# Basic Information

|  |  |
| --- | --- |
| **Procurement Title** | Purchase of merchandises |
| **Atlas e-Requisition #** | To be provided later, as per the RRPP |
| **Advertisement Period** | 3-5 business days |
| **Nature of Tender** | Competitive Process |
| **Deadline for Submitting Clarification Questions** | 2 days before deadline for responses. |
| **Quotation Validity Period** | 120 |
| **Requesting Unit/Office/Country/Region** | UN Women Ukraine |
| **Value Added Tax in Financial Proposal[[1]](#footnote-2)** | Must be exclusive of VAT and other applicable indirect taxes |
| **Expected Delivery Date and Time** | Expected delivery/completion date: 28.11.2022 |
| **Advance payment** | Not Allowed |
| **Liquidated Damages** | Will not be imposed |
| **Partial quotations (lots)** | Partial quotations shall not be allowed. Vendors must quote prices for the total requirement requested under Schedule of Requirements. Evaluation will be done for the total requirement. |
| **Alternative quotations** | Shall not be considered. |
| **Quotations currencies** | Prices shall be quoted in Ukrainian Hryvnia (UAH) |
| **Contract award to one or more vendor** | UN Women will award a contract to:  One Vendor Only |
| **Other information related to the RFQ** | - |

# TERMS OF REFERENCE (TOR)

* ***Background information***

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women work in Ukraine focuses on supporting the government and civil society in advancing gender equality and implementation of the national and international commitments. In line with its UN Women Country Strategy for 2018-2022, UN Women covers the following thematic areas: making gender equality priorities central to national reforms, governance, planning and budgeting, ending violence against women and girls, and ensuring women, particularly the most vulnerable, equally benefit from the decentralization and law enforcement reforms in Ukraine. In the framework of Decentralization and Law Enforcement Reforms: Transformative approaches to Gender Equality and Women’s Empowerment in Ukraine project funding by Ministry of Foreign Affairs of Denmark UN Women supports capacity building of the National Police of Ukraine by organizing with the Human Rights Department of the NPU and the agreed plans on conducting the Training of Trainers. Also, the Project supports the humanitarian response to the crisis in Ukraine and mobilization for empowerment of grass root women in accessible target communities in Donetsk region (Oleksandrivka and Siversk), and IDPs from Donetsk and Luhansk oblasts, developing their capacities in identifying their needs and advocating with the regional and local governments for the realization of their rights.

* ***Objectives of the assignment***

The objective of the assignment consists in purchasing of merchandises with UN Women for the policemen and policewomen who will participate in the Training of Trainers to be hold in Kyiv, late November and the merchandises for IDPs from Donetsk and Luhansk oblasts to be distributed once the Vendor fulfil its commitments.

* ***Scope of work***

The scope of work envisages the delivery of purchasing of office equipment with UN Women for the relocated Donetsk oblast state administration and Luhansk oblast state administration to support IDPs relocated from Donetsk and Luhansk regions to be distributed once the Vendor fulfil its commitments.

The payment to the vendor to be done after the purchasing of the 100% of all required items, deliver them to the addresses of humanitarian hubs (to be confirmed), and by submitting the act of acceptance signed by the representative of the Donetsk and Luhansk regional state administration. Photos on the delivering to be appreciated.

***List of Deliverables***

1. **DELIVERABLES SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Deliverable Timeframe** | **Payment amount** |
| 1. Purchase and delivery 100% of the items of the similar quality or better. Detailed specifications are provided in Annex A. | By 28 November 2022 | 100% |

* ***Period of performance and the review/approval time required***

The delivery of the described services should be finalized and approved by UN Women not later than 20 November, 2022

* ***Selection criteria***

**MINIMUM REQUIREMENTS**

|  |
| --- |
| **UN Women Minimum Requirements** |
| Relevant Experience of the Organization |
| Vendor is a legally registered entity |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organization in accordance with Instructions to Vendors. |
| No conflicts of interest in accordance with Instructions to Vendor |
| Have at least 3 years of stated experience in provision of humanitarian aid in Ukraine |
| Have proven experience in delivering humanitarian aid to communities from Donetsk and Luhansk regions after the escalation of the Russian invasion in Ukraine on 24 February 2022 |
| Provision of Reference letters from any UN agency/ international organization |
| Subcontracting |
| The vendor is strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation. |

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**Annex A.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name / Назва** | **Technical details / Технічні характеристики** | **Unit / Од** | **Qty / Кіл-сть** |
|  | **Items description** | | |
| Laptop | Asus X515EA-BQ1115W i3-1115G4/4GB/256/Win11 | pcs | 24 |
| Mouse to laptop | Logitech M185 WL Swift Grey 910-002238 | pcs | 20 |
| Uninterruptible power supply | Powercom IMD-1025AP LCD | pcs | 20 |
| Powerbank | PROMATE SOLARTANK-10PDQI/solar panel, 10 000 MAH, 20 ВТ POWER DELIVERY, 10 ВТ QI BLACK | pcs | 20 |
| Hard disk | Western Digital Elements Portable SE 1TB USB 3.0 Black (WDBEPK0020BBK-WESN) | pcs | 20 |
| Headphones | HP DHE-8000 USB Black | pcs | 20 |

# Technical and Financial Offer

***Vendors are requested to complete this form, sign it and return it as part of their quotation****. The Vendor 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 Vendor: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: UAH**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
| 1. | Purchase and delivery 100% of the items of the similar quality or better.  Detailed specifications are provided in Annex A. |  |
| **Total Price** | |  |

***Note*: *In case of discrepancy between unit price and total, the unit price shall prevail.***

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

***Note*: *In case of discrepancy between unit price and total, the unit price shall prevail.***

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | Your Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter proposal |
| Relevant Experience of the Firm |  |  | Click or tap here to enter text. |
| Subcontracting |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Have at least 3 years of stated experience in provision of humanitarian aid in Ukraine |  |  | Click or tap here to enter text. |
| Have proven experience in delivering humanitarian aid to communities from Donetsk and Luhansk regions after the escalation of the Russian invasion in Ukraine on 24 February 2022 |  |  | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: | Click or tap here to enter text. | Authorized Signature: |  |
| Address: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| Phone No.: | Click or tap here to enter text. | Functional title of Authorized Signatory: | Click or tap here to enter text. |
| E-mail address: | Click or tap here to enter text. | E-mail address: | Click or tap here to enter text. |

1. The decision on inclusion of VAT and any other taxes in financial proposals shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices. [↑](#footnote-ref-2)