**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 169-2020-UNDP-UKR-RFP-RPP dated 2/21/2020, 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 number  Copies of State registration and Tax registration should be attached |
| 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. ***Brief description of the methodology, list of potential data sources and analysis approach;*** 3. ***A timeline detailing how the required results will be achieved/completed within the required timeline*** 4. ***At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the bidder.*** |

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;***

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

1. ***Team Leader***
2. ***Experts***

**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 |  |  |
| **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 | 1 |  |  |
| 1.2 | Experts | 3 month | 2 |  |  |
| 1.3 |  |  |  |  |  |
| … | … |  |  |  |  |
| **2** | **Administration Costs (if necessary)** |  |  |  |  |
| 2.1 | Carrying out focus groups discussions among community representatives | event |  |  |  |
| 2.2 | Interviewing key informants |  |  |  |  |
| 2.3 | Preparation of reports |  | 4 |  |  |
| **…** | 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 |  |  |  |  |  |
| 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.

***Annex 4***

Model Contract

|  |  |  |  |
| --- | --- | --- | --- |
| UNDP logo**Договір на надання Товарів та/або Послуг**  **між Програмою розвитку Організації Об'єднаних Націй та** | | UNDP logo**Contract for Goods and/or Services**  **Between the United Nations Development Programme and** | |
| **1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги**: Україна | | 1. **Country Where Goods Will be Delivered and/or Services Will be Provided**:Ukraine | |
| 2. **ПРООН** [ ]Запит цін[Х]Запит пропозиції[ ]Запрошення на участь у конкурсі [ ] укладення прямих договорів  Номер та дата: | | 2. **UNDP** [ ]Request for Quotation[X ]Request for Proposal[ ]Invitation to Bid [ ] direct contracting    Number and Date: | |
| 3. **Посилання на номер договору (напр., номер присудження договору):** | | 3. **Contract Reference (e.g. Contract Award Number)**: | |
| 4. **Довгострокова угода**: Ні | | 4. **Long Term Agreement**: No | |
| 5. **Предмет Договору**: [ ] товари [ X ] послуги [ ] товари *та* послуги | | 5. **Subject Matter of the Contract**: [ ] goods [Х] services [ ] goods *and* services | |
| 6. **Тип Послуг:** | | 6. **Type of Services:** | |
| 7. **Дата початку Договору**: | 8. **Дата завершення Договору**: | 7. **Contract Starting Date**: | 8. **Contract Ending Date**: |
| 9. **Загальна сума Договору**:  9a. **Передплата**: Не застосовується | | 9. **Total Contract Amount**:  9a. **Advance Payment**: Not applicable | |
| 10. **Загальна вартість Товарів та/або Послуг:**  [ ] **менше 50 000 дол. США (лише Послуги)** – застосовуються Загальні умови ПРООН для базових (незначних) договорів  [ ] **менше 50 000 дол. США (Товари *або* Товари та Послуги)** – застосовуються Загальні умови ПРООН для договорів  [ ] **50 000 дол. США або більше (Товари *та/або* Послуги)** – застосовуються Загальні умови ПРООН для договорів | | 10. **Total Value of Goods and/or Services**:  [ ] **below US$50,000 (Services only)** – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply  [ ] **below US$50,000 (Goods *or* Goods and Services)***–* UNDP General Terms and Conditions for Contracts apply  [ ] **equal to or** **above US$50,000 (Goods *and/or* Services)** *–* UNDP General Terms and Conditions for Contracts apply | |
| 11. **Метод оплати:** [ Х] тверда (фіксована) ціна [ ] відшкодування витрат | | 11. **Payment Method:** [X] fixed price [ ] cost reimbursement | |
| 12. **Назва(Ім'я) Підрядника**: | | 12. **Contractor’s Name**: | |
| 13. **Ім'я контактної особи Підрядника**:  Посада: керівник  Адреса:  Номер телефону:  Факс:  Email: | | 13. **Contractor’s Contact Person’s Name**:  Title  Address:  Telephone number:  Fax:  Email: | |
| **14. Ім'я контактної особи ПРООН:**  Посада:  Адреса:  Тел.: +  Email: | | 14. **UNDP Contact Person’s Name**:    Title:  Address:  Telephone number  Email: | |
| 15. **Банківський рахунок Підрядника, на який будуть перераховуватись платежі:**  Отримувач:  Назва рахунку:  Номер рахунку:  Назва банку:  МФО  ЄДРПОУ | | 15. **Contractor’s Bank Account to which payments will be transferred**:  Beneficiary:  Account name:  Account number:  Bank name:  Bank address:  MFO  EDRPOU | |
| Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:   1. Дана лицьова сторінка («Лицьова сторінка»). 2. Загальні умови ПРООН для договорів – Додаток 1 3. Технічне завдання (ТЗ) - Додаток 2 4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3. 5. Технічна та Фінансова пропозиції Підрядника від \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору. 6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.   Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.  Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.  **НА ПОСВІДЧЕННЯ ЧОГО,** нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче | | This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:   1. This face sheet (“Face Sheet”). 2. UNDP General Terms and Conditions for Contracts – Annex 1 3. Terms of Reference (TOR) – Annex 2 4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3 5. The Contractor’s Technical Proposal and Financial Proposal, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract. 6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.   All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the “Contract”), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.  This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.  **IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below. | |
| **Від імені Підрядника / For the Contractor** | | **Від імені ПРООН / For UNDP** | |
| Підпис / Signature: |  | Підпис / Signature: |  |
| Ім'я / Name: |  | Ім'я / Name: |  |
| Посада / Title: |  | Посада / Title: |  |
| Дата / Date: |  | Дата / Date: |  |

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)