

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

---

**DATE: 03/02/2022****REQUEST FOR QUOTATION: NO. RFQ/HCR/AA/2022/004****DATA COLLECTION FOR A RETURN INTENTION SURVEY FOR REFUGEES FROM  
SUDAN AND SOUTH SUDAN LIVING IN ETHIOPIA (GAMBELLA, ASSOSA AND  
URBAN)****QUOTATION TO BE RECEIVED BY: 07/02/2022, 23:59 ETHIOPIAN TIME**

---

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 data collection for a return intention survey for refugees from Sudan and South Sudan living in Ethiopia (Gambella, Assosa and Urban) as specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

Data collection for a return intention survey for refugees from Sudan and South Sudan living in Ethiopia (Gambella, Assosa and Urban) as per Annex B.

**For Services:**

- Terms of reference for required survey can be found in attached Annex B

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

- Currency: Ethiopian Birr
- Unit Cost:
- Additional charge, if any (please specify):
- Total Cost for service (all inclusive):

Please note that UNHCR has tax and duty exemption status.

**2. YOUR OFFER****2.1 CONTENT OF THE TECHNICAL OFFER**

The following details shall be provided in the Technical Offer:

- Description of the offered service in response to the ToR described in Annex B.

The below administrative documentation should be also included in the Technical Offer and will be assessed by the Supply Unit in order for the offer to be complete:

---

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

- Latest Business Registration Certificate
- Evidence of Previous Experience in data collection
- Acknowledgement of UNHCR's General Terms and Conditions for the provision of Services [July 2018]– (Annex A). Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Services.
- Vendor Registration Form - if your company is not already registered with UNHCR, (Annex D).
- Acknowledgement of UN Supplier Code of Conduct (Annex F)

## **2.2 CONTENT OF THE FINANCIAL OFFER**

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

- Currency: Birr
  - Unit Cost:
  - Additional charge, if any:
  - Total Cost for service (all inclusive):

Please note that UNHCR has tax and duty exemption status.

The successful bidders will be requested to maintain their quoted price model for the duration of the contract period

## **3. RFQ Submission**

We would appreciate receiving your quotation on or before **07/02/2022 – 23:59 HRs LOCAL TIME** by e-mail in PDF format to [ETHADSMS@unhcr.org](mailto:ETHADSMS@unhcr.org)

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.

Please indicate in the e-mail subject field:

- RFQ/HCR/AA/2022/004
- 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:

1. ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Services- 2018,
2. ANNEX B Terms of Reference,
3. Annex C Financial proposal form,
4. Annex D Vendor registration form
5. ANNEX E Special data protection conditions
6. ANNEX E: Supplier code of conduct.

You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Isaac Mohammed  
  
Senior Procurement Officer  
UNHCR Country Office in Ethiopia