
DATE: 27th of February 2025

REQUEST FOR QUOTATION: RFQ/25/004/NETHERLANDS/PSP

FOR THE PROVISION OF

FUNDRAISING DATA ANALYSIS SUPPORT SERVICES FOR UNHCR PSP EUROPE
REGIONAL

QUOTATION TO BE RECEIVED BY: 13TH OF MARCH 2025 23:59 PM CET

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 fundraising data analysis support services 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.

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

Please fill in the Technical Response Form Quotation (Annex B).

Please fill in the Financial Offer Form (Annex C).

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 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

Please read carefully eTender Registration Guide (Annex H) 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:

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

<https://etenderbox.unhcr.org>

The deadline to receive your quotation is: **13th OF MARCH 2025 23:59 PM CET**

Annexes:

- Annex A – Terms of reference
- Annex B – Technical response form (**to be filled-in & submitted**)
- Annex C – Financial offer form (**to be filled-in & submitted**)
- Annex D – General Conditions of Contract for the Provision of Services
- Annex E - UN Supplier Code of Conduct
- Annex F – Supplementary agreement on protection of personal data
- Annex G&H – eTenderBox Registration guide and User Manual
- Annex I – Vendor registration form

Thank you for your kind attention.

Yours faithfully,



Erika Celi

Supply Associate

United Nations High Commissioner for Refugees (UNHCR)
