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**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

 [insert: *Location]*.

[insert: *Date]*

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the 476-2019-UNDP-UKR-RFP-RPP dated 8/28/2019, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

|  |
| --- |
| **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  | 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/Organization’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 numberCopies of State registration and Tax registration should be attached |
| Latest Audited Financial Statement or Financial results (2015 -2016) | Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation |
| Track Record performed within the last 5 years | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list); |
| Certificates and Accreditation  | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.  |
| Please provide contact details of at least 2 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. | Yes/No (Please choose) |
| Other relevant information |  |

1. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology, and expected deliverables, implementation schedule for each deliverable/output will be appropriate to the local conditions and context of the work.* ***Must include:*** 1. ***Letter of interest/letter of proposal, which briefly describes the organization’s profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work (up to 2 pages);***
2. ***Technical proposal detailing the proposed work plan;***
3. ***A timeline detailing how the required results will be achieved/completed within the required timeline***
4. ***Communication strategy and plan for dissemination of information about the training programme via different media channels;***
5. ***Description of communication tools available for interaction with applicants;***
6. ***Brief description of the application and selection process;***
7. ***Procedure for evaluation of the training programme including reporting process and quality control measures;***
 |

1. **Qualifications of Key Personnel**

***If required by the RFP, the Service Provider must provide:***

***а) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Team Leader, Specialists);***

***b) CVs demonstrating qualifications, experience and language skills of Team Leader and Specialists as well as contact details for referees;***

***e) Written confirmation from each team member that they are available for the entire duration of the contract.***

1. ***Team Leader***
2. ***Project Assistant and trainers***

**Financial Proposal**

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**A. Cost Breakdown per Deliverables\***

The key steps and a description of the results that must be obtained in the specified time frames are listed below.

The contractor is invited to assess the complexity of work on the implementation by each of these stages, and to offer the customer the preferred percentage of the total proposed value of the agreement.

|  |  |  |
| --- | --- | --- |
| **Deliverables*****[list them as referred to in the RFP]*** | ***Percentage of Total Price (Weight for payment)*** | ***Amount, currency, excl. VAT*** |
| Delivery of output 1 |   |  |
| Delivery of outputs 2 |  |  |
| Delivery of outputs 3 |  |  |
| Delivery of outputs 4 |  |  |
| **Total** (please indicate currency) | 100% |  |

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***№*** | ***Activity/Costs*** | ***Unit*** | ***Number*** | ***Cost per unit, currency*** | ***Amount, currency excl. VAT***  |
| **1** | **Personnel** |  |  |  |  |
| 1.1 | Team Leader | 3 month of work | 1 |  |  |
| 1.2 | Trainers  | 3 month of work | 4 |  |  |
| 1.3 | Project Assistant | 3 month of work | 1 |  |  |
| … | … |  |  |  |  |
| **2** | **Administration Costs (if necessary)** |  |  |  |  |
| 2.1 | Organization of application process |  |  |  |  |
| 2.2 | Communication (Internet/Phone/etc.)  |  |  |  |  |
| 2.3 | Other (if any - to define clearly activities/costs) |  |  |  |  |
| **…** |  |  |  |  |  |
| **3** | **Travel and Lodging** |  |  |  |  |
| 3.1 | Travel costs (tickets) | Travel for 1 person |  |  |  |
| 3.2 | Accommodation | Day |  |  |  |
| 3.3 | Daily Allowance | Day |  |  |  |
| 3.4 | **…** |  |  |  |  |
| 4 | **Other costs (if any - to define clearly activities/costs)** |  |  |  |  |
| 4.1 | Video recording and editing | Item | 2 |  |  |
| 4.2 | … |  |  |  |  |
|  | **Total** (please indicate currency) |  |  |  |  |

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

*[Designation]*

*[Date]*

\*\* Dear partners!

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient” (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary” (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

\*\* Уважаемые партнеры!

Уважаемые партнеры!

Представительство ООН в Украине информирует Вас, что приобретение товаров и услуг объявленных в тендере 476-2019-UNDP-UKR-RFP-RPP производиться в рамках выполнения проекта международной технической помощи.

Согласно положений Налогового Кодекса Украины (п. 197.11) предусмотрено освобождение от налогообложения НДС операций, которые финансируются за счет материально-технической помощи.

Порядок получения права на освобождение от налогообложения операций, которые производятся в рамках проектов международной технической помощи регламентируется постановлением Кабинета Министров Украины от 15 февраля 2002 года №153.

В случае наличия права на применение этой НДСной льготы на дату получения аванса от ПРООН вы должны составить и зарегистрировать в ЕРНН налоговую накладную (далее — НН), которая заполняется следующим образом:

• в графе «Складена на операції, звільнені від оподаткування» верхней левой части делается пометка «Без ПДВ»;

• в раздел А табличной части НН (строки I - X) вносятся обобщающие данные по операциям, на которые складывается такая НН, а именно: в строке I указывается общая сумма средств, подлежащих уплате с учетом НДС; в строке IX — общий объем поставки товаров/услуг. Строки II - VIII раздела А не заполняются;

• в графе 2 раздела В указывается номенклатура услуг поставщика (продавца);

• в графа 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняются на всех этапах поставки услуг.

• в графе 4 и 5 — единица измерения услуг;

• в графе 6 — количество (объем) поставки услуг;

• в графе 7 — цена поставки единицы услуги без учета НДС;

• в графе 8 — указывается код ставки НДС 903;

• в графе 9 — код льготы согласно Справочнику других налоговых льгот налоговых льгот, утвержденному ГФС по состоянию на дату составления НН — «14060523».

• в графе 10 — объем поставки без учета НДС (сумма аванса). Детально — в материалах «Налоговая накладная – 2017: порядок заполнения» и «Новая налоговая накладная в образцах».

Что касается налогового кредита с НДС по покупкам материалов для выполнения соответствующих строительных работ, то здесь правила его компенсации, предусмотренные п. 198.5 НКУ, не действуют. Ведь согласно п. 198.5 НКУ на операции по поставке товаров и услуг, освобождение от налогообложения НДС которых предусмотрено п. 197.11 НКУ, правила начисления налоговых обязательств не распространяются.

Это значит, что в ходе использования материалов, которые покупались с НДС, для выполнения данных работ налоговый кредит компенсировать не нужно, соответственно не нужно и начислять для этого налоговые обязательства.

Исходя из вышесказанного, просим Вас формировать Ваши тендерные заявки/счета на оплату без НДС учитывая положения украинского законодательства, изложенного в перечисленных нормативных актах.

В случае возникновения дополнительных вопросов просим Вас обращаться в отделения Государственной Фискальной Службы Украины по месту регистрации Вашего предприятия для получения дополнительной консультации в рамках статьи 52 Налогового Кодекса Украины.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3.24 | Proven experience in developing training curriculums, publications, handout materials and manuals related to business, MSME activity and administration (3 years – 10 points, 4 years or more – 15 points). | 15 |  |  |  |
| 3.25 | Language command (Ukrainian, Russian), excellent public speaking skills – 5 points | 5 |  |  |  |
|  | Interim score according to criteria 3.22–3.25 | 55 |  |  |  |
| Overall score on Form 3 | 300 |  |  |  |

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