



## REQUEST FOR PROPOSAL (RFP)

All interested	DATE: April 27, 2020
	REFERENCE: 135-2020-UNDP-UKR-RFP-RPP

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting services of **“National Company on the investigation of the impact of non-profitable mine closures on vital resources of Donetsk and Lugansk oblasts”**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **23:59 AM (Kyiv time) Tuesday, May 12, 2020** and via email to the address below:

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

Your Proposal must be expressed in the **English or Ukrainian or Russian**, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

**NB. The Offeror shall create 2 archive files (\*.zip format only!): one should include *technical proposal*, another one should include *financial proposal* and be encrypted with password. Both files should be attached to the email letter.**

During evaluation process only technically compliant companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.

Messages should **not exceed 8 MB in size**. Offers larger than 8 MB should be split into several messages and each message subject should indicate “part x of y” besides the marking mentioned in the announcement and

the solicitation documents. Messages larger than 8 Mb may not be delivered. *All electronic submissions are confirmed by an automatic reply.*

The Offeror shall mark the email letter/s:

Subject of the message should include: **“135-2020-UNDP-UKR-RFP-RPP” and National Company on the investigation of the impact of non-profitable mine closures on vital resources of Donetsk and Lugansk oblasts”** .

Body of the message should include: **Name of the offeror**

Archive files should be marked as: **Technical proposal** and **Financial proposal**

Note: if the email letters or archive files are not marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

<http://www.undp.org/content/dam/undp/img/corporate/procurement/UN%20Supplier%20Code%20of%20Conduct.pdf>

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Sukhrob Kakharov*

Mr. Sukhrob Kaharov,  
Operations Manager

UNDP Ukraine

April 27, 2020

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## Description of Requirements

Project name:	"Recovery and Peacebuilding Program"
Brief Description of the Required Services	UNDP is looking for an experienced company with a potential, qualified specialists, who will be able to provide prevention and reduction of water and environmental threats to the ecological state of the main life-supporting resources of Donetsk and Luhansk regions.
The overall objective	<p>When it comes to prevention and reduction of water and environmental threats to the ecological state of the main life-supporting resources of Donetsk and Luhansk regions, to be provided:</p> <ul style="list-style-type: none"> <li>- preparatory work: the creation of an expert group for project implementation;</li> <li>- analysis of available materials of geological, geophysical, mining works to identify areas of critical water and environmental condition of the preliminary - Toretsk and Pervomaisk - Golden group of mines (Zolotoe Luhansk region, the city of Toretsk - Donetsk region);</li> <li>- evaluation of information efficiency of the existing system of ecological monitoring and determination of directions for its improvement;</li> <li>- performing an expert water-ecological survey of critical sites in the zones of influence of flooding of mines of Toretskaya and Pervomayska - Zolotoe Group;</li> <li>- justification of the priority measures to stabilize the water and environmental condition and prevent emergencies of water and environmental origin.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	Environmental Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme
Frequency of Reporting	According to TOR attached
Progress Reporting Requirements	According to TOR attached
Location of work	According to TOR attached
Expected duration of work	According to the proposed timeframe specified in the attached TOR
Target start date	May 2020
Target completion date	December 2020
Travels Expected	According to TOR attached
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Program does not provide premises, equipment, supporting personnel, services or logistic support
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation. UNDP shall arrange the payment in local currency based

	<p>on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: <a href="http://treasury.un.org">http://treasury.un.org</a></p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> UAH</p>
Value Added Tax on Price Proposal	<p><input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (VAT should be clearly indicated in separate line), if applicable</p> <p><input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input type="checkbox"/> 30 days</p> <p><input type="checkbox"/> 60 days</p> <p><input checked="" type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
A pre-proposal conference will be held on:	<p>Pre-Bidding Conference will be held on 30th of April 2020 at 3 pm (Kyiv time) via Skype.</p> <p>Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information as well as Skype ID at the following e-mail: <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a> and <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></p> <p>Attn: Procurement Unit</p> <p>Subject: <b>135-2020-UNDP-UKR-RFP-RPP</b> – Pre-Bidding Conference Registration</p>
Payment Terms	<p>The contractor is invited to assess the complexity of work on the implementation by each of these Deliverables, and to offer the customer the preferred percentage of the total proposed value of the contract. Proposed by UNDP payment schedule:</p> <ul style="list-style-type: none"> <li>• 20% - upon submission and approval of report according to Deliverable (Stage) 1;</li> <li>• 30% - upon submission and approval of report according to Deliverable (Stage) 2;</li> <li>• 40% - upon submission and approval of report according to Deliverable (Stage) 3;</li> <li>• 10% - upon submission and approval of report according to Deliverable (Stage) 4;</li> </ul> <p>UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been approved by UNDP.</p> <p>The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the component head signs the certification of acceptance.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Environmental Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme</p>
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> Contract for Professional Services</p>

	<input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). <u>This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</u>
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Experience of the company/organization submitting the proposal 30% <input checked="" type="checkbox"/> Proposed work plan, methodology and approach 40% <input checked="" type="checkbox"/> Personnel and invited experts/consultants 30% <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Contractor <input type="checkbox"/> One or more Contractors, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Detailed TOR and Evaluation Criteria (Annex 3) <input checked="" type="checkbox"/> Contract for professional services template (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>1</sup>	<i>Procurement Unit</i> <i>UNDP Ukraine</i> <i>procurement.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.

<sup>1</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.

Documents to be submitted in proposal	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dully filled in and Signed Form for Submission of Proposal (Annex 2);</li> <li><input checked="" type="checkbox"/> Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any). In case a group of experts decides to apply, a letter of affiliation with an officially registered organization (which will be the Contractor in case of contract award) must be provided;</li> <li><input checked="" type="checkbox"/> Copies of other licenses or certificates (if any);</li> <li><input checked="" type="checkbox"/> Brief description of the assignment implementation methodology;</li> <li><input checked="" type="checkbox"/> Organization's profile / portfolio (date of creation, size, number of staff/consultants, description of key staff/consultants);</li> <li><input checked="" type="checkbox"/> A list and short summary of experience in organizing educational activities among representatives of local authorities and other stakeholders;</li> <li><input checked="" type="checkbox"/> A list and short summary of has experience in developing methodological recommendations, manuals, etc.;</li> <li><input checked="" type="checkbox"/> A short summary about established network of experts in ecological protection areas;</li> <li><input checked="" type="checkbox"/> A short summary about memoranda of cooperation with government bodies and state institutions, Ukrainian and foreign associations of local self-government bodies, as well as public organizations (if available);</li> <li><input checked="" type="checkbox"/> A list and short summary of existing cooperation agreements with international technical assistance programmes and projects;</li> <li><input checked="" type="checkbox"/> A list and short summary of implemented projects in partnership with public organizations;</li> <li><input checked="" type="checkbox"/> A list of communication channels, including an official website, a page of the organization on the social network Facebook;</li> <li><input checked="" type="checkbox"/> A list of representative offices in the research activities regions (registered legal entities);</li> <li><input checked="" type="checkbox"/> A list and short summary of technical support to local self-government bodies for operational surveys, analytical studies, and feedback</li> <li><input checked="" type="checkbox"/> CVs of the intended team leader and team members which clearly indicate their education, experience, language skills and residency, as well as confirmation of their availability if selected for this project;</li> <li><input checked="" type="checkbox"/> Minimum 2 references from previous customers regarding implementation of likely tasks;</li> <li><input checked="" type="checkbox"/> <b>Financial proposal (must be password protected and provided in separate archive. Don't provide password unless requested and don't include password to letter with technical proposal part).</b></li> </ul>
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Other Information Related to the RFP

**Administrative Requirements:**

Submitted offers will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/ requirement/s:

- ✓ 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, including documentation regarding the company/organization’s legal status and registration
- ✓ Offers must comply with general administrative requirements:

***An organization submitting a proposal is:***

- ✓ an officially registered company or organization.
- ✓ has less than 10 implemented projects on development and implementation of projects aimed at the development of local self-government and creation of favorable conditions for local self-government activities;
- ✓ has proven experience in organizing educational activities among representatives of local authorities and other stakeholders;
- ✓ has experience in developing methodological recommendations, manuals, etc.;
- ✓ has an established network of experts in ecological protection areas;
- ✓ has memoranda of cooperation with government bodies and state institutions, Ukrainian and foreign associations of local self-government bodies, as well as public organizations - would be an asset;
- ✓ has existing cooperation agreements with international technical assistance programmes and projects;
- ✓ has implemented projects in partnership with public organizations;
- ✓ has its communication channels, including an official website, a page of the organization on the social network Facebook, which will allow informing local authorities about the progress and results of the project;
- ✓ has registration or representative offices in the research activities regions (registered legal entities);
- ✓ has technical support to local self-government bodies for operational surveys, analytical studies, and feedback.
- ✓ Be able to create an implementation team with at least the following requirements:

***Project Team Leader***

- ✓ at least a master's degree in mining engineering, hydrogeology, engineering geology environment safety or the relevant fields;
- ✓ experience in managing projects supported by international technical assistance - there will be an additional benefit;
- ✓ experience in the field of environmental safety, ecological management, ecological risk management at the local level

***Key Expert 1 and 2*** (in the field of environmental safety)

- ✓ higher education in environment safety, ecology, hydrogeology, engineering geology or the relevant fields;



	<ul style="list-style-type: none"> <li>✓ at least 5 years of experience in environmental safety or ecological risk management;</li> <li>✓ experience in engineering geology, environmental safety, ecology.</li> <li>✓ fluent command of Ukrainian and Russian is required.</li> </ul> <p><b>Key Expert 3</b> (in the field of hydrogeology, engineering geology):</p> <ul style="list-style-type: none"> <li>✓ higher education in the field of hydrogeology, engineering geology or the relevant fields;</li> <li>✓ at least 5 years of experience in the field of geology, mining engineering, geology;</li> <li>✓ experience in the field of hydrogeology, ecology, mining engineering.</li> <li>✓ fluent command of Ukrainian and Russian is required.</li> </ul> <p>Other information is available on  <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>;  For the information, please contact <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></p>
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**Annex 2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)***

[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 135-2020-UNDP-UKR-RFP-RPP dated 4/27/2020, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

<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	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

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Latest Audited Financial Statement or Financial results (2018 -2019)	Copies of income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation
Track Record performed within the last 2 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 <i>if any</i> .
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	

**B. 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 requested (up to 2 pages);**
- 2. Technical proposal detailing the proposed work plan;**
- 3. A timelines and expected schedule for tasks' completion upon stages.**

**C. Qualifications of Key Personnel**

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

- a) Names and qualifications of the key personnel that will perform the services; description of roles of key personnel (Project Team Leader, Key experts);***
- b) CVs demonstrating qualifications, experience and language skills of Project Team Leader and Key Experts as well as contact details for references;***
- e) Written confirmation from each team member that they are available for the entire duration of the contract.***

## 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.

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount, currency, excl. VAT</b>
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
<b>Total</b> (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.

<i><b>Nº</b></i>	<i><b>Activity/Costs</b></i>	<i><b>Unit</b></i>	<i><b>Number</b></i>	<i><b>Cost per unit, currency</b></i>	<i><b>Amount, currency excl. VAT</b></i>
<b>1</b>	<b>Personnel</b>				
1.1	Project Team Leader	1 month of work			
1.2	Key Expert 1	1 month of work			
1.3	Key Expert 2	1 month of work			
1.4	Key Expert 3				
1.5	Other (if any - to define clearly activities/costs)				
<b>2</b>	<b>Activities</b>				
2.1	Development of methodology and detailed work plan				
2.2	Analysis of the current environmental situation				
2.3	Analysis of the current environmental monitoring				
2.4	Conducting hydrochemical analysis				
<b>3</b>	<b>Administration Costs (if necessary)</b>				
3.1	Communication (Internet/Phone/etc.)				
3.2	Other (if any - to define clearly activities/costs)				
<b>4</b>	<b>Travel and Lodging</b>				
4.1	Travel costs	Travel for one person			
4.2	Accommodation	Day			
4.3	Daily Allowance	Day			
<b>5</b>	<b>Other costs (if any - to define clearly activities/costs)</b>				
5.1	...				
5.2	...				
	<b>Total</b> (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 84-2020-UNDP-UKR-RFQ-RPP производится 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 графе 3.3 раздела В — код услуги согласно ГКПУ. Графа 3.3 заполняется 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.





### TERMS OF REFERENCES

<b>Project Name:</b>	UN Recovery and Peacebuilding Programme, Local Governance and Decentralization Reform Component
<b>Post Title:</b>	National Company on the investigation of the impact of non-profitable mine closures on vital resources of Donetsk and Lugansk oblasts
<b>Expected Places of Travel:</b>	Selected communities of Donetsk and Luhansk Oblasts, government-controlled area (GCA) (six 1-day trips to Donetsk and Luhansk Oblasts)
<b>Primary Supervisor's name and functional post:</b>	Environmental Specialist
<b>Secondary Supervisor's name and functional post:</b>	Programme Coordinator (Local Governance and Decentralization Reform)
<b>Starting Date of Assignment:</b>	May 2020
<b>Duration of Assignment:</b>	7 months

#### 1. BACKGROUND

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the past decade, prior to the conflict, focusing on community and civil society development, and environmental protection.

Since 2015, upon request from the Government of Ukraine, UNDP started its work on addressing conflict-related challenges by early engagement, establishing partnerships through the **United Nations Recovery and Peacebuilding Programme (UN RPP)**. The UN RPP is a multi-donor funded framework programme, jointly implemented by four UN partnering agencies: UNDP, UN Women, FAO, and UNFPA in cooperation with the government of Ukraine.

The UN RPP was designed to **respond to and mitigate the causes and effects of the conflict**. The UN RPP is an integral component of the UNDP Country Programme. It is fully aligned with the United Nations Partnership Framework (UNPF), closely interlinked with the Democratic Governance and Reform Programme, operating national wide and in all of Ukraine's regions.

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 Decentralisation Reform**

**Component 3: Community Security and Social Cohesion.**

The Programme is pooling funds employing a multi-sectoral programme-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 projects funded by 12 international partners.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) had countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the oblasts. It will contribute to peacebuilding and prevent further escalation of conflict in Ukraine through effective and accountable decentralisation, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavour will be achieved through the pursuit of the following specific **objectives**

1. To enhance local capacity for gender-responsive decentralisation and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by assisting in Micro-, Small- and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through the promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate the direct impacts of the conflict.

## II. MAIN OBJECTIVES OF THE ASSIGNMENT

Prevention and reduction of water and environmental threats to the ecological state of the main life-supporting resources of Donetsk and Luhansk regions.

- Preparatory work: the creation of an expert group for project implementation.
- Analysis of available materials of geological, geophysical, mining to identify areas of critical water and environmental condition of the preliminary - Toretsk and Pervomaisk - Zolotoe group of mines (Zolotoe Luhansk region, the city of Toretsk - Donetsk region).
- Evaluation of information efficiency of the existing system of ecological monitoring and determination of directions for its improvement;
- Performing an expert water-ecological survey of critical sites in the zones of influence of flooding of mines of Toretsk and Pervomaysk - Zolotoe Group.
- Justification of the priority measures to stabilize the water and environmental condition and prevent emergencies of water and environmental origin.

## III. SCOPE OF WORK

It requires the implementation of the following objectives:

### **The Objective of Stage 1. Preparatory works were performed:**

- 1.1 Develop a work plan that includes a time frame and a set of indicators reflecting the linkages and the sequence of key actions that will lead to the full achievement of the main objective;
- 1.2 Conclude agreements with experts for project implementation;
- 1.3 Propose three pilot communities (1 community a from Donetsk region and 2 communities from Luhansk region, in the territory controlled by the government of Ukraine, among the target communities of the UN Program for restoration and development of peace), where the activities will be implemented.

### **The Objectives of Stage 2. Analysis of geological, geophysical, mining materials to identify areas of critical water-ecological condition of - Toretsk and Pervomaysk - Zolotoe group of mines:**

- 2.1. Assessment of groundwater and mine-water levels;
- 2.2. Analysis of the chemical composition of groundwater and surface waters;
- 2.3. Assessment of water quality of standby water sources;
- 2.4. Assessment of development of hazardous geological processes in the territory of these groups of mines;

### **The Objectives of Stage 3. Evaluation of information efficiency of the existing environmental monitoring system and identification of directions for its improvement:**

- 3.1 Current environmental monitoring for compliance with modern requirements and the ecological state of water and environmental threats to the main life-supporting resources of Donetsk and Lugansk regions;
- 3.2 Determination of additional monitoring surveys in critical areas - the Toretsk and Pervomaisk - Zolotoe group of mines.

**The Objectives of Stage 4. Perform an expert water-ecological survey of the critical sites in the zones of influence of flooding of the mines of the Toretsk and Pervomaysk - Zolotoe Group:**

- 4.1 Sampling and hydrochemical analysis in areas affected by surface water mine flooding and reserve water sources;
- 4.2. Groundwater level studies in the area;
- 4.3. Research in time dynamics of water resources flooding and pollution.

**The Objectives of Stage 5. Justification of priority measures for stabilization of water and ecological condition and prevention of emergencies of water and ecological origin.**

- 5.1. analytical note on assessment and forecast of the territory ecological state in the zones of influence of mine floods;
- 5.2. recommendations on priority measures to stabilize the water and ecological status and prevent emergencies of water and ecological origin.

**IV. EXPECTED PROJECT DELIVERABLES**

**Deliverables of Stage 1 (duration – 3 weeks since the start of the contract):**

- A detailed work plan was developed including full steps to be used for the implementation of individual activities, timeframe and a set of indicators reflecting the linkages and sequence of key activities (actions), that will lead to the full implementation of the objectives of the assignment - agreed and approved with UNDP;
- Pilot communities were proposed by the Consultant and approved by UNDP;
- A detailed methodology including full steps to be used for the implementation of individual activities specified and supplemented - agreed and approved with UNDP;
- An Inception Report, which contains the results of Stage 1 is elaborated and approved by UNDP.

**Deliverables of Stage 2 (duration – 10 weeks since the start of the contract):**

- An analytical note has been prepared with the data of the analysis of the current environmental situation of the investigated territory (evaluation of ground and mine-water levels, the water quality of reserve water sources, development of dangerous geological processes of the territory where these groups of mines are located, development of dangerous geological processes of the territory where these groups of mines and surface waters are located);
- The first interim report on the implementation of all objectives of Stage 1-2 has been developed and approved by UNDP.

**Deliverables of Stage 3 (duration – 17 weeks since the start of the contract):**

- Analytical note on the analysis of the current environmental monitoring for compliance with modern requirements and the environmental state of water and environmental threats to the main life-supporting resources of Donetsk and Lugansk regions with the definition of m additional monitoring studies in critical areas ah Toretsk and Pervomaysk - Zolotoe group of mines;
- The second interim report on the implementation of all objectives of Stage 3, developed and approved by UNDP.

**Deliverables of Stage 4 (duration – 25 weeks since the start of the contract):**

- An analytical note has been prepared on conducting hydrochemical analysis in areas affected by flooding of surface water mines and sources of reserve water supply, the groundwater level in the area, in time dynamics of water flooding and pollution;
- The third interim report on the implementation of all objectives of Stage 4 has been developed and approved by UNDP.

**Deliverables of Stage 5 (duration – 31 weeks since the start of the contract):**

- An analytical note has been developed to assess and forecast the ecological condition of the territory in the areas affected by mine flooding;

- The recommendations on priority measures for stabilizing the water and ecological condition and preventing emergencies have been developed;
- Final report on project implementation developed and agreed on by UNDP.

#### V. DURATION OF WORK.

The estimated duration of work shall be 31 weeks from the start of the contract.

#### VI. RECOMMENDATIONS AND REQUIREMENTS TO IMPLEMENT THE OBJECTIVES

##### **General Recommendations**

The cost of organizing and implementing selected research, meeting, training and public negotiation tools, including stationery, housing, etc., should be included in the budget proposal. The proposal should include a description of these activities so that the Client (UNDP) understands their parameters and scope.

To achieve effective interaction, where possible, the Executive shall coordinate its activities with other partners of the UN Programme and in the field of restoration and development of peace (the Client shall provide the relevant list and contacts).

References to the UN in the developed results, presentation, training materials reports and other findings, which will be widely disseminated under the contract, are subject to mandatory prior agreement.

##### **Requirements to implement objectives**

The Contractor should submit the deliverables to the Customer meeting the requirements of the terms of reference; state standards, regulations, and rules operating in Ukraine, which usually apply to this type of work.

##### ***Recommendations on Contractor's team***

For optimization of time necessary for task performance, except for the project head, in the structure of design group should be included at least 3 experts in environment safety

The team leader should be designated for the overall coordination of the project and act as the sole person responsible for all matters related to the project and communication with UNDP.

Travel and accommodation of the contractor's team should be included in proposals as necessary.

#### **VII. REQUIREMENTS FOR MONITORING / REPORTING**

The Contractor shall report to the Environmental Specialist of the Local Governance and Decentralisation Reform Component of the UN Recovery and Peacebuilding Programme.

The format of reports shall be agreed at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications in the report form.

All projects, reports, studies, and materials shall be submitted to UNDP in the form of electronic files on digital media in 2 (two) copies.

The text materials shall be submitted in the form of structured documents in \*.PDF and \*.DOC formats. (the language of text materials - Ukrainian)

The Contractor should follow the monitoring, evaluation, and quality assurance framework implemented by UNDP, as well as provide the necessary information, reports, and statistics by the pre-established schedule or as soon as possible (within a reasonable timeframe).

Upon completion of all works, the Contractor shall submit to UNDP a Final Report, including a complete description of the works performed and the outputs.

#### III. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

##### ***An organization submitting a proposal:***

- an officially registered company or organization.
- has less than 10 implemented projects on development and implementation of projects aimed at the development of local self-government and creation of favorable conditions for local self-government activities;
- has proven experience in organizing educational activities among representatives of local authorities and other stakeholders;
- has experience in developing methodological recommendations, manuals, etc.;
- has an established network of experts in ecological protection areas;
- has memoranda of cooperation with government bodies and state institutions, Ukrainian and foreign associations of local self-government bodies, as well as public organizations - would be an asset;
- has existing cooperation agreements with international technical assistance programmes and projects;
- has implemented projects in partnership with public organizations;
- has its communication channels, including an official website, a page of the organization on the social network Facebook, which will allow informing local authorities about the progress and results of the project;
- has registration or representative offices in the research activities regions (registered legal entities);
- has technical support to local self-government bodies for operational surveys, analytical studies, and feedback.

**Staff:**

**Project Team Leader:**

- at least a master's degree in mining engineering, hydrogeology, engineering geology environment safety or the relevant fields;
- experience in managing projects supported by international technical assistance - there will be an additional benefit;
- experience in the field of environmental safety, ecological management, ecological risk management at the local level

**Key Experts 1-2** (in the field of environmental safety):

- higher education in environment safety, ecology, hydrogeology, engineering geology or the relevant fields;
- at least 5 years of experience in environmental safety or ecological risk management;
- experience in engineering geology, environmental safety, ecology.

**Key Experts 3** (in the field of hydrogeology, engineering geology):

- higher education in the field of hydrogeology, engineering geology or the relevant fields;
- at least 5 years of experience in the field of geology, mining engineering, geology;
- experience in the field of hydrogeology, ecology, mining engineering.

For all experts, fluent command of Ukrainian and Russian is required.

**IX. DOCUMENTS TO BE SUBMITTED IN A TECHNICAL PROPOSAL:**

<input checked="" type="checkbox"/>	A letter of interest/offer, which outlines previous experience in implementing similar programmes and competitive advantages of the applicant company.
<input checked="" type="checkbox"/>	A work plan with the proposed work schedule indicating the persons responsible for each area of activity.
<input checked="" type="checkbox"/>	Brief description of the assignment implementation methodology for conducting the assessment with an indication approach to the performance of each Stage.
<input checked="" type="checkbox"/>	Copy of the Statute/Charter of the applicant.
<input checked="" type="checkbox"/>	Copy of a certificate/excerpt from the Unified State Registry of Legal Entities and Private Entrepreneurs.
<input checked="" type="checkbox"/>	CVs of the project team members, including information about the experience of implementing similar projects/objectives (references should be provided).
<input checked="" type="checkbox"/>	Minimum 2 references on similar projects from previous clients.

**X. PROPOSED PAYMENT SCHEDULE:**

The schedule of payments for the services will be agreed with the Contractor before the start of the assignment. Payments will be linked to deliverables and executed upon submission of Interim and Completion reports. A preliminary schedule is provided below.

- After achieving the result of Stage 1 and submission of the Inception Report – 20%;
- After achieving the result of Stage 2 and submission of the First Interim Report – 30%;
- After achieving the result of Stage 3 and submission of the Second Interim Report – 40%;
- After complete achievement of all the results (the result of Stage 4) and submission of the Final Report – 10%.

**XI. SELECTION PROCESS****Evaluation and comparison of applications.**

A two-step procedure is applied to evaluate applications, whereupon the evaluation of a technical proposal must be completed before the opening and comparison of price offers. Price offers are opened only on the submitted materials, which exceeded the minimum technical score of 70% (or 490 points) out of possible 700 points in the process of technical proposal evaluation.

At the first stage, the technical proposal is evaluated on being compliant with the Terms of Reference by the Evaluation Criteria stated below.

At the second stage, the price offers of all applicants, who scored at least 70% according to the Terms of Reference, are considered.

The overall score is compiled according to the aggregate analysis scheme, according to which the technical and financial aspects have a pre-determined weight of 70% and 30% of the total score, respectively. The financial offer with the lowest cost (technically compliant) is selected as a base and assigned the maximal number of points possible in the financial part (i.e. 300). All other financial offers will be awarded a score inversely proportional to the price quotations indicated therein, for example, 300 points x lowest price/price offer.

A proposal with the highest score as a sum of points obtained both by technical and financial evaluation respectively will win. The contract will be awarded to the applicant who submitted a winning proposal.

**Minimum evaluation criteria**

*(The companies/organizations that are compliant with minimum evaluation criteria will be passed to technical evaluation)*

1. Organization/company officially registered in Ukraine for at least 3 years;
2. Experience in conducting of assessment of administrative burden, bureaucratic procedures, tax framework and regulatory framework at the local level;
3. Experience in the field of information support to the management of regulatory framework and support to MSME development.

**Evaluation Criteria for Technical Proposals**

The general form of technical proposal evaluation		Score Share	Maximal score	Company			
1	The expertise of Firm/Organization	30%	210				
2	Proposed Methodology, Approach and Implementation Plan	40%	280				
3	Personnel	30%	210				
	Total score	100%	700				

The maximum number of points that can be obtained for each of the criteria indicates the relative importance and weight of points in the overall evaluation process.

The technical proposal evaluation forms are as follows:

Form 1. Experience of the organization

Form 2. Proposed work plan, methodology, and approach

## Form 3. Staff and invited experts/ consultants

## Technical Proposal Evaluation Criteria

Technical Proposal Evaluation Form 1		Maximal Score	Organization		
			A	B	C
Experience of Organization					
1.1	Officially registered organization/company (minimum 3 years – 20 points, 4-5 years – 30 points, 6–7 years- 40 points).	40			
1.2	Experience of the organization in the field of development and implementation of projects of reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level (2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points).	60			
1.3	Experience of the organization of educational and awareness-raising activities among representatives of local self-government bodies and other stakeholders in the field of applied up-to-date approaches to the reduction of administrative burden and creating favorable conditions for businesses and investment attraction at the local level (level 2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 60 points).	60			
1.4	Experience in the development of guidelines, manuals, etc. on the reduction of administrative burden and creation of favorable conditions for businesses and investment attraction at the local level (1 item – 10 points, 2 items – 20 points, more than 2 – 30 points).	30			
1.5	Submitted recommendations from past customers (2 recommendations – 10 points; 3 and more recommendations – 20 points).	20			
	Total score in Form 1	210			

Technical Proposal Evaluation Form 2		Maximal Score	Organization		
			A	B	C
Proposed concept, work plan and approach					
2.1	Does the proposed technical proposal adequately meet the objectives and scope of work? In general, the technical proposal meets the objectives and scope of work – up to 30 points; The technical proposal meets the objectives well, but the scope of work is overestimated/underestimated – up to 60 points; The technical proposal describes the implementation algorithm of the objectives logically and in detail with a commensurable scope of work – up to 80 points.	80			
2.2	How well developed is the methodology for the implementation of a pilot project? The methodology contains some inconsistencies – up to 60 points; The methodology is well designed but lowly realistic – up to 80 points; There are thoroughly developed methodology and approach, which meets the conditions of reality – up to 100 points.	100			

2.3	How well detailed and realistic is the work plan? The developed work plan contains separate inconsistencies – up to 50 points; The work plan is well designed but lowly realistic – up to 70 points; There are perfectly designed work plan and approach, which meets the conditions of reality – up to 100 points.	100			
	<b>Total score in Form 2.</b>	<b>280</b>			



Staff and invited experts/ consultants Form 3		Maximal Score	Company / other organization		
			A	B	C
Staff					
	Project Team Leader				
3.1	Higher education in the field of mining engineering, hydrogeology, engineering geology environment safety and other relevant fields (equivalent to the educational qualification level “Specialist/Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
3.2	Professional experience in project management and/ team management (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 15 points)	15			
3.3	Work experience in the field of environmental safety, ecological management (5 years – 5 points, 6-7 years – 10 points, 8 years and more – 20 points).	20			
3.4	Experience in environmental safety or ecological risk management at the local level (2 projects – 5 points, 3 projects – 10 points, more than 3 projects – 15 points)	15			
3.5	Proficiency in Ukrainian and Russian (Proficiency in Ukrainian and Russian – 5; only Ukrainian and Russian – 0)	5			
	Intermediate score by criteria 3.1 – 3.4	65			
	Key Experts 1				
4.1	Higher education in the field of environmental safety, ecology, geology and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
4.2	Work experience in the ecological field, environmental safety or ecological risk management (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15			
4.3	Experience in engineering geology, environmental safety, ecology (2 projects – 10 points, 3 projects – 20 points, more than 3 projects – 30 points)	15			
4.3	Proficiency in Ukrainian and Russian	5			



	<b>Intermediate score by criteria 4.1 – 4.4</b>	<b>45</b>			
	<b>Key Experts 2</b>				
5.1	Higher education in the field of environmental safety, ecology, geology and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 10 points).	10			
5.2	Work experience in the ecological field, environmental safety or ecological risk management (5 years – 5 points, 6-7 years – 10 points, more than 7 years – 15 points).	15			
5.3	Experience in engineering geology, environmental safety, ecology (2 projects – 10 points, 3 projects – 20 points, more than 3 projects – 30 points)	15			
5.4	Proficiency in Ukrainian and Russian	5			
	<b>Intermediate score by criteria 5.1 – 5.4</b>	<b>45</b>			
	<b>Key Expert 3</b>				
6.1	Higher education in the field of hydrogeology, engineering geology and other relevant fields (equivalent to the educational qualification level “Specialist / Master” – 5 points, “Candidate of Science” or above – 5 points).	10			
6.2	Experience in the field of geology, mining engineering, geology (5 years – 10 points, 6-7 years – 15 points, more than 7 years – 20 points).	20			
6.3	Experience in the field of hydrogeology, ecology, mining engineering (3 years – 10 points, 5 years – 15 points, more than 7 years – 20 points)	20			
6.4	Proficiency in Ukrainian and Russian	5			
	<b>Intermediate score by criteria 6.1 – 6.4</b>	<b>55</b>			
	<b>Total score in Form 3</b>	<b>210</b>			

## Annex 4

## Model Contract

<b>Договір на надання Товарів та/або Послуг між Програмою розвитку Організації Об'єднаних Націй та</b>		<b>Contract for Goods and/or Services Between the United Nations Development Programme and</b>	
			
<i>Empowered lives. Resilient nations.</i>		<i>Empowered lives. Resilient nations.</i>	
<b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна		<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine	
<b>2. ПРООН</b> <input type="checkbox"/> Запит цін <input checked="" type="checkbox"/> Запит пропозиції <input type="checkbox"/> Запрошення на участь у конкурсі <input type="checkbox"/> укладення прямих договорів Номер та дата:		<b>2. UNDP</b> <input type="checkbox"/> Request for Quotation <input checked="" type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting  Number and Date:	
<b>3. Посилання на номер договору (напр., номер присудження договору):</b>		<b>3. Contract Reference (e.g. Contract Award Number):</b>	
<b>4. Довгострокова угода:</b> Ні		<b>4. Long Term Agreement:</b> No	
<b>5. Предмет Договору:</b> <input type="checkbox"/> товари <input checked="" type="checkbox"/> послуги <input type="checkbox"/> товари та послуги		<b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input checked="" type="checkbox"/> services <input type="checkbox"/> goods and services	
<b>6. Тип Послуг:</b>		<b>6. Type of Services:</b>	
<b>7. Дата початку Договору:</b>	<b>8. Дата завершення Договору:</b>	<b>7. Contract Starting Date:</b>	<b>8. Contract Ending Date:</b>
<b>9. Загальна сума Договору:</b> 9a. <b>Передплата:</b> Не застосовується		<b>9. Total Contract Amount:</b> 9a. <b>Advance Payment:</b> Not applicable	
<b>10. Загальна вартість Товарів та/або Послуг:</b> <input type="checkbox"/> менше 50 000 дол. США (лише Послуги) – застосовуються Загальні умови ПРООН для базових (незначних) договорів <input type="checkbox"/> менше 50 000 дол. США (Товари або Товари та Послуги) – застосовуються Загальні умови ПРООН для договорів <input type="checkbox"/> 50 000 дол. США або більше (Товари та/або Послуги) – застосовуються Загальні умови ПРООН для договорів		<b>10. Total Value of Goods and/or Services:</b> <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
<b>11. Метод оплати:</b> <input checked="" type="checkbox"/> тверда (фіксована) ціна <input type="checkbox"/> відшкодування витрат		<b>11. Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
<b>12. Назва(ім'я) Підприємця:</b>		<b>12. Contractor's Name:</b>	
<b>13. Ім'я контактної особи Підприємця:</b>  Посада: керівник Адреса: Номер телефону: Факс: Email:		<b>13. Contractor's Contact Person's Name:</b>  Title Address: Telephone number: Fax: Email:	
<b>14. Ім'я контактної особи ПРООН:</b>  Посада: Адреса: Тел.: +380 508002879 Email:		<b>14. UNDP Contact Person's Name:</b>  Title: Address: Telephone number Email:	
<b>15. Банківський рахунок Підприємця, на який будуть перераховуватись платежі:</b>		<b>15. Contractor's Bank Account to which payments will be transferred:</b>	

Отримувач: Назва рахунку: Номер рахунку: Назва банку: МФО ЄДРПОУ		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:		This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:	
<ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) – Додаток 2</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>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.</p> <p>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.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО</b>, нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p>		<ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>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</li> <li>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.</li> <li>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.</li> </ol> <p>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.</p> <p>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.</p> <p><b>IN WITNESS WHEREOF</b>, 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.</p>	
<b>Від імені Підрядника / For the Contractor</b>		<b>Від імені ПРООН / For UNDP</b>	
Підпис / Signature:		Підпис / Signature:	
Ім'я / Name:		Ім'я / Name:	
Посада / Title:		Посада / Title:	
Дата / Date:		Дата / Date:	