

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

DATE: 06/04/2022**REQUEST FOR QUOTATION: RFQ/22/007/RBAP/PSP****FOR THE SUPPLY OF****Lead Generation Services****QUOTATION TO BE RECEIVED BY: 20/04/2022 23:59 PHT 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 unit at UNHCR Philippines is looking to partner with a qualified agency to provide lead generation services to support campaigns in the Philippines and meet the KPIs of the campaign. The selected contractors are required to manage and implement lead generation activities and to help achieve the objectives.

Project duration: May 2022 – April 2024 (24 months, potentially extendable for a further period of 12 months subject to satisfactory performance)

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 (PHP) 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).

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

2. RFQ Submission

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

- Gia Leanne Luga, luga@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: **20th of April 2022, 23:59 (PHT 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