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DATE: 15<sup>th</sup> of May 2023

REQUEST FOR QUOTATION: RFQ-23-024-EUROPE-PSP

FOR THE PROVISION OF

FUNDRAISING DATA ANALYSIS SUPPORT SERVICES FOR UNHCR PSP EUROPE  
REGIONAL

QUOTATION TO BE RECEIVED BY: 25<sup>TH</sup> OF MAY 2023 23:59 PM CET

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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 fundraising data analysis support services specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

UNHCR Private Sector Partnerships (PSP) in Europe is seeking to appoint a qualified vendor for fundraising data analysis support services for regional scope.

The service provider must have proven experience in this area and must ensure the highest possible standard and deliver services within set deadlines.

Project duration: We are seeking to collaborate upon completion of this selection process, until end of December 2023, with potential extension until the end of 2024, subject to satisfactory performance. The service is needed min. 4 days per months max 7/8 days per months, for the period indicated.

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

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 (Euro) 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:

- Erzsebet Gal, [galer@unhcr.org](mailto:galer@unhcr.org)

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

- Erika Celi [celi@unhcr.org](mailto:celi@unhcr.org)

Please read carefully eTender Registration Guide (Annex G) and eTender Supplier User Manual (Annex H). 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: **25<sup>th</sup> of May 2023 23:59 PM CET**

**Annexes:**

**Annex A – Terms of reference**

**Annex B – Technical response form (to be filled out and submitted)**

**Annex C – Financial offer form (to be filled out and submitted)**

**Annex D - UNHCR Special Data Protection Conditions (to be signed and submitted)**

**Annex E - UNHCR General Conditions of Contracts for the Provision of Services (to be signed and submitted)**

**Annex F – Vendor Registration form (to be filled out, signed, and submitted)**

**Annex G & H – eTenderBox manual and registration guidance**

**Kind reminder about samples to be sent digitally (via etenderbox) and via post.**

Thank you for your kind attention.

Yours faithfully,



Erika Celi

Supply Associate

United Nations High Commissioner for Refugees (UNHCR)

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