**Annex 3**

**Criteria for award and checklist of documents required**

Following documents should be attached to the filled-in sections #3-6

Please ensure that all documents necessary to enable objective evaluation are attached to your response to this RFQ:

| **Award Criteria** | **Corresponding document** | **Yes** | **No** | **Reference** |
| --- | --- | --- | --- | --- |
| **Compliance of Offeror with Qualifications Requirements** | | | | |
| Minimum 3 years of experience in similar nature and minimum 2 similar contracts fulfilled over the past 3 years | 1. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Offeror is not a corporation |  |  |  |
| 2. Statement of Satisfactory Performance (Reference letters) from the Top 3 Clients in terms of Contract Value the past 3 years. Please provide reference letters to prove experience in similar nature of contracts |  |  |  |
| Minimum annual turnover over the past 2 years shall equal to no less than 75% of the total amount to be contracted | 3. Latest Audited Financial Statement (Income Statement and Balance Sheet) or Auditor’s Report for the past 2 years |  |  |  |
| **Compliance of product/quoted with product standards and requirements (please complete checklist for each product quoted)** | | | | |
| The product(s) will be procured on the following options (please refer for details to Annex 1 para #2 Product Standards Requirements of RFQ):  **OPTION 1: A+C** A) Approved/registered by a Stringent National Medicines Regulatory Authority (SRA) as defined by WHO  AND C) The product is being manufactured at sites with valid WHO Public Inspection Report (WHOPIR) or GMP Certificate issued by PIC/S authorities  OR  **OPTION 2: B+C**  B) Registered in Ukraine and the supplier has successfully completed at least one supply contract for this product in Ukraine within the past three years (since December 2013) AND C) The product is being manufactured at sites with valid WHO Public Inspection Report (WHOPIR) or GMP Certificate issued by PIC/S authorities | [[1]](#footnote-1)A) A copy of valid Registration/Approval of Stringent National Medicines Regulatory Authority (SRA) as defined by WHO |  |  |  |
| B.1) A copy of valid Registration Certificate issued by the Ministry of Health of Ukraine |  |  |  |
| B.2) List of previous contracts for similar supply for the last 3 years. At least one contract for the supply of quoted medicine to/in Ukraine within the past three years, in case medicine does not have approval/registration of Stringent National Medicines Regulatory Authority (see Annex 1, Product Standards Requirements for details) |  |  |  |
| C) A copy of valid WHO Public Inspection Report (WHOPIR) or GMP Certificate issued by PIC/S authorities for the manufacturing site(s) of the proposed product(s)  Please provide information manufacturing site, including concrete manufacturing unit/block in the Annex 4. |  |  |  |
| Availability of valid registration in Ukraine at the time of supply as defined in Annex 1, para #3, Registration/Authorization for use in Ukraine (if, at the moment of the bid submission, the quoted medicinal products are not registered in Ukraine but comply with the quality requirements of this RFQ, a Commitment letter shall be provided as per Annex 6) | Option A: A copy of a valid registration certificate for every medicinal product quoted issued by the Ministry of Health of Ukraine. If a bid is submitted less than 90 days prior to the product’s registration expiration date, a letter issued by MoH confirming the application and documents package for renewal by the owner must be provided at the time of the submission as part of the documents package |  |  |  |
| Option B: If, at the moment of the bid submission, the quoted medicinal products are not registered in Ukraine but comply with the quality requirements of this RFQ, a Commitment letter (Annex 6) from the Offeror acknowledging acceptance of the terms and conditions for undertaking a simplified registration procedure (see Annex 1, para #3 Registration/Authorization for use in Ukraine for details) and confirming the ability to comply with submitting the package of documents for state registration will be required.  By submitting the Bid, the Offeror automatically agrees to maintain and renew registration of these products until their shelf life expiration. |  |  |  |
| Compliance with shelf life, packing and labelling requirements (please refer for details to Annex 1 of RFQ).  Products must have a minimum of 75% of the total product shelf life or should have 15 months’ shelf life remaining at the time of delivery and must bear the dates of manufacture and expiry. | Please provide Information on shelf life in the Annex 4 |  |  |  |
| Acceptability of the Transportation/Delivery Schedule (please refer for details to Annex 1 of RFQ) | Please provide Information on delivery schedule in the Annex 4 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **List of other documents required for evaluation of Offeror** | **Yes** | **No** | **Reference** |
| Company profile (maximum 5 pages) or link to company’s web-site |  |  |  |
| List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Offeror is not a corporation |  |  |  |
| Valid Certificate of Authorization to act on behalf of the Manufacturer in case the Offeror is not a Manufacturer. |  |  |  |
| All information regarding any past and current litigation during the last five (5) years, in which the Offeror is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. |  |  |  |
| Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Offeror, if any |  |  |  |
| Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Offeror’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any available |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **List of other documents required for evaluation of product quoted (please complete checklist for each product quoted)** | **Yes** | **No** | **Reference** |
| Instruction for the medical use in accordance with the legislation of Ukraine. In case quoted medicines are not registered, instructions for the use in the original language shall be provided (which is compliant with one accompanied to SRA approval/registration). |  |  |  |
| A copy of the Certificate of Pharmaceutical Product (COPP) from the national regulatory body in the country of manufacture for each product shall be provided. If available WHO type COPPs for products being imported into the countries within WHO certification Scheme are requested to be provided. |  |  |  |
| Patent Registration Certificate/s, in case any product quoted has been patented by the Offeror |  |  |  |

**Annex 4**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[2]](#footnote-2)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[3]](#footnote-3))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ UKR/HP/2016/002**:

**TABLE 1: BRIEF COMPANY PROFILE**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status |  |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); |  |
| Business Licenses – Registration Papers, Tax Payment Certification |  |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates. |
| Please provide contact details of at least 3 previous partners for reference | Please attach the 3 signed reference letters ***to prove experience in similar nature of contracts***. |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Please confirm (Answers: Yes, we are in the list/No, we are not in the list) |

**TABLE 2: Conformity to the specification**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot/**  **Item** | **INN** | **Pharmaceutical Presentation** | **Dosage** | **Quantity** | **Product Trade Name** | **Manufacturer name and country of origin** | **Manufacturing site (address, block, unit)** | **Number of units per primary pack** | **Number of primary packs per secondary pack** | **SRA Approval (please indicate issuing authority)** | **Registration in Ukraine (please indicate registration reference)** | **Registration in Ukraine (please indicate registration validity)** | **GMP Certificate (please indicate issuing authority)** | **GMP Certificate (please indicate**  **certificate validity)** | **Total shelf life (please indicate total shelf life in number of months)** | **Remaining shelf life (please indicate product’s expiration date)** | **Patent Certificate/s (please indicate patent/s reference/s if, applicable)** | **Зкoduct’s lead time (production time)** | **Expected delivery date/s** |
| 1 | Dexpanthenol | ointment | 5% ointment  in 30 g tube | 12 452 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Comb drug Zinc Oxide + Benzyl Alcohol + Benzyl Benzoate + Benzyl Cinnamate | cream | 250 g in a jar | 4 579 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery time (2 months from PO signature) |  |  |  |
| Validity of Quotation (min. 120 days) |  |  |  |
| All Provisions of the UNDP General Terms and Conditions. <http://www.undp.org/content/undp/en/home/operations/procurement/how_we_buy/contract_terms/> |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 5**

**PRICE SCHEDULE FORM**

**Please refer to the attached Excel form**

**Annex 6**

**COMMITMENT LETTER**

*(This should be written in the Letterhead of the Offeror. Except for indicated fields, no changes may be made in this template.)*

Insert: Location

Insert: Date

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods required for *(insert title of goods and services required as per RFQ)* in accordance with your Request for Quotation dated  **.**

We hereby commit to register the below listed products with Ukrainian registration authorities as the current legislation requires.

Products:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. ….

We fully understand and recognize that UNDP is not bound to accept this Quotation, that we shall bear all costs associated with its preparation and submission, registration fees and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[please mark this letter with your corporate seal, if available]*

1. [↑](#footnote-ref-1)
2. *This serves as a guide to the Supplier in preparing the Quotation and price schedule.*  [↑](#footnote-ref-2)
3. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)