

# REQUEST FOR PROPOSAL LETTER

**Subject: Request for proposal for the Establishment of multiple Long Term Agreements for the provision of Design & Engineering Support Services in Ukraine – RFP ref. No.: RFP/2025/56863**

Dear Sir/Madam,

UNOPS is pleased to invite prospective offerors to submit a proposal for Services in accordance with the UNOPS Consultant Services Contract for Works (General and Particular Conditions), and the requirements and processes as set out in this request for proposal (RFP).

The RFP consists of the following:

- **Request for Proposal Letter**
- **Particulars**
- **Section I: Instructions to Offerors**
- **Section II: Evaluation Method and Criteria**
- **Section III: Conditions of Contract**
  - ◆ Consultant Services Contract for Works: Instrument of Agreement (LTA for Consultant Services and Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document))
  - ◆ Consultant Services Contract for Works: General Conditions of Contract
  - ◆ Consultant Services Contract for Works: Particular Conditions of Contract
  - ◆ Non-Disclosure Agreement (NDA)
- **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 [Locations Plan]
  - ◆ **Schedule 5 [Forms]**
    - ▶ Schedule 5.1 [Form for Advance Payment Security] - NOT USED
    - ▶ Schedule 5.2 [Form for Performance Security] - NOT USED
- **Section V: Requirements**
  - ◆ **Schedule 3 [Requirements of the Employer]**
    - ▶ Schedule 3.1 [Scope of Services]
    - ▶ Schedule 3.2 [Consultant's Delegation]
    - ▶ Schedule 3.3 [Valuation and Payment]
    - ▶ Schedule 3.4 [Programme Requirements]
    - ▶ Schedule 3.5 [Nominated Sub-consultants]
    - ▶ Schedule 3.6 [Employer's Delegations]
    - ▶ Schedule 3.7 [Key Personnel Requirements]
    - ▶ Schedule 3.8 [Equipment and Machinery Requirements] - NOT USED
    - ▶ Schedule 3.9 [Insurance Requirements]
- **Section VI: Returnable Schedules**
  - ◆ **Schedule 0 [RFP Schedules]**
    - ▶ Schedule 0.1 [Proposal Submission Declaration]
    - ▶ Schedule 0.2 [Offeror'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 Proposal 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 [*Self-disclosure*]
- ▶ Schedule 0.13 [*Proposal/No Proposal Confirmation*]
- ▶ Schedule 0.14 [*Proposal Checklist*]

◆ **Schedule 1** [*Contract Details*]

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

◆ **Schedule 4** [*Contract Schedules from the Offeror*]

- ▶ Schedule 4.1 [*Fees and Reimbursable Cost*]
  - Schedule 4.1.A [*Breakdown of the Fees and Reimbursable cost*] - NOT USED
  - Schedule 4.1.B [*Daily Rate Schedule*] - Annex\_B\_Template\_Financial\_Proposal
- ▶ Schedule 4.2 [*Programme*]
- ▶ Schedule 4.3 [*Method Statement*]
- ▶ Schedule 4.4 [*Key Personnel*]
- ▶ Schedule 4.5 [*Organizational Structure*]
- ▶ Schedule 4.6 [*Sub-consultants*]
- ▶ Schedule 4.7 [*Consultant's Equipment and Machinery*] - NOT USED
- ▶ Schedule 4.8 [*Insurance Details and Insurances*]

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

Please acknowledge the receipt of this RFP by returning Schedule 0.13 [*Proposal/No Proposal Confirmation*] (see **Section VI: Returnable Schedules**) far in advance of the proposal opening date as possible, to the email address: [procurement.ua@unops.org](mailto:procurement.ua@unops.org), indicating whether or not you intend to submit a proposal. If you are declining to submit a proposal, please state the reasons on the form in order for UNOPS to improve its effectiveness in future invitations.

We look forward to receiving your proposal.

**Pre-cleared by:** Procurement Reviewer

**Approved by:** Procurement Authority

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**Name:** Lahiru Perera

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**Name:** Marysia Zapasnik

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**Title:** Procurement Specialist, UNOPS

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

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**Date:** 4 April 2025

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