**Annex 2**

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

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 221-2020-UNDP-UKR-RFQ-RPP:

**Table 1: Brief description of the Bidder**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Bidder 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 |
| Latest Audited Financial Statement or Financial results (2017 -2018) | Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation |
| Track Record performed within the last 5 years | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list); |
| Please provide contact details of at least 3 previous partners for reference | Please attach the signed reference letters *if any.* |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Yes/No (Please choose) |

**Table 2: Price offer**

Applicants must submit their price quotations in the following format. All costs associated with the works must be included in the price quotation (such as delivery of all materials and equipment, transport costs, per diem payments, staff salaries, office expenses, etc.).

In addition, Tenderers must provide a table of costs with breakdown of the above cost for each of the sites in the format specified in the excel files BoQ\_ Police\_station\_ Yakymivka and BoQ\_ Police\_station\_ Kyrylivka. UNDP will use the cost table with breakdown to evaluate the reasonableness of prices and to calculate the price if both parties decide to add new goods and services to the range of goods and services to be provided under the contract.

|  |  |
| --- | --- |
| Site | Total (USD/UAH), excluding VAT |
| 1) Police department building renovation at: 27 Pushkina str., Yakymivka village, Zaporizska Oblast |  |
| 2) Police department building renovation at: 1 Primorskyi Bulvar str., Kyrylivka village., Zaporizska Oblast |  |

\*\* 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.

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**Table3: Work performed as a contractor for construction works of a similar nature in the last 3 years**

.:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | Project name | Customer name and contact information | Description of works | Contract amount (USD) | Actual completion date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**TABLE 4: Current liabilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | Short description of the contract (type of work, scope) | % of work completed on the date of bidding | Full names of the staff involved in the work (please indicate if the same staff is offered for the current tender) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

**TABLE 5: Availability of staff to perform the work (enough to perform works on each site):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | Full names of the staff | Position | Qualification | Work experience, years | Status: temporary/permanent |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**TABLE 6: List of equipment available for works (enough to perform works on each site)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | Name of equipment | Capacity | Condition (good/needs repair) | Own/rented |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**TABLE 7: Schedule of works on Police department building renovation at: 27 Pushkina str., Yakymivka village, Zaporizska Oblast:**

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | Type of works | Timing of the performance of works from the date of signing the contract | Duration of work |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

**TABLE 7,1:** **Police department building renovation at: 1 Primorskyi Bulvar str., Kyrylivka village., Zaporizska Oblast:**

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | Type of works | Timing of the performance of works from the date of signing the contract | Duration of work |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

**TABLE 8: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time |  |  |  |
| Products / materials meet the required quality standards |  |  |  |
| Compliance with the requirements of the Terms of Reference |  |  |  |
| Bid Duration (min. 60 days) |  |  |  |
| Free of charge to the Customer to eliminate any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

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