



<b>Date</b>	16/02/2026
<b>Project Title:</b>	Comprehensive Support for Protection and Recovery in Kharkiv Oblast
<b>CESVI project Code:</b>	EUKR023
<b>Donor:</b>	UHF
<b>Donor Project code:</b>	CBPF-UKR-25-S-NGO-36258
<b>Procedure Code:</b>	EUKR023/3Q/02
<b>Budget line:</b>	3.1 IT equipment for staff

### **REQUEST FOR QUOTATION**

With the present document, CESVI invites:

#### **Suppliers**

to present a quotation to the following items: **IT equipment for staff**

<b>Item (description):</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
Laptop / 16" / RAM 16 GB / SSD 512 GB, Win 11, MS Office for business	1	To be indicated in the Offer	To be indicated in the Offer
Tablet 5G, 8/128GB, 11"	1	To be indicated in the Offer	To be indicated in the Offer
Inkjet MFD (copying, scanning, printing), color, A4, USB, WiFi, ADF	1	To be indicated in the Offer	To be indicated in the Offer
Mobile phone 6/128GB	2	To be indicated in the Offer	To be indicated in the Offer

#### **Delivery: DDP, 179b Av. Heroiv Kharkova, office 301, Kharkiv, Ukraine**

To send the following documentation required by CESVI:

- Copies of Registration Documents
- Signed Offer with detailed specification of the items proposed, indicated terms of payment and delivery
- Signed Tender Declaration (attached as Annex 1 to this RFQ)

#### **Financial Offer:**

The offer and this document shall be signed and presented to CESVI, by 23.02.2026 6pm at the following e-mail:

**nataliiatarasenko@cesvioverseas.org**

Information on the Comparative procedure can be obtained from CESVI.  
Telephone: **+38 067 550 27 55**, email (nataliiatarasenko@cesvioverseas.org),  
Contact Person Ms **Nataliia Tarasenko** CESVI DHoM for Operations.

#### **Participation**



To be eligible for participation in the procedure, the supplier must declare the adherence to UN Supplier Code of Conduct (see Annex 1)  
Missing declarations will determine the exclusion of the supplier from the procurement process.

### **Terms of Payment**

**The offered prices must be DDP (Delivery Duty Paid) and must be inclusive of any other costs (packaging, transportation, insurance ...) to the final destination.**

The total offer price shall be shown in UAH.

Payments shall be made in UAH.

Payments shall be made to the bank account mentioned on the invoice/offer.

The payments shall be made as follows:

- a) 50% of the contract price after the signing of the Contract/Purchase Order;
- b) 50% of the contract price, as payment of the balance outstanding, at 5 days following final acceptance of the Goods.

The prices are fixed for 1 month.

### **Terms and Method of Delivery**

Delivery time should not exceed 5 working days after signing the Contract/Purchase Order.

### **Warranty Obligations**

The warranty is valid for 1 year from the delivery date.

The Supplier shall warrant that the goods are new, unused, of the most recent models and incorporate all recent improvements in design and materials, unless otherwise provided in the contract. The Supplier shall be responsible for making good any defect in, or damage to, any part of the goods which may appear or occur during the warranty period and which:

- a) results from the use of defective materials, faulty workmanship or design of the Supplier; or
- b) results from any act or omission of the Supplier during the warranty period; or
- c) appears unfit in the course of an inspection made by, or on behalf of, CESVI.

The Supplier shall at his own cost make good the defect or damage as soon as possible and practicable.

### **Applicable Law and settlement of disputes**

The agreement shall in all respects be construed and interpreted in accordance with the local Law.

The Parties shall make every effort to settle amicably any dispute that may arise between them. Once a dispute has arisen, the Parties shall notify each other in writing of their positions on the dispute and any solution that they consider possible. If the amicable dispute-settlement procedure fails, the Parties will submit to the local Court.

### **Fraud & Corruption**

CESVI is committed to use the funds entrusted to it impartially, justly, and in accordance with the specified purposes. Personal relationships or personal advantages should not influence the decisions of CESVI staff and other involved third parties.



In order to effectively prevent corruption and avoid any suspicion of corrupt behaviour, CESVI has developed a policy and a set of Guidelines for the prevention of Corruption and Fraud, which has to be respected by the employees of the organization as well as by other involved third parties, including suppliers.

**Safeguarding**

CESVI has zero tolerance to any form of abuse and sexual exploitation as well as bullying and a range of non-sexual abuse of power perpetrated by CESVI's and partners' and suppliers' employees and related personnel against any individual regardless of age, gender, sexuality, disability, religion or ethnic origin.

**16.02.2026, Kharkiv**

*CESVI*

*Supplier*

Daria Kustanovych,  
Project Manager

.....