

	United Nations Population Fund CO Ukraine E-mail: ukraine.office@unfpa.org Website: www.unfpa.org.ua
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Authorized by:

Aos Zeidan
Supply Chain Specialist

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Aos Zeidan
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Date: 29 листопада 2024 р.
/ November 29th, 2024

Invitation to Bid (ITB) No.UNFPA/UKR/ITB/24/08

Dear Sir/Madam,

We hereby solicit your Bid for the supply of Vehicles for Police Mobile Groups as per the following details:

Item	Quantity	Technical Specifications
Vehicles - Crossover	6	Please refer to Annex 5- Technical Specifications and Design.

Goods should be provided on a **DAP (Kyiv, Ukraine) basis**.

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and send it to the secure email address indicated below/no later than **December 13th, 2024, at 11:00 AM (Kyiv time)**.

Please ensure to mark your email with the ITB reference number and the words “Sealed bid. Do not open before **December 13th, 2024, at 11:00 AM (Kyiv time)**).

Secure email address for bid submission ua-procurement@unfpa.org

Note: Do not submit your bid/proposal to the contact person’s email address!

Please submit your quotation in **USD currency**. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on the UN Operational Exchange Rate prevailing at the time of the competition deadline.

‘Please note that these vehicles will be procured through the International Technical Assistance Project (Registration card): Support to Police to build an effective model of DV/GBV response under circumstances of war and for the transition period (Phase 2). As per the registration card, VAT should not be applied for this tender.

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For technical clarifications:

Mrs. Nadiya Prokopenko

prokopenko@unfpa.org

Mrs. Maryna Nikolaienko

nikolaienko@unfpa.org

Please send your technical questions no later than December 04th, 2024, at 11:00 AM (Kyiv time). UNFPA will provide clarifications by email no later than December 06th, 2024, at 05:00 PM (Kyiv time).

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

Documents to be submitted with the bid:

- a. Completed and signed Bid Submission Form (Annex - 1);
- b. Bidders Identification Form (Annex - 2);
- c. Product Item Overview Form (Annex - 3);
- d. Technical bid, including detailed technical specifications, catalogs, and pictures to demonstrate that the specification and quality of the products are in line with the requirements listed in the bidding documents.
- e. Financial bid including the price schedule (Annex - 4);
- f. Technical Specifications and Design (Annex - 5);
- g. Warranty letter;
- h. The supplier must provide an official letter indicating the authorized local dealer that will provide warranty services, after-sales support, installation (where applicable), and commissioning.

Partial bids are not allowed under this ITB.

INCOTERMS 2010:

- Price of goods should include the delivery on a **DAP (Kyiv, Ukraine) basis**.

Validity of Bid:

The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

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Delivery Time:

The maximum allowed delivery time is **90 days** upon issuing of purchase order.

Evaluation of Bids:

UNFPA shall compare all substantially responsive bids to determine the lowest-priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

Contract Award:

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive to the bidding documents, including the maximum allowable lead time, and full acceptance of the UNFPA General Terms and Conditions.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

UNFPA reserves the right to increase or decrease the quantity of the order given in this request for proposals, without changing the price per unit of the product or other conditions.

Attachments:

- **Annex 1 - Bid Submission Form**
- **Annex 2 - Bidders Identification Form**
- **Annex 3 - Product Item Overview Form**
- **Annex 4 - Financial bid (Price Schedule Form)**
- **Annex 5 - Technical Specifications and Design**