



**UNHCR**

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

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DATE: 31/01/2017

REQUEST FOR QUOTATION: No. RFQ/MDACH/HCR/2017/01

FOR THE SUPPLY OF COMMUNICATION SERVICES

QUOTATION TO BE RECEIVED BY: 14/02/2017

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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 **COMMUNICATION SERVICES REQUIRED** specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

The United Nations High Commissioner for Refugees (UNHCR), National Office in Moldova invites qualified service providers to make a **firm offer for the establishment of a Frame Agreement for the provision of Communication Services (referred to hereinafter as "Services")**.

UNHCR may award a Frame Agreement with initial duration of 1 (one) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

## 2. Content of the TECHNICAL OFFER

**Description of the company and the company's qualifications** (one page maximum)

- a) Copy of the entity registration documents (license, certificates, etc.);
- b) Brief Company profile and portfolio of clients
- c) Year founded;

Find attached in ANNEX A additional information about the services required (TOR).

Any other information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

**Understanding of the requirements for services, proposed approach, solutions, methodology and outputs** (two pages maximum).

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

- Description of your organization's experience in communication services;
- Description of your organization's capacity to provide the service;
- Description of working hours;
- **UNHCR General Conditions of Contract:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contracts signing (**Annex B**).

### 3. Content of the FINANCIAL OFFER

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

- Currency: **MDL**
- Fees for the required services in the implementing period:
- Additional fees, if any (please specify):
- Total Cost for services (all inclusive):

Please note that UNHCR has tax and duty exemption status.

The financial offer must cover all the services to be provided (price "all inclusive").

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **[15/02/2017 – 23:59 hrs CET]** [by e-mail<sup>2</sup> in PDF format to [mdach@unhcr.ro](mailto:mdach@unhcr.ro)

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: **UNHCR communications services**

- **RFQ MDACH/HCR/2017/01**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

Please find attached in ANNEX B the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

UNHCR Office  
Republic of Moldova

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<sup>2</sup> If the RFQ have to be submitted in print format, please provide relevant details, contacts and address.

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