

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

DATE: [27/10/2021]**REQUEST FOR QUOTATION: [Hong Kong/RFQ/PSP/2021/15]****FOR THE SUPPLY OF [2022 Calendar one-stop design, printing & mailing service]****QUOTATION TO BE RECEIVED BY: [07/11/2021] 23:59 HK 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 [2022 Calendar one-stop design, printing & mailing service] specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The UNHCR Sub-Office Hong Kong is looking for qualified companies for **one-stop services (including design, printing, variable data print, lettershop and mailing)** to support 2022 Calendar production.

Project duration: One-off service, completion by November 2021.

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

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 (USD) 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).

2. RFQ Submission

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

- Miss Sue Lo, los@unhcr.org
- Mathieu Mal, mal@unhcr.org

Please read carefully eTender Registration Guide (Annex F) and eTender Supplier User Manual (Annex G). All bids are required to be submitted by file upload to eTenderBox, the

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

online bid registration tool of UNHCR. The eTenderBox can be accessed via the following hyperlink:

<https://etenderbox.unhcr.org>

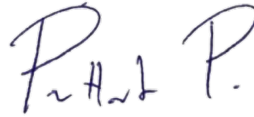
The deadline to receive your quotation is: **7th of November 2021, 23:59 (Hong Kong time zone).**

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