



UNHCR

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

DATE: [11/05/2021]

REQUEST FOR QUOTATION: [Thailand/RFQ/PSP/2021/00³]

FOR THE SUPPLY OF [Lead Generation Services]

QUOTATION TO BE RECEIVED BY: [23/05/2021] 23:59 BKK 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 following [Lead generation services] specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The PSP of UNHCR Thailand is looking to partner with qualified company for lead generation services to support campaigns in Thailand and meet the KPIs of the campaign, for a duration of 12-months.

Period: June 2021 – May 2022 (12 months)

Total leads requested: 50,000 lists

The selected company must:

- Bring significant knowledge and experience of developing successful and qualified lead generation.
- Have a proven track record of delivering successful campaign.
- Have relevant experience of working with non-profit organization
- Be able to work closely with staff of PSP Thailand and with key stakeholders across the UNHCR network in a collaborative and creative working environment
- Be able to optimize the campaign and performance to meet the KPI.

Find attached in Annex A (TOR) additional information about the proposals to be submitted and the services required.

Please fill in and sign with company stamp the Financial Quotation (Annex B) for your price proposal. Your financial proposal must be all-inclusive, meaning that no further cost will be absorbed by UNHCR in case of selection.

UNHCR is exempted from all direct taxes, with this regards the price must be given without any local taxes. Please use a single currency (HKD) to provide your quotation.

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).

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

2. RFQ Submission

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

- Sarinya Sangiemsak, sangiems@unhcr.org
- Mathieu Mal, mal@unhcr.org

Please read carefully eTender Registration Guide and eTender Supplier User Manual. All bids are required to 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: **23 May 2021, 23:59 (BKK time zone).**

Your quotation must be valid at 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 indicate your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Services (Annex D) by signing and company stamping the document.

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

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

Thank you for your kind attention.



Pattanoot Pongpanit
Assistant Supply Officer
UNHCR Regional Bureau for Asia and the Pacific