



UNHCR

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

DATE: 15/04/2024

REQUEST FOR QUOTATION: RFQ/24/012/RBAP/PSP

Office space rental for In-house Tele-fundraising programmes, PSP Thailand

QUOTATION TO BE RECEIVED BY: 06/05/2024 23:59 BKK time

1. BACKGROUND

UNHCR is the UN Refugee Agency and takes the lead in providing international protection for more than 110 million refugees and displaced people worldwide. UNHCR is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide.

Private Sector Partnerships Service (PSP) is a fast-growing global division with offices across the world. UNHCR has developed a private sector engagement strategy to achieve, the long-term goal of maximizing sustainable and flexible contributions from the private.

UNHCR started fundraising activities in Thailand under Private Sector Partnerships Service (PSP) since 2008 using the Face to Face (F2F) Fundraising programme and has since developed and implemented a strategy involving multiple fundraising channels to maximize private sector income and support UNHCR operations.

PSP Thailand established In-house Tele-fundraising contact centre in 2021 to contact donors on various issues both to acquire new donors and seek to improve the additional fundraising income from 35,000 existing donors via Tele-fundraising activities. PSP Thailand is required to lease office space for the In-house Tele-fundraising programmes.

2. REQUIREMENTS

Please refer to Annex A terms of reference for the mandatory requirements,

Please fill out Annex B for your technical response.

Please fill out Annex C for your financial response. 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 (THB) to provide your quotation.

The proposal received in response to this RFQ will be used to:

- Assess the current real estate market situation in Bangkok, Thailand
- Assess and compare potential properties for suitability of the UN's use in Bangkok

- Lease a property/building that meets the UN's requirement as per the evaluation criteria

Expected duration of the contract: one (1) year with possibility to extend another year.

Your offer must be compliant with all requirements listed on Annex B. The contract will be awarded based on the technically compliant, lowest price offer.

Documentation required for new vendor registration (in case of selection):

- The new vendor registration for (Annex E)
- VAT Number Certification/Registration (Legal Document, PDF format) has been submitted.
- Bank Account Statement submitted, showing clearly: Bank Account Number and Name, Date, Swift code, IBAN code, and issued recently in the last two (02) months (PDF format). No need to disclose statements figures/balances, you can blind them. Letters issued by the supplier with the bank account details are NOT acceptable. Bank Account Name shall match the legal entity name. Electronic Bank Account Statements issued by the bank's website are acceptable. Letters issued from the Bank are NOT acceptable.

3. RFQ SUBMISSION

For any questions, regarding the requirements, please contact all focal points below:

- Rachel Bagnall, Email: bagnall@unhcr.org
- Pasiree Thongsak, Email: thongsak@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: **6th May 2024**

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 indicate your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Services (Annex D) by signing and company stamping the document.

Thank you for your kind attention.

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