

# REQUEST FOR QUOTATION LETTER

**Subject: Request for Quotation for the Installation and Commissioning of a Fire Alarm, Lightning Protection and Grounding System in the Dormitory of Mykolaiv State Agrarian University, Ukraine – RFQ**  
**Ref. No.: RFQ/2024/52070**

Dear Sir/Madam,

UNOPS is pleased to invite prospective bidders to submit a Quotation for Works in accordance with the UNOPS Construction Contract for Small Works (General and Particular Conditions), and the requirements and processes as set out in this Request For Quotation (RFQ).

The RFQ consists of the following:

- **Request for Quotation Letter**
- **Particulars**
- **Section I: Instructions to Bidders**
- **Section II: Evaluation Method and Criteria**
- **Section III: Conditions of Contract**
  - ◆ Construction Contract for Small Works: Instrument of Agreement
  - ◆ Construction Contract for Small Works: General Conditions of Contract
  - ◆ Construction Contract for Small Works: Particular Conditions of Contract
- **Section IV: Schedule of Details**
  - ◆ **Schedule 1 [Contract Details]**
    - ▶ Schedule 1.1 [Details Provided by the Employer]
  - ◆ **Schedule 2 [Project Specific Information]**
    - ▶ Schedule 2.1 [Project Details]
    - ▶ Schedule 2.2 [Site Plan]
  - ◆ **Schedule 5 [Forms]**
    - ▶ Schedule 5.1 [Form for Advance Payment Security]
    - ▶ Schedule 5.2 [Form for Performance Security]
    - ▶ Schedule 5.3 [Form of Discharge]
- **Section V: Requirements**
  - ◆ **Schedule 3 [Requirements of the Employer]**
    - ▶ Schedule 3.1 [Scope of Works]
    - ▶ Schedule 3.2 [Specifications]
      - Schedule 3.2.A [List of the technical specifications]
      - Schedule 3.2.B [Requirements for Contractor's design]
      - Schedule 3.2.C [Quality Management System requirements]
      - Schedule 3.2.D [Health, safety, social and environment requirements]
      - Schedule 3.2.E [Sustainability requirements]
      - Schedule 3.2.F [Employer-Supplied Materials, Employer's Equipment and Employer's Facilities] - **NOT USED**
      - Schedule 3.2.G [Training requirements]
      - Schedule 3.2.H [As-built drawings, spare parts and operation and maintenance manuals]
    - ▶ Schedule 3.3 [Drawings]
    - ▶ Schedule 3.4 [Valuation and Payment]
    - ▶ Schedule 3.5 [Programme Requirements]
    - ▶ Schedule 3.6 [Nominated Subcontractors]
    - ▶ Schedule 3.7 [Reporting Requirements]
    - ▶ Schedule 3.8 [Employer's Delegations]
    - ▶ Schedule 3.9 [Key Personnel Requirements]
    - ▶ Schedule 3.10 [Equipment and Machinery Requirements] - **NOT USED**
    - ▶ Schedule 3.11 [Insurance Requirements]

- **Section VI: Returnable Schedules**

- ◆ **Schedule 0** [*RFQ Schedules*]

- ▶ Schedule 0.1 [*Quotation Submission Declaration*]
    - ▶ Schedule 0.2 [*Bidder's Information*]
    - ▶ Schedule 0.3 [*Joint Venture Partner Information*]
    - ▶ Schedule 0.4 [*Capacity and Experience*]
    - ▶ Schedule 0.5 [*Format for Resume of Proposed Key Personnel*]
    - ▶ Schedule 0.6 [*Statement of Exclusivity and Availability*] - **NOT USED**
    - ▶ Schedule 0.7 [*Performance Statement*]
    - ▶ Schedule 0.8 [*Form for Bid Security*] - **NOT USED**
    - ▶ Schedule 0.9 [*DRiVE Supplier Sustainability Questionnaire*]
    - ▶ Schedule 0.10 [*Dispute Details*]
    - ▶ Schedule 0.11 [*Acknowledgement of the Addenda*]
    - ▶ Schedule 0.12 [*Quotation/No Quotation Confirmation*] - **NOT USED**
    - ▶ Schedule 0.13 [*Quotation Checklist*] - **NOT USED**

- ◆ **Schedule 1** [*Contract Details*]

- ▶ Schedule 1.2 [*Details Provided by the Contractor*]

- ◆ **Schedule 4** [*Contract Schedules from the Bidder*]

- ▶ Schedule 4.1 [*Quantities and Rates*]
      - Schedule 4.1.A [*Bill of Quantities*]
      - Schedule 4.1.B [*Daywork Schedule*] - **NOT USED**
    - ▶ Schedule 4.2 [*Programme*], including Works Programme Schedule Template
    - ▶ Schedule 4.3 [*Method Statement*]
    - ▶ Schedule 4.4 [*Key Personnel*]
    - ▶ Schedule 4.5 [*Organizational Structure*]
    - ▶ Schedule 4.6 [*Subcontractors*]
    - ▶ Schedule 4.7 [*Contractor's Equipment and Machinery*] - **NOT USED**
    - ▶ Schedule 4.8 [*Sources of Naturally Occurring Materials*] - **NOT USED**
    - ▶ Schedule 4.9 [*Insurance Details and Insurances*]

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and procedure as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the **Particulars**.

We look forward to receiving your quotation.



**Approved by:** Procurement Authority

**Name:** Jan Philip Klever

**Title:** Head of Programme, UAMCO, UNOPS

**Date:** 27 May 2024