of purchase. The inspection may be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. Place of Inspection: Shall be notified by UNHCR at the time of contracting (Purchase order).

11. UNHCR'S RIGHT TO ACCEPT ANY QUOTATION AND TO REJECT ANY OR ALL QUOTATIONS

UNHCR reserves the right to accept the whole or part of your Offer.

UNHCR reserves the right to accept or reject any offer, and to cancel the process of competition and reject all offers at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders on the grounds for UNHCR's decision.

² United Nations Operational Rate of Exchange: <https://treasury.un.org/operationalrates/OperationalRates.php>

UNHCR reserves the right to approach one or more Bidders in order to establish multiple Frame Agreements having been awarded as a result of this tender and negotiate directly with the Supplier to cater to future requirements of UNHCR or any other UN agencies.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted.

UNHCR is not bound to select any of the firms submitting the offers and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

12. POST QUALIFICATION

UNHCR reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction, the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in this RFQ, may include, but need not be limited to, all or any combination of the following:

- Verification of accuracy, correctness and authenticity of information provided by the Bidder on the legal, technical and financial documents submitted;
- Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that may have done business with the Bidder;
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;
- Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of the Purchaser, where available; and

13. UN GLOBAL COMPACT AND OTHER FACTORS

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

14. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the UNHCR General Conditions of Contracts (Rev. July 2018) will be strictly adhered to for the purpose of any future contract.

Mohamed Elgadhafi,
Supply Officer,
UNHCR Representation in Ukraine