



**REQUEST FOR QUOTATION (RFQ)
21-2018-UNDP-UKR-RFQ-RPP**

All Interested	DATE: September 11, 2018
	REFERENCE: 21-2018-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for **supply of 2 vehicles 4x4 (crossovers/SUV/CUV) for UNDP (RPP) in Ukraine**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23:59 (Kyiv time) September 25, 2018** and via e-mail to the address below:

**United Nations Development Programme
tenders.ua@undp.org
Procurement Unit**

Quotations submitted by email must be limited to a maximum of **5 MB**, virus-free and no more than 5 email transmissions. *Files larger than 5 MB will not be delivered and therefore the quotation will not be considered.* They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. *Please ensure that you received an autoreply from above-mentioned e-mail address indicating that the message was received.* Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP (uncleared) Kyiv
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	1, Klovskiy Uzviz, 01021, Kyiv, Ukraine
UNDP Preferred Freight Forwarder, if any	n/a

Distribution of shipping documents <i>(if using freight forwarder)</i>	1, Klovskiy Uzviz, 01021, Ukraine	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Stated date: up to 60 days from Purchase Order signature date Earlier delivery is highly encouraged.	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	Packaging must comply with the safe transport of the goods offered	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHER <i>[pls. specify]</i>
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure. <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: UAH	
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <i>(VAT amount should be clearly indicated in a separate line)</i> <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Not less than 2 years (without mileage limitation – would be an asset) <input checked="" type="checkbox"/> Official manufacturer warranty <input checked="" type="checkbox"/> Availability of warranty service in Ukraine	
Deadline for the Submission of Quotation	23:59, Tuesday, September 25, 2018 Kyiv time	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English and / or <input checked="" type="checkbox"/> Russian and / or <input checked="" type="checkbox"/> Ukrainian	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 (Tables 1, 2, 3 and 4), and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Offer with a detailed description of the vehicle and showing all the parameters of the Specifications (Annex 1); <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award); <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Detailed Technical Specification of the offered vehicle (including brand and model name); <input checked="" type="checkbox"/> At least 3 Reference Letters from previous clients.	
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted	

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<input type="checkbox"/> Permitted
Payment Terms ²	<input checked="" type="checkbox"/> 100% upon complete delivery of the vehicle <input type="checkbox"/> Others
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance with requirements and lowest price ³ <i>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s:</i> Administrative Requirements: ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation as mentioned above in <i>Documents to be submitted</i> section Technical requirements: a) Properly registered company/organization; b) Company is an official sales agent of manufacturer (asset); c) The company should have at least 2 years of professional experience in the area of vehicle sales / supply; d) Acceptance of Warranty and After-Sales Requirements; e) Implementation/Delivery time (up to 60 days) from Purchase Order signature date; f) Technical responsiveness to stipulated requirements in specification/terms of reference; g) Compliance with environmental/emission standards (Euro V or higher); <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions http://www.undp.org/content/undp/en/home/operations/procurement/how_we_buy/contract_terms/
UNDP will award to:	<input checked="" type="checkbox"/> One supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Goods
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Others Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Mutual Written Acceptance of Goods/Services based on full compliance with RFQ requirements. Upon provision of originals of invoice, act of acceptance and tax invoice (if applicable).

² UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

³ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specifications (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: http://www.undp.org/content/undp/en/home/operations/procurement/how_we_buy/contract_terms/ . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.ua@undp.org, +38 044 2539363</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order/Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Andra Brige **Ms. Andra Brige**
UNDP Deputy Country Director
(Operations)
September 11, 2018

Annex 1 – Technical Specifications

Requirement	Technical specification
Type	SUV / CUV/Crossover
Engine	Range of engine displacement (cc): 2,000 cc - 2,500 cc; power: min 170 h.p.
Seating Capacity	5, including driver Material: fabric upholstery (leather patches to fabric are acceptable)
No. of Doors	5
Color	White
Security arrangements	<ul style="list-style-type: none"> • Euro NCAP – at least 5* • 3-point automatic safety belts with adjustable height • Airbags: driver, front passenger, front seats with side airbags. Rear airbags will be an asset. • Height and rake adjustable steering column • Front seat headrests with traumatic damping mechanism • Alarm and immobilizer with tow-away protection • Remote central locking with interior locking switch and two remote keys • Additional arrangements will be an asset.
Delivery	DAP (uncleared): 1, Klovskiy Uzviz, 01021, Kyiv, Ukraine Delivery terms: 60 days from PO signature, Earlier delivery is highly encouraged
Warranty	<ul style="list-style-type: none"> • Not less than 2 years (without mileage limitation would be an asset)
Transmission	<ul style="list-style-type: none"> • Automatic gear • Drive Type: 4 WD
Brake	<ul style="list-style-type: none"> • Hydraulic operation on four wheels • Front and Rear – Disk type • ESC, ASR, ESP, ABS systems or equivalents
Steering Type	<ul style="list-style-type: none"> • Powered. • Left Hand Drive (LHD)
Fuel	<ul style="list-style-type: none"> • Type: Diesel • Emission Standards: Euro V or better • Fuel tank: min 60l
Electrical System	<ul style="list-style-type: none"> • 12 V minimum; • Standard light system; • Emergency brake stop signal; • Turn signal lights; • Rear and front anti-fog lights; • Daytime running lights
Tyres and wheel Type	<ul style="list-style-type: none"> • Tubeless tires not less than 16'' • Full size spare wheel
Suspension	<ul style="list-style-type: none"> • Front: McPherson Strut Type • Rear: Multi-Link Type
Dimension of Vehicle	<ul style="list-style-type: none"> • Overall Length 4750 mm or more • Overall Width 1860 mm or more • Overall Height 1650 mm or more • Ground Clearance 185 mm or more
Manuals	<ul style="list-style-type: none"> • One copy of the owners and operators instruction and maintenance manual in English (Russian is also acceptable)
Essential Accessories	<ul style="list-style-type: none"> • Min air conditioner (Climatic); • Multifunctional steering wheel; • Multifunctional media device;

	<ul style="list-style-type: none">• Heated exterior mirrors;• Warning triangle;
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FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)

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. 21-2018-UNDP-UKR-RFQ-RPP:

TABLE 1: BRIEF COMPANY PROFILE

BRIEF COMPANY PROFILE	
The Supplier 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	If Consortium, please provide written confirmation from each member
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);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Please provide contact details of at least 3 previous partners for reference	Please attach the signed reference letters (if any).
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

Requirement (please indicate the car model)	Technical specification of proposed car	Conformity (Yes/No)	Alternative proposal
Type	SUV / CUV/Crossover		
Engine	Range of engine displacement (cc): 2,000 cc - 2,500 cc; power: min 170 h.p.		
Seating Capacity	5, including driver Material: fabric upholstery (leather patches to fabric are acceptable)		
No. of Doors	5		
Color	White		
Security arrangements	<ul style="list-style-type: none"> • Euro NCAP – at least 5* • 3-point automatic safety belts with adjustable height • Airbags: driver, front passenger, front seats with side airbags. Rear airbags will be an asset. • Height and rake adjustable steering column • Front seat headrests with traumatic damping mechanism • Alarm and immobilizer with tow-away protection • Remote central locking with interior locking switch and two remote keys • Additional arrangements will be an asset. 		
Delivery	DAP (uncleared): 1, Klovskiy Uzviz, 01021, Kyiv, Ukraine Delivery terms: 60 days from PO signature, Earlier delivery is highly encouraged		
Warranty	<ul style="list-style-type: none"> • Not less than 2 years (without mileage limitation – would be asset) 		
Transmission	<ul style="list-style-type: none"> • Automatic gear • Drive Type: 4 WD 		
Brake	<ul style="list-style-type: none"> • Hydraulic operation on four wheels • Front and Rear – Disk type • ESC, ASR, ESP, ABS systems or equivalent 		
Steering Type	<ul style="list-style-type: none"> • Powered with speed adjustment capability. • Left Hand Drive (LHD) 		

Fuel	<ul style="list-style-type: none"> Type: Diesel Emission Standards: Euro V or better Fuel tank: min 60l 		
Electrical System	<ul style="list-style-type: none"> 12 V minimum; Standard light system; Emergency brake stop signal; Turn signal lights; Parking signal lights; Front and rear anti-fog lights; Daytime running lights. 		
Tires and wheel type	<ul style="list-style-type: none"> Tubeless tires not less than 16'' Full size spare wheel 		
Suspension	<ul style="list-style-type: none"> Front: McPherson Strut Type Rear: Multi-Link Type 		
Dimension of Vehicle	<ul style="list-style-type: none"> Overall Length 4750 mm or more Overall Width 1860 mm or more Overall Height 1650 mm or more Ground Clearance 185 mm or more 		
Manuals	<ul style="list-style-type: none"> One copy of the owners and operator's instruction and maintenance manual in English (Russian is also acceptable) 		
Essential Accessories	<ul style="list-style-type: none"> Min air conditioner (Climatic); Multifunctional steering wheel; Multifunctional media device; Heated exterior mirrors; Warning triangle 		

TABLE 3: Price offer

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, <i>Currency</i> (excl. VAT)	Total Price per Item, <i>Currency</i> (excl. VAT)
1	Vehicle (please indicate model)	2			
	Add: Cost of Transportation/other (DAP, Klovsky uzviz 1, Kyiv, Ukraine)				
	Total Prices of Goods excl. VAT				
	Total Final and All-Inclusive Price Quotation				

TABLE 4: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery time (up to 60 days from PO signature)			
DAP (uncleared): 1, Klovskiy Uzviz, 01021, Kyiv, Ukraine			
Compliance with technical requirements			

Manufacture country ⁱ			
Warranty and After-Sales Requirements			
a) Not less than 2 years (without mileage limitation – would be asset – please indicate)			
b) Availability of Official manufacturer warranty service in Ukraine			
Car model has the appropriate certification and has the right to be used the territory of Ukraine			
Validity of Quotation (min. 60 days)			
All Provisions of the UNDP General Terms and Conditions. http://www.undp.org/content/undp/en/home/operations/pr ocurement/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]

ⁱ *If Export License or other document is required by the regulations of importing country/country of destination, the supplier shall provide such to UNDP in case of award of contract/purchase order.*