**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? | Yes  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):* | Yes  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):* | Yes  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | Yes  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 *(If yes, provide a Copy)* | Yes  No |
| Is your company a member of the UN Global Compact | Yes  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** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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,** *currency* | **Total price without VAT,** *currency* |
| 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), *currency* | | | |  |
| TOTAL without VAT, *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.

**LOT 2** *(including VAT)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | Product name and technical characteristics | **Number of units**  **(units)** | **Unit price without VAT,** *currency* | **Total price without VAT,** *currency* |
| 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), *currency* | | | |  |
| Amount without VAT, *currency* | | | |  |
| VAT, *currency* | | | |  |
| TOTAL, including VAT, *currency* | | | |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **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**

|  |  |  |
| --- | --- | --- |
| **№** | **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**

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

**Table 5. Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| *Applicable for both Lot 1 (excluding VAT) and Lot 2 (including VAT)* | **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 |  |  | 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). |  |  | Click or tap here to enter text. |
| Specification with all necessary documents for the installed equipment is to be supplied with delivered vehicle. |  |  | Click or tap here to enter text. |
| Warranty period should be not less than 12 months |  |  | Click or tap here to enter text. |
| All equipment installed must have official warranty service in Ukraine |  |  | Click or tap here to enter text. |
| Delivery Lead Time (60 calendar days from the date of signing the contract) |  |  | Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  | Click or tap here to enter text. |
| Payment terms |  |  | 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. | |
| *Exact name and address of company*  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. |