



REQUEST FOR QUOTATION (RFQ) 460-2020-UNDP-UKR-RFQ-DPPA

All Interested	DATE: April 23, 2020
	REFERENCE: 460-2020-UNDP-UKR-RFQ-DPPA

Dear Sir / Madam:

We kindly request you to submit your quotation for **Providing driving services using his/her own vehicle**, as detailed in Annex 1 of this RFQ. When you will be preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23:59 (Kyiv time) May 18, 2020, Monday** and via *e-mail* to the address below:

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

Quotations submitted by email must be limited to a maximum **of 5 MB**, virus-free and no more than 5 email transmissions. *Files larger than 5 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]	Not applicable
Customs clearance, if needed, shall be done by:	Not applicable
Address/es service provision	28, Instytutska str., Kyiv, Ukraine, UN Department of Political and Peacebuilding Affairs in Ukraine
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	Not applicable
Delivery Schedule	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Packing Requirements	Not applicable
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 inclusive of VAT and other applicable indirect taxes <i>(VAT amount should be clearly indicated in a separate line)</i> <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	Not applicable
Deadline for the Submission of Quotation	23:59, Monday, May 18, 2020 and Kyiv time
Language of documents submission	<input checked="" type="checkbox"/> English (registration documents/licenses/ technical passport etc. may be in original language with no translation)
Documents to be submitted	<input checked="" type="checkbox"/> Valid Driver's license (Category B) (scan copy); <input checked="" type="checkbox"/> Technical passport of the vehicle (scan copy); <input checked="" type="checkbox"/> Accident-free driving certificate (scan copy); <input checked="" type="checkbox"/> Civil liability insurance contract for motor vehicle owners (scan copy); <input checked="" type="checkbox"/> List of driving courses taken and certificates (if available); <input checked="" type="checkbox"/> Certificate demonstrating successful First Aid Training (scan copy);

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.

	<input checked="" type="checkbox"/> English language certificate (scan copy); <input checked="" type="checkbox"/> Two reference letters from previous employees (scan copy). <input checked="" type="checkbox"/> Form for submitting proposal filled in and signed as per template attached in Annex 2 <input checked="" type="checkbox"/> Financial proposal as per template attached in Annex 2 <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award); Originals of all requested documents to be provided by the contract awarded bidder before signing the contract.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Quotations are allowed
Payment Terms ²	<input checked="" type="checkbox"/> Post-payment upon service provision based on the monthly invoice, 30 days net.
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) Vehicle corresponds to the requirements of TOR <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf
	<input checked="" type="checkbox"/> One and only one supplier

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.

UNDP will award to:	<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 type="checkbox"/> Long-Term Agreement <input checked="" 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"/> Terms of Reference with Appendix (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: https://www.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf 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) ⁴	Procurement Unit UNDP procurement.ua@undp.org; +38 044 2539363 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.

Goods 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 in the event that the transportation cost (freight and insurance) is

⁴ 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.

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, 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.

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_Anti-Fraud_UN%20Supplier%20Code%20of%20Conduct_english.pdf#search=code%20of%20conduct

Thank you and we look forward to receiving your quotation.

Sukhrob Kakharov Sincerely yours,

Mr. Sukhrob Kakharov,
Operations Manager UNDP

April 23, 2020

A.D.

Annex 1

Terms of Reference

Project Title: UN Department of Political and Peacebuilding Affairs in Ukraine

Duty station: Kyiv, Ukraine

Subject: Providing driving services using his/her own vehicle

1. Introduction. Assignment's background

Introduction

UN Department of Political and Peacebuilding Affairs (UN DPPA) in Ukraine is recruiting a Driver with his/her own vehicle to cover office transportation needs, assist with minor logistics tasks and support UN DPPA staff from HQ on potential missions to Ukraine for the period of 1 June – 31 December 2020 with possible extension, subject to prolongation of UN DPPA office activities in Ukraine.

Project Objectives

Under the guidance and supervision of the Chief of the UN DPPA in Ukraine or Team Associate the Driver provides reliable and safe driving services as well as minor logistical tasks to the office staff based in Kyiv, consultants and experts, and UN DPPA/DPO staff on missions, ensuring high accuracy of work. The Driver is recruited with his/her own vehicle, demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

2. SCOPE OF WORK

The Driver will provide reliable and secure driving services in Kyiv, as well as during potential trips in Ukraine, deliver correspondence and other documents within duty station, perform other minor administrative duties as required. Ensure availability of all the required documents/supplies including vehicle insurance, log official trips, map of the city/country, logs of daily mileage, gas consumption, first aid kit, etc. Ensures proper maintenance of the vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.

3. EXPECTED OUTPUTS

Provision of reliable and secure driving services to office staff and experts on missions, including: transportation of authorized personnel within Kyiv and Ukraine with possible overnight trips, meeting official personnel and visitors at the airport. The Driver is also expected to perform minor clerical services (e.g. mail delivery, assistance in stationary purchase, etc.).

Payment will be provided monthly based on Vehicle daily logs (mileage, fuel consumption, travel routes, etc.) submitted on timely basis and duly certified by the Chief of DPPA in Ukraine.

4. IMPLEMENTATION ARRANGEMENTS AND CONDITIONS OF ENGAGEMENT

Contractual and payment arrangements

- UNDP Standard Contract for Professional Services will be signed with the selected Contractor. The Contract will be in two languages, where English language prevails over Ukrainian;
- Invoice for services will be submitted on monthly basis based on the Vehicle daily logs approved by UN DPPA in Ukraine.
- Standard UNDP payment terms – up to 30 days after the provision of the Vehicle daily logs, and satisfactory fulfillment of the contractual obligations/deliverables. The payments will be made upon endorsement by UN DPPA in Ukraine. The payment will be made in UAH, based on UNORE currency rate for the date of the invoice.
- Reimbursement for gas, parking, car maintenance, etc. not exceeding four hundred fifty USD (USD 450) per month will be invoiced separately and supported by receipts. The payment will be made in UAH, based on UNORE currency rate for the date of the invoice.
- In cases when driving services will be requested outside the duty station, travel related expenses prior agreed with UN DPPA in Ukraine will be invoiced separately upon provision of gas and parking receipts.

Vehicle requirements

- Manufacture year 2014 or later;
- Vehicle class: 4-doors business, SUV;
- Emission standard: not later than EURO5;
- At least 4 passenger seats in addition to driver seat;
- Mandatory availability of front and back seat belts;
- Mandatory availability of air bags for front and back passengers;
- Windows and air conditioner in working condition;
- Available room for luggage;
- Good vehicle condition without cosmetic damages;
- Civil liability insurance contract for motor vehicle owners;
- No commercial branding on the vehicles.

The Offerors should submit the proposals in English language.

5. EXPERIENCE AND QUALIFICATION REQUIREMENTS

Experience and qualification requirements:

At the moment of proposal submission an Offeror shall:

- Be duly registered in accordance with the current legislation of Ukraine. Have confirmation of a record about the legal entity in the Unified Register of Legal Entities and Individual Entrepreneurs;
- Have at least bachelor's degree or equivalent;
- Have at least 3 years of professional experience; overall experience over 5 years. Professional skills to be proved by short driving test for shortlisted bidders;
- Own a vehicle in a working condition;
- Have at least 5 years of safe driving records;
- Have experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Be fluent in Ukrainian and Russian. Have working English skills, at least Intermediate;
- Familiarizing with diplomatic protocol is considered an asset;
- Experience working in an international organization will be considered as an asset.

Core Competencies:

- Professionalism: demonstrates excellent knowledge of relevant rules and regulations as well as strong technical skills in the respective area; demonstrates excellent knowledge of security issues, confidentiality and time management.
- Teamwork: possesses good interpersonal skills, ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Offeror should provide the following information:

- Valid Driver's license (Category B) (original and scan copy);
- Technical passport of the vehicle (original and scan copy);
- Accident-free driving certificate (original and scan copy);
- Civil liability insurance contract for motor vehicle owners (original and scan copy);
- List of driving courses taken and certificates (if available);
- Certificate demonstrating successful First Aid Training (original and scan copy);
- English language certificate (original and scan copy);
- Two reference letters from previous employees (original and scan copy).
- Form for submitting proposal filled in and signed as per template attached in Annex 1
- Financial proposal as per template attached in Annex 2

6. Evaluation method:

Lowest price and technically compliant offer

Contract award shall be made to the incumbent whose offer has been evaluated and determined as both:
a) responsive/compliant/acceptable (fully meeting the TOR provided), and
b) offering the lowest price/cost

Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)***

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. 460-2020-UNDP-UKR-RFQ-DPPA:

TABLE 1 : BRIEF COMPANY PROFILE

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)

TABLE 2: Price offer

Item No.	Description of services	Units	Quantity	Unit Price, USD (excl. VAT)	Total Price per Item, USD (excl. VAT)
1	Providing driving services using his/her own vehicle	month	7		
				
	Other service-related costs if needed (describe)				
	Total Prices of Services excl. VAT				
	VAT or other taxes (if applicable)				
	Total Final and All-Inclusive Price Quotation				

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation (min. 30 days)			
All Provisions of the UNDP General Terms and Conditions. http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]