



**REQUEST FOR QUOTATION (RFQ)
(Services)**

NAME AND DETAILS OF THE COMPANY	DATE: March 12, 2020
	REFERENCE: 381-2020-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for **rent of office premises in Kyiv** as described in details in Annex 1 of that RFQ. While preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **11:59 (Kyiv time) March 27, 2020** and via *e-mail* to the address below:

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

Quotations submitted by email must be limited to a maximum **of 25 MB**, virus-free and no more than 5 email transmissions. *Files larger than 30 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]	N/A
Customs clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	N/A

Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	N/A
Delivery Schedule	N/A
Packing Requirements	N/A
Mode of Transport	N/A
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. In this case of local Ukrainian suppliers, UNDP provides payments in UAH at the official exchange rate of UNDP at the date of payment. Exchange rate information is available at: http://treasury.un.org <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : UAH
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be <u>inclusive of VAT and other applicable indirect taxes</u> (VAT amount should be clearly indicated in a separate line) <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	11:59, Friday, March 27, 2020 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 in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Copy of latest actual Business Registration Certificate; <input checked="" type="checkbox"/> Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award); <input checked="" type="checkbox"/> Technical specifications for the equipment; <input checked="" type="checkbox"/> Plan and photo of premises; <input checked="" type="checkbox"/> Registration documents of the owner/owning company; <input checked="" type="checkbox"/> Ownership documents for premises offered for lease. <input checked="" type="checkbox"/> Financial proposal
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
	<input checked="" type="checkbox"/> 100% upon complete delivery

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.

Payment Terms ²	<input type="checkbox"/> Others
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to 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> <ul style="list-style-type: none"> ✓ 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 general requirements: <ul style="list-style-type: none"> a) Properly registered company/organization b) Technical responsiveness to stipulated requirements in terms of reference <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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 type="checkbox"/> Contract for goods <input checked="" type="checkbox"/> Long-Term Agreement <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
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"/> Term of References (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/procurement/business/how-we-buy.html . 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)	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.rpp.ua@undp.org,</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.

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.

Goods/services 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/services 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/services, 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. Available following the link:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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 AntiFraud UN%20Supplier%20Code%20of%20Conduct english.pdf#search=code%20of%20conduct](https://popp.undp.org/UNDP%20POPP%20DOCUMENT%20LIBRARY/Public/AC%20AntiFraud%20UN%20Supplier%20Code%20of%20Conduct%20english.pdf#search=code%20of%20conduct)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Sukhrob Kakharov

Mr. Sukhrob Kakharov
UNDP Operations Manager

March 12, 2020

A.D.

TOR for Office Premises in Kyiv

Project/Portfolio name: The United Nations Recovery and peacebuilding programme (UN RPP)

Service description: Office premises in Kyiv

Country: Ukraine / Kyiv

Expected starting date of lease agreement: 1 April 2020

End date of lease agreement: 1 April 2021 with possible extension

Payment arrangements: Payments shall be made on a monthly basis

1. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the Recovery and Peacebuilding Programme (RPP). The RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with several partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to respond to and mitigate the causes and effects of the conflict. The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology.

To accommodate UN RPP personnel during telecommuting in Kyiv and provide working space for 2 SCORE specialists, UN RPP is looking for decent premises as per below requirements starting from April 2020.

2. DESCRIPTION OF THE COMMON PREMISES

General requirements:

1. Address: Kyiv, Ukraine
2. Location: Kyiv, Pecherskyi district, location - within up to 600 m radius of the UN Office in Ukraine (1, Klovskyi Uzviz)
3. Premises in good condition available for immediate relocation (not under construction or significant renovation)
4. Office space: 70-80 sq.m

5. At least one big room (open space) or 2 separate rooms
6. Available internet connection
6. Possibility to provide furniture/allow UN RPP to place and use its furniture and equipment
7. Daily cleaning services are provided
8. 2 parking lots are preferable
9. WC availability on the same floor with the office space

Additional requirements:

1. Neither basement floor nor top floor;
2. Windows in premises should provide enough light;
3. Proposals from owners/companies-owners will be prioritized; no broker's fee is expected.

Security requirements:

1. 24/7 security services;
2. Availability of CCTV system;
3. Availability of access control system;
3. Fire alarm system;
4. Emergency exit;
5. Shatter-resistant film on windows is preferable;
5. Availability of bomb shelter/basement will be an asset.

3. FINANCIAL PROPOSAL

The financial proposal shall specify price per 1 square meter of the premises and include all taxes and services (except for telecommunication) included in the offered price. Payments for the rent shall be arranged on a monthly basis, no up-front payments.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

- Plan and photo of premises;
- Registration documents of the owner/owning company;
- Ownership documents for premises offered for lease.

5. Evaluation method

Lowest priced technically compliant proposal will be contract awarded.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)

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. 381-2020-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.
Please provide contact details of at least 3 previous partners for reference	Please attach the signed reference letters
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)

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2: Conformity to the specification

Requirements:	Conformity to the specification (Yes/No)	Please provide details:
General requirements:		
Location: Kyiv, Pecherskyi district, location - within up to 600 m radius of the UN Office in Ukraine (1, Klovskyi Uzviz)		
Premises in good condition available for immediate relocation (not under construction or significant renovation)		
Office space: 70-80 sq.m		
At least one big room (open space) or 2 separate rooms		
Available internet connection		
Possibility to provide furniture/allow UN RPP to place and use its furniture and equipment		
Daily cleaning services are provided		
Additional requirements:		
Neither basement floor nor top floor;		
Windows in premises should provide enough light;		
Proposals from owners/companies-owners will be prioritized; no broker's fee is expected.		
Security requirements:		
24/7 security services;		
Availability of CCTV system;		
Availability of access control system;		
Fire alarm system;		
Emergency exit;		
Shatter-resistant film on windows is preferable;		
Availability of bomb shelter/basement will be an asset.		

TABLE 3: Price offer / Financial proposal

The financial proposal shall specify price per 1 square meter of the premises and include all taxes and services (except for telecommunication) included in the offered price. Payments for the rent shall be arranged on a monthly basis, no up-front payments.

No	Product name and specification requirements	Unit, square meter	Price per unit, without VAT Please indicate currency
1	Rent of office premises in Kyiv	1	
VAT			
Total, all-inclusive price per unit, including VAT, please indicate currency			

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]