**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

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

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**

|  |  |
| --- | --- |
| **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); | 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. |
| 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 | MINIBUS |  |  |
| Quantity | Two (2) |  |  |
| Engine | Diesel engine with capacity – not less than 1900 cm3 |  |  |
| Seating Capacity | 10-15 seats including driver seat |  |  |
| No. of Doors | Standard roof, 4 doors, sliding side door, manual. |  |  |
| Color | * Any |  |  |
| Security arrangements | * Front 3-point, rear 2-point safety belts * Airbags: driver & front passengers * Immobilizer with tow protection * Parktronics * Central locking with remote control and 2 keys; * Warning audible device for reverse gear * Additional arrangements will be an advantage. |  |  |
| Delivery | DAP Kyiv   * 8 weeks from PO signature |  |  |
| Warrantee | * Not less than 2 years /without mileage limitations will be an advantage |  |  |
| Transmission | * Automatic/Manual |  |  |
| Brake | * Hydraulic operation on four wheels * Front and Rear – Disk type * ASR, ESP, ABS systems or equivalents |  |  |
| Steering Type | * Left Hand Drive (LHD) |  |  |
| Fuel | * Diesel |  |  |
| Electrical System | * 12 V minimum; * LED main lights; * Rear lights; * Turn signal lights; * Parking signal lights; * Cargo area lighting |  |  |
| Tyres and wheel type | * Tubeless tyres 15’’ or better, Spare tire (full size with steel wheel) |  |  |
| Dimension of  Vehicle | * Overall Length 4000 mm or more * Overall Width 1600 mm or more * Wheelbase 2400 mm or more * Ground clearance of 180 mm or more |  |  |
| Manuals | * One copy of the owners and operators instruction and maintenance manual in English/Russian/Ukrainian |  |  |
| Essential  Accessories | * Minimum – Air conditioning; * Minimum - front and rear electric window lifters; * Heated mirrors; * Front and rear floor mats; * Multifunctional multimedia device; |  |  |

**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) | | | |  |
|  | **Total Prices of Goods excl. VAT** | | | |  |
|  | **VAT (if applicable)** | | | |  |
|  | **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** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery time (8 weeks from PO signature) |  |  |  |
| Manufacture country |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Not less than 2 years /without mileage limitations will be an advantage |  |  |  |
| 1. Official manufacturer warranty |  |  |  |
| 1. 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. <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |  |  |  |

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]*

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