



UNHCR

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

DATE: 18/02/2022

REQUEST FOR QUOTATION: Hong Kong/RFQ/PSP/2022/04

FOR THE SUPPLY OF

One-stop creative, printing & mass mailing service for Annual Receipt Pack & Donor Impact Report (April 2022)

QUOTATION TO BE RECEIVED BY: 27/02/2022 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 [Digital Media Planning and Buying Services] specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR is seeking to contract with a local digital media planning and buying agency for the The UNHCR Sub-Office Hong Kong is looking for qualified companies for **one-stop creative, printing & mass mailing service** (including copywriting, translation, design, printing, variable data print, lettershop & mass mailing) to support the **Annual Receipt Pack and Donor Impact Report**.

Project duration: one-off service, February to May 2022

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 (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).

2. RFQ Submission

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

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

- Miracle Cheng, cheng@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 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: **27th of February 2022, 23:59 (Hong Kong time zone).**

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

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.

Thank you for your kind attention.



Ling Yun
Assistant Supply Officer
UNHCR Regional Bureau for Asia and the Pacific