



## REQUEST FOR QUOTATION (RFQ) RFQ UKR/2019/547

All Interested	DATE: September 20, 2019
	REFERENCE: RFQ UKR/2019/547

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply of two minibuses for UNODC Georgia**, as detailed in Annex 1 of this RFQ. When you will be 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) October 4, 2019** 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]	DAP Kyiv
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Freight Forwarder
Exact Address/es of Delivery Location/s (identify all, if multiple)	1, Klovskiy Uzviz, 01021, Kyiv, Ukraine
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> max 8 weeks from the issuance of the Purchase Order
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
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Hryvnia For local companies: in case the offer was submitted in US dollars, payment will be provided in local currency (UAH) at the UNDP rate for the day of payment <a href="http://treasury.un.org">http://treasury.un.org</a>
Value Added Tax on Price Quotation	<input checked="" 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 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 limitations will be an advantage <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, Friday, October 04, 2019 and Kyiv time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Ukrainian/Russian
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Offer with a detailed description of the car 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);

<sup>1</sup> 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 checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) – will be an asset;
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 <input type="checkbox"/> Quotations are allowed
Payment Terms <sup>2</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods. In exceptional basis 20% prepayment can be made. <input type="checkbox"/> Others
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>3</sup> <i>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s:</i> ✓ 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 ✓ Offers must comply with <b>general requirements</b> : a) Properly registered company/organization b) Company is an official sales agent of manufacturer (asset); c) The company should have at least 2 years professional experience; d) Acceptance of Warranty and After-Sales Requirements e) Implementation/Installation time (should not exceed 14-16 weeks from PO signature date); f) Technical responsiveness to stipulated requirements in specification/terms of reference <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: per lots
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement

<sup>2</sup> 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.

<sup>3</sup> 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.

	<input type="checkbox"/> Other Type/s of Contract: Contract for Professional Services
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 week 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).
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference with Appendix (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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> . <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b>
Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	Mr. Denys Shliapkin, UNDP Procurement Assistant ( <a href="mailto:denys.shliapkin@undp.org">denys.shliapkin@undp.org</a> ) and Ms. Maryna Anokhina, UNDP Procurement Associate ( <a href="mailto:maryna.anokhina@undp.org">maryna.anokhina@undp.org</a> ) 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

<sup>4</sup> 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.

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/content/undp/en/home/procurement/business/protest-and-sanctions.html> .

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: [https://popp.undp.org/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/AC\\_Anti-Fraud\\_UN%20Supplier%20Code%20of%20Conduct\\_english.pdf#search=code%20of%20conduct](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_UN%20Supplier%20Code%20of%20Conduct_english.pdf#search=code%20of%20conduct)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

**Ms. Sukhrob Kakharov,**  
Operations Manager  
*Sukhrob Kakharov* UNDP Ukraine  
September 20, 2019

**Annex 1****Specification**

Type	MINIBUS
Quantity	Two (2)
Engine	Petrol engine with capacity – not less than 2400 cm <sup>3</sup>
Seating Capacity	10-15 seats including driver seat
No. of Doors	Standard roof, 4 doors, sliding side door, manual.
Color	Any
Security arrangements	<ul style="list-style-type: none"> <li>• Front 3-point, rear 2-point safety belts</li> <li>• Airbags: driver &amp; front passengers</li> <li>• Immobilizer with tow protection</li> <li>• Rear view camera</li> <li>• Central locking with remote control and 2 keys;</li> <li>• Warning audible device for reverse gear</li> <li>• Additional arrangements will be an advantage.</li> </ul>
Delivery	DAP Kyiv 8 weeks from PO signature
Warranty	<ul style="list-style-type: none"> <li>• Not less than 2 years /without mileage limitations will be an advantage</li> </ul>
Transmission	<ul style="list-style-type: none"> <li>• Automatic/Manual</li> </ul>
Brake	<ul style="list-style-type: none"> <li>• Hydraulic operation on four wheels</li> <li>• Front and Rear – Disk type</li> <li>• ASR, ESP, ABS systems or equivalents</li> </ul>
Steering Type	<ul style="list-style-type: none"> <li>• Left Hand Drive (LHD)</li> </ul>
Fuel	<ul style="list-style-type: none"> <li>• Gasoline</li> </ul>
Electrical System	<ul style="list-style-type: none"> <li>• 12 V minimum;</li> <li>• LED main lights;</li> <li>• Rear lights;</li> <li>• Turn signal lights;</li> <li>• Parking signal lights;</li> <li>• Cargo area lighting</li> </ul>
Tyres and wheel type	<ul style="list-style-type: none"> <li>• Tubeless tyres 15” or better, Spare tire (full size with steel wheel)</li> </ul>
Dimension of Vehicle	<ul style="list-style-type: none"> <li>• Overall Length 4000 mm or more</li> <li>• Overall Width 1600 mm or more</li> <li>• Wheelbase 2400 mm or more</li> <li>• Ground clearance of 180 mm or more</li> </ul>
Manuals	<ul style="list-style-type: none"> <li>• One copy of the owners and operators instruction and maintenance manual in English/Russian/Ukrainian</li> </ul>
Essential Accessories	<ul style="list-style-type: none"> <li>• Minimum – climate control system;</li> <li>• Minimum - front and rear electric window lifters;</li> <li>• Heated mirrors;</li> <li>• Front and rear floor mats;</li> <li>• Multifunctional multimedia device;</li> </ul>

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

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/2019/547:

**TABLE 1 : BRIEF COMPANY PROFILE**

<b>BRIEF COMPANY PROFILE</b>	
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);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

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

<sup>6</sup> 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**

<b>Requirement</b> <i>(please indicate the car model)</i>	<b>Technical specification of proposed car</b>	<b>Conformity</b> (Yes/No)	<b>Alternative proposal</b>
Type	MINIBUS		
Quantity	Two (2)		
Engine	Petrol engine with capacity – not less than 2400 cm <sup>3</sup>		
Seating Capacity	10-15 seats including driver seat		
No. of Doors	Standard roof, 4 doors, sliding side door, manual.		
Color	<ul style="list-style-type: none"> <li>Any</li> </ul>		
Security arrangements	<ul style="list-style-type: none"> <li>Front 3-point, rear 2-point safety belts</li> <li>Airbags: driver &amp; front passengers</li> <li>Immobilizer with tow protection</li> <li>Rear view camera</li> <li>Central locking with remote control and 2 keys;</li> <li>Warning audible device for reverse gear</li> <li>Additional arrangements will be an advantage.</li> <li></li> </ul>		
Delivery	DAP Kyiv <ul style="list-style-type: none"> <li>8 weeks from PO signature</li> </ul>		
Warranty	<ul style="list-style-type: none"> <li>Not less than 2 years /without mileage limitations will be an advantage</li> </ul>		
Transmission	<ul style="list-style-type: none"> <li>Automatic/Manual</li> </ul>		
Brake	<ul style="list-style-type: none"> <li>Hydraulic operation on four wheels</li> <li>Front and Rear – Disk type</li> <li>ASR, ESP, ABS systems or equivalents</li> </ul>		
Steering Type	<ul style="list-style-type: none"> <li>Left Hand Drive (LHD)</li> </ul>		
Fuel	<ul style="list-style-type: none"> <li>Gasoline</li> </ul>		



Electrical System	<ul style="list-style-type: none"> <li>• 12 V minimum;</li> <li>• LED main lights;</li> <li>• Rear lights;</li> <li>• Turn signal lights;</li> <li>• Parking signal lights;</li> <li>• Cargo area lighting</li> </ul>		
Tyres and wheel type	<ul style="list-style-type: none"> <li>• Tubeless tyres 15" or better, Spare tire (full size with steel wheel)</li> </ul>		
Dimension of Vehicle	<ul style="list-style-type: none"> <li>• Overall Length 4000 mm or more</li> <li>• Overall Width 1600 mm or more</li> <li>• Wheelbase 2400 mm or more</li> <li>• Ground clearance of 180 mm or more</li> </ul>		
Manuals	<ul style="list-style-type: none"> <li>• One copy of the owners and operators instruction and maintenance manual in English/Russian/Ukrainian</li> </ul>		
Essential Accessories	<ul style="list-style-type: none"> <li>• Minimum – climate control system;</li> <li>• Minimum - front and rear electric window lifters;</li> <li>• Heated mirrors;</li> <li>• Front and rear floor mats;</li> <li>• Multifunctional multimedia device;</li> </ul>		

**TABLE 3 : Price offer**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price, Currency (excl. VAT)	Total Price per Item, Currency (excl. VAT)
1	Vehicle - _____ (please indicate the car model)	2			
	Add : Cost of Transportation/other (DAP, address as indicated above)				
	<b>Total Prices of Goods excl. VAT</b>				
	<b>VAT (if applicable)</b>				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**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 (8 weeks from PO signature)			
Manufacture country			
Warranty and After-Sales Requirements			
a) Not less than 2 years /without mileage limitations will be an advantage			
b) Official manufacturer warranty			
c) Availability of 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. <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			

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]*