

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

DATE: [15/07/2021]**REQUEST FOR QUOTATION: [Thailand/RFQ/PSP/2021/005]****FOR THE SUPPLY OF [Event Organizing Services]****QUOTATION TO BE RECEIVED BY: [29/07/2021] 23:59 Thailand 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 [Event Organizing Services] specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The Private Sector Partnerships (PSP) of UNHCR Thailand is looking to partner with qualified agency/ies that can conceptualize, plan, and execute events of varied scales over 6 months. Each event is aimed to strengthen UNHCR's brand recall among new audiences, acquire new donors, foster loyalty among its current supporter base, and create a journey that leaves an impact in the minds of all attendees.

The service contract phase is planned from July to December 2021, covering the following objectives:

- Conceptualization and construction – Propose innovative event design and construction that align with UNHCR's brand and event objectives.
- Planning – Map out an audience centric strategy with full logistic complement
- Execution – Create a dynamic event and/or brand experience that leaves a lasting positive impression

The activity list and requirements for your submission can be found in Annex A. Please refer to Annex F for detailed description and specifics of all activities.

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 (THB) 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>

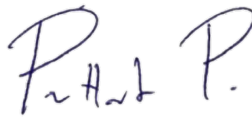
The deadline to receive your quotation is: **29th of July 2021, 23:59 (Thailand time zone).**

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