



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 666-2021-UNDP-UKR-RFQ-RPP	Date: 23 August 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Purchase of storage systems and equipment for 6 vehicles for the provision of mobile social services in Donetsk and Luhansk oblasts (2 Lots)** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: **Ms. Agnes Kochan**

Title: **UNDP Ukraine Operations Manager**

Date: **23-Aug-2021**

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>23:59 (Kyiv Time, GMT+3) 05-Sep-2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: *.ZIP, *.PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 Mb ▪ Mandatory subject of email: 666-2021-UNDP-UKR-RFQ-RPP ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in</p> <p><input checked="" type="checkbox"/> United States Dollars</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><u>Lot#1</u> <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes [according to the project 111513; Donor 10159]</p> <p><u>Lot#2</u> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes [according to project 115372; Donor 12113]</p>
Language of quotation	<p><input checked="" type="checkbox"/> English (preferred), and/or <input checked="" type="checkbox"/> Ukrainian, and/or <input checked="" type="checkbox"/> Russian</p> <p>In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation of separate parts of the bid or bid as a whole.</p> <p>All the documentation including catalogues, instructions and operating manuals should be in Ukrainian (and additionally in English/Russian if available)</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed; <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ; <input checked="" type="checkbox"/> A copy of the certificate/extract from the Unified State Register of Legal Entities and Private Entrepreneurs. <input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Organisation's profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in implementing similar programmes – minimum 3 years of experience; <input checked="" type="checkbox"/> At least 2 positive letters of recommendation / feedback letters from previous clients regarding similar tasks <input checked="" type="checkbox"/> List of professional team members proposed to be involved in the task (including the role/qualification and experience of each person – minimum 4 persons). <input checked="" type="checkbox"/> Execution schedule with approximate term for the tasks in weeks from the date of signing the contract. <input checked="" type="checkbox"/> List of works of a similar nature performed (minimum 3 similar projects during last 3 years)

Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted – The offers may be submitted to different Lots
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements. Payment for completed services shall be made through bank transfer to the Contractor’s account during 30 (thirty) days from the date of receipt of the original invoice and registered VAT certificate. <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	Procurement Unit, UNDP Ukraine E-mail address: <i>procurement.rpp.ua@undp.org</i> Attention: Quotations shall not be submitted to this address, but to the address for quotation submission indicated in the respective section above. Otherwise, offer shall be disqualified. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 02 September 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	Applicable for both Lot #1 and Lot #2. <u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline; <input checked="" type="checkbox"/> Offers must meet required Offer Validity; <input checked="" type="checkbox"/> Offers have been signed by the authorized representative; <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section; <input checked="" type="checkbox"/> Legally registered (commercial, non-profit, self-employed individual) organisation. For Ukrainian organisations – should be registered on the Government Controlled Area of Ukraine – pass/fail <u>Technical Requirements:</u>

	<input checked="" type="checkbox"/> Professional team consisting of a minimum of 4 people with appropriate qualifications and specialization and at least 3 years of experience in similar work. <input checked="" type="checkbox"/> Experience in the supply/installation of similar equipment for at least 3 years and minimum 3 similar projects. <input checked="" type="checkbox"/> At least 2 positive letters of recommendation / feedback letters from previous clients regarding similar tasks. <input checked="" type="checkbox"/> Warranty period for all equipment and facilities should be not less than 12 months. All equipment must have official warranty service in Ukraine. <input checked="" type="checkbox"/> Proposed execution schedule is in a line with terms of Delivery Time Section. Purchase of storage systems and equipment, instalment and vehicles delivery must be made within 60 calendar days from the date of signing the contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and/or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award	01 October 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
UNDP will award to	<input checked="" type="checkbox"/> One or more Suppliers, by lots. <input checked="" type="checkbox"/> Irrespective of declared capacity to undertake more than 1 lot, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery. <input checked="" type="checkbox"/> UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported programmes or projects if the Offeror in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Offeror and their affiliates are disqualified from subsequently providing goods, services and civil works under UNDP financing for the same project.



ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

Project Name: UN Recovery and Peacebuilding Program, Local Governance and Decentralization Reform Component

Task description: Purchase of storage systems and equipment for 6 vehicles for the provision of mobile social services in Donetsk and Luhansk oblasts.

Customer: UN Recovery and Peacebuilding Program

Expected Delivery Date: October 2021

Country / Place of work: Ukraine, Government-controlled area of Donetsk oblast.

1. BACKGROUND

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the past decade, prior to the armed conflict, focusing on community and civil society development, and environmental protection.

Since 2015, upon request from the government of Ukraine, UNDP started its work on addressing conflict-related challenges by early engagement, establishing partnerships through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme, jointly implemented by four UN partnering agencies: UNDP, UN Women, FAO, and UNFPA in cooperation with the government of Ukraine.

The UN RPP was designed to respond to and mitigate the causes and effects of the armed conflict. The UN RPP is an integral component of the UNDP Country Programme. It is fully aligned with the United Nations Partnership Framework (UNPF), closely interlinked with the Democratic Governance and Reform Programme, operating national wide and in all of Ukraine's regions.

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralisation Reform

Component III: Community Security and Social Cohesion.

The Programme is pooling funds employing a multi-sectoral programme-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 projects funded by 12 international partners.

The United Nations Recovery and Peacebuilding Programme (UN RPP) is being implemented by four United Nations agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden & Switzerland.

Government of Canada ("Mobile Service Delivery for Conflict Affected Population in Eastern Ukraine" project) and European Union ("EU Support to the East of Ukraine: Recovery, Peacebuilding and Governance 2018-2022" project) have united their efforts to support the initiative under this assignment.

The most vulnerable in the community are also the elderly. Serving single and disabled people requires significant costs and quality improvements. Therefore, it is important to find new forms of work that will not only reduce costs, but also significantly improve the quality and quantity of social services by bringing them closer to the population.

For this purpose, it is planned to purchase **storage systems and equipment for 6 vehicles (Citroen Jumper Crew Cub 2021) for the provision of mobile social services** in remote settlements of Donetsk and Luhansk oblasts.

2. SCOPE OF WORK

Purchase of **storage systems and equipment for 6 vehicles (Citroen Jumper Crew Cub 2021) for the provision of mobile social services** in remote settlements of Donetsk and Luhansk oblasts (these systems will ensure safe and reliable transportation of equipment for the provision of social services). Installation of storage system and equipment in accordance with Table 1 and Annexes 1 and 2 to the ToR.

Delivery of vehicles shall be made to the following locations:

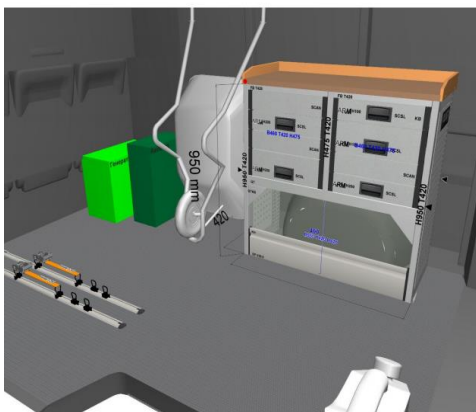
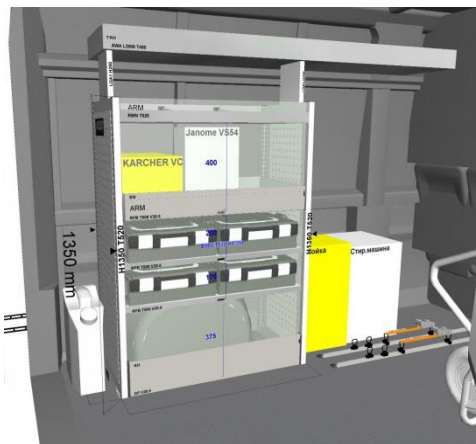
- 1) Ukraine, Donetsk oblast, Kramatorsk. (3 vehicles).
- 2) Ukraine, Luhansk oblast, Sievierodonetsk (3 vehicles).

3. Equipment requirements:

The supplier must perform works on the installation of storage systems and equipment for 6 vehicles (Citroen Jumper Crew Cub 2021) for the provision of mobile social service indicated in table 1:

Table 1

№	Name / description	Quantity per 1 car (pcs.)	Total number	Sample of appearance
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	1	6	
2	Rack in the right-side TM ALUCA (or analogue) incl.	1	6	
	- 2.1 Anti-slip mat 420 x 368 mm for a drawer 460 * 420.	5	30	

	- 2.2 Plastic inserts/organizer KB4642 for a drawer	1	6	
3	Rack in the left-side TM ALUCA (or analogue) incl.	1	6	
	- 3.1 Partition of 500 mm for the shelf	2	12	
	- 3.2 Partition for a tray 520 * 950 G: 520	2	12	
	- 3.3 Anti-slip. mat 944 x 508 mm for tray 950 x 520 mm	1	6	
	- 3.4 Anti-slip. mat 944 x 491 mm for the shelf 950 (1 piece).	1	6	
	- 3.5 Anti-slip. mat for a sliding tray, G: 392 mm	1	6	
4	BOX system allowable sizes +/- 3% (removable plastic suitcases), incl.	1	6	
	- 4.1 ALUCA L-BOXX (or analogue) 136 (suitcase) WxDxH: 442x357x151 mm	1	6	
	- 4.2 Double guide limiter	2	12	
	- 4.3 Single guide limiter	4	24	
	- 4.4 Guide for suitcases	6	36	
	- 4.5 ALUCA L-BOXX (or analogue) 136 (suitcase) with foam insert	1	6	
	- 4.6 ALUCA L-BOXX 136 (or analogue) (suitcase) with insert for hand tools	2	12	
5	Fastening accessories incl.	1	6	
	- 5.1 Rubber fastening tape D = 2000, with 2 wall hooks	2	12	
	- 5.2 Universal wall holder for tools and accessories (set)	1	6	

	- 5.3 Fittings for aluminium accessories with a ring for tightening belts	4	24	
	- 5.4 Aluminium guide for belts, D-1995 mm	2	12	
	- 5.5 Cap for aluminium guide	4	24	
	- 5.6 Tightening belt with snoring mechanism 2000x25 mm	2	12	
6	Production and installation of a floor (Finishing materials should be agreed with the customer).	1	6	

Requirements for the interior design of the cargo compartment of the vehicle.

Interior planning should be done in accordance with the plan-scheme contained in Annex 1.

The supplier must complete the base vehicle with the storage and transport elements for the equipment specified in Annex 2.

4. Qualification requirements for a successful supplier

- Company with valid registration (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).
- Professional team consisting of a minimum of 4 people with appropriate qualifications and specialization and at least 3 years of experience in similar work
- Experience in the supply/installation of similar equipment for at least 3 years and minimum 3 similar projects.
- At least 2 positive letters of recommendation / feedback letters from previous clients regarding similar tasks

5. Warranty conditions

All necessary technical documentation (passports, assembly diagrams, etc.) must be provided by the supplier on the day of delivery. Warranty period for all equipment and facilities should be not less than 12 months. All equipment must have official warranty service in Ukraine.

6. Delivery time

Purchase of storage systems and equipment, instalment and vehicles delivery must be made within 60 calendar days from the date of signing the contract. Date and time of delivery must be agreed with the customer.

Delivery must be made in accordance with the UNDP agreed equipment specification.

7. Delivery address

Delivery must be carried out to the addressee:

- 1) Ukraine, Kramatorsk city, Donetsk oblast (3 vehicles).
- 2) Ukraine, Sievierodonetsk, Luhansk oblast (3 vehicle).

8. Price offer and payment schedule

- The contract price must remain fixed for the duration of the contract.
- Applicants must include all costs associated with the preparation and transportation of the vehicle and its equipment in their price offer.
- Payments should be made as follows:
100% of the total amount of the contract will be paid after signing the bilateral Act of acceptance - transfer.

9. Additional requirements

The supplier is obliged to provide a specification with all necessary documents for the supplied equipment.

The base car will be delivered to the winner, but the cost of delivery of the finished product and car to the customer must be included in the price offer.

Delivery will be monitored by UNDP representative.

10. The selection process

Applicants must provide detailed information and documents on:

1. Information about the vehicle supplier's company. Registration documents;
2. At least two letters of recommendation from previous customers for the supply of similar goods;
3. List of works of a similar nature performed in the last 3 years

Nº	Project name	Customer information, contact details	Description of works	Contract amount (USD)	Actual end date
1					

2					
3					

4. Applicants must indicate the approximate deadlines (Execution Schedule) for the task in weeks from the date of signing the contract

Nº	Name / description	Term for performance of works from the date of signing the contract
1.	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	
2.	Instalment of Rack in the right-side	
3.	Instalment of Rack in the left-side	
4.	Instalment BOX system (removable plastic suitcases)	
5.	Instalment of fastening accessories	
6.	Production and installation of a floor	
7.	Delivery of vehicles and assembly of the finished product	

5. Professional team members

Nº	Name of staff member	Qualification	Years of relevant work experience	Status (permanent / temporary)
1				
2				
...				

11. Estimated cost of the proposal

Applicants must submit their price offers in the following format. All costs associated with the execution of works should be included in the price offer (such as the purchase, installation of all products and equipment, electricity costs from connection points, transportation costs, per diem, staff salaries, office/premises expenses, etc.).

Taking into account that purchase will be carried out within 2 projects of international technical assistance, price offers/invoices for payment must be presented as follows:

- without VAT for LOT 1 (EU funded);

- with VAT for LOT 2 (Canada Government funded - project is registered by does not has VAT exemption).

LOT 1

No.	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <i>currency</i>	Total price without VAT, <i>currency</i>
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	3		
2	Rack on the right side	3		
3	Rack on the left side	3		
4	BOXX system (removable plastic suitcases)	3		
5	Fastening accessories)	3		
6	Production and installation of a floor (Finishing materials should be agreed with the customer).	3		
Shipping cost (if applicable), <i>currency</i>				
Amount without VAT, <i>currency</i>				

LOT 2

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <i>currency</i>	Total price without VAT, <i>currency</i>
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	3		
2	Rack on the right side	3		
3	Rack on the left side	3		
4	BOXX system (removable plastic suitcases)	3		
5	Fastening accessories)	3		
6	Production and installation of a floor (Finishing materials should be agreed with the customer).	3		
Shipping cost (if applicable), <i>currency</i>				
Amount without VAT, <i>currency</i>				
VAT, <i>currency</i>				
In general, including VAT, <i>currency</i>				

10. Selection of the supplier of the goods/services

The company whose offer meets the qualification requirements and has the lowest price will be recognized as the winner and, accordingly, a contract for the supply of the vehicle will be signed.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	666-2021-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of Bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Business Licenses – Registration Papers, Extract from the Register of VAT payers or single tax payers, etc.	EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single tax payers should be attached
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	At least 2 positive letters of recommendation / feedback letters from previous clients regarding similar tasks

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	666-2021-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1. Financial offer

Applicants must submit their price offers in the following format. All costs associated with the execution of works should be included in the price offer (such as the purchase, installation of all products and equipment, electricity costs from connection points, transportation costs, per diem, staff salaries, office/premises expenses, etc.).

Taking into account that purchase will be carried out within 2 projects of international technical assistance, price offers/invoices for payment must be presented as follows:

- without VAT for LOT 1 (EU funded);
- with VAT for LOT 2 (Canada Government funded - project is registered without VAT exemption).

LOT 1 (excluding VAT)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <i>currency</i>	Total price without VAT, <i>currency</i>
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	3		
2	Rack on the right side	3		
3	Rack on the left side	3		
4	BOXX system (removable plastic suitcases)	3		
5	Fastening accessories	3		
6	Production and installation of a floor (Finishing materials should be agreed with the customer).	3		
Shipping cost (if applicable), <i>currency</i>				
TOTAL without VAT, <i>currency</i>				

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.

LOT 2 (including VAT)

No.	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <i>currency</i>	Total price without VAT, <i>currency</i>
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	3		
2	Rack on the right side	3		
3	Rack on the left side	3		
4	BOXX system (removable plastic suitcases)	3		
5	Fastening accessories	3		
6	Production and installation of a floor (Finishing materials should be agreed with the customer).	3		
Shipping cost (if applicable), <i>currency</i>				
Amount without VAT, <i>currency</i>				
VAT, <i>currency</i>				
TOTAL, including VAT, <i>currency</i>				

Table 2. List of services/works of a similar nature performed in the last 3 years

Nº	Project name	Customer information, contact details	Description of works	Contract amount (USD)	Actual end date
1					
2					
3					

Table 3. Execution Schedule for the tasks in weeks from the date of signing the contract

Nº	Name / description	Term for performance of works from the date of signing the contract
1.	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	
2.	Instalment of Rack in the right-side	

3.	Instalment of Rack in the left-side	
4.	Instalment BOX system (removable plastic suitcases)	
5.	Instalment of fastening accessories	
6.	Production and installation of a floor	
7.	Delivery of vehicles and assembly of the finished product	

Table 4. Professional team members

Nº	Name of staff member	Qualification	Years of relevant work experience	Status (permanent / temporary)
1				
2				
3				
4				
...				

Table 5. Compliance with Requirements

<i>Applicable for both <u>Lot 1</u> (excluding VAT) and <u>Lot 2</u> (including VAT)</i>	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Compliance with the technical requirements of the Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Requirements Delivery of equipped vehicles shall be made to the following locations: 1) Ukraine, Donetsk oblast, Kramatorsk (3 vehicles). 2) Ukraine, Luhansk oblast, Sievierodonetsk (3 vehicles).	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Specification with all necessary documents for the installed equipment is to be supplied with delivered vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty period should be not less than 12 months	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All equipment installed must have official warranty service in Ukraine	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (60 calendar days from the date of signing the contract)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.:Click or tap here to enter text. Email Address:Click or tap here to enter text.	Authorized Signature: Date:Click or tap here to enter text. Name:Click or tap here to enter text. Functional Title of Authorised Signatory:Click or tap here to enter text. Email Address: Click or tap here to enter text.