**Annex 2**

***Annex 2.***

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 14-2021-UNDP-UKR-RFP-RPP dated January 28, 2021, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company/Organization’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc | EDRPOU, ID tax number  Copies of State registration and Tax registration should be attached |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 2 (two) previous clients/customers for reference | Please attach the signed reference letters *if any.* |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Yes/No (Please choose) |
| Other relevant information |  |

1. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work.*  ***Must include:***   1. ***A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.*** 2. ***Brief description of the assignment implementation with an indication approach to the performance. A work plan with the proposed work schedule indicating the persons responsible.*** |

1. **Qualifications of Key Personnel**

|  |
| --- |
| *If required by the RFP, the Service Provider must provide:*  ***а) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Project Manager).***  ***b) Personal CV of the Project Manager, including information about previous experience in similar projects/assignments and confirmation of his/her availability if selected for this project.***  ***c) Matrix of the experience, language skills, residency of the proposed Interviewers.***  ***d) Written confirmation from each team member that they are available for the entire duration of the contract.*** |

**Financial Proposal**

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**A. Cost Breakdown per Deliverables\***

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal (such as travel, living allowances, salary of staff, stationary, equipment rent etc.).

|  |  |  |  |
| --- | --- | --- | --- |
| No. | **Deliverables** | **Percentage of Total**  **Price (Weight for**  **payment)** | **Price**  **without VAT,**  **indicate currency** |
| 1. | Deliverable 1 | 60% |  |
| 2. | Deliverable 2 | 40% |  |
| **Total all-inclusive cost without VAT, indicate currency** | |  |  |

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Activity/Costs** | **Unit** | **Number** | **Price per unit without VAT, indicate currency** | **Cost without VAT, indicate currency** |
| 1. | Staff |  |  |  |  |
| 1.1 | Project manager salary | Month |  |  |  |
| 1.2 | Interviewer 1 | Month |  |  |  |
| 1.3 | Interviewer 2 | Month |  |  |  |
| 1.3 | Interviewer 3 | Month |  |  |  |
| .. | … | Month |  |  |  |
| 2. | Cost of implementation |  |  |  |  |
| 2.1 |  |  |  |  |  |
| 2.2 |  |  |  |  |  |
| 2.3 |  |  |  |  |  |
| 3. | Administration costs (if any) |  |  |  |  |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 4. | Logistical costs |  |  |  |  |
| 4.1 |  |  |  |  |  |
| 4.2 |  |  |  |  |  |
| 5. | Other costs (if any – to define activities/costs) |  |  |  |  |
| **TOTAL without VAT, indicate currency** | | | | |  |

*Dear Partners!*

*The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.*

*Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.*

*The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.*

*In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:*

*• the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*

*• Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*

*• in column 2 of section B – supplier’s (seller’s) services nomenclature;*

*• in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*

*• in columns 4 and 5 - unit of services measurement;*

*• in column 6 - quantity (volume) of services delivery;*

*• in column 7 - the price of the service unit supply, excluding VAT;*

*• in column 8 - VAT rate code 903;*

*• in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*

*• in column 10 - supply volume, excluding VAT (prepayment amount).*

*Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."*

*Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.*

*Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.*

*Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.*

*Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)