



## REQUEST FOR QUOTATION (RFQ)

To all interested Bidders	DATE: May 14, 2020
	REFERENCE: 220-2020-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Lot 1**: Police department building renovation at: 38 Getmanska str., Melitopol city, Zaporizska Oblast.

**Lot 2**: Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast.

as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23:59** May 28, 2020 and via *e-mail*, to the address below:

**United Nations Development Programme**

**tenders.ua@undp.org**

**UNDP Procurement Unit**

Quotations submitted by email must be limited to a maximum of **8 MB**, virus-free and no more than 5 email transmissions. 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. 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 good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [ <a href="#">INCOTERMS 2020</a> ] (Pls. link this to price schedule)	N/a
Customs clearance, if needed, shall be done by:	N/a
Exact Address/es of Delivery Location/s (identify all, if multiple)	N/a
UNDP Preferred Freight Forwarder, if any	N/a
Distribution of shipping documents (if using freight forwarder)	N/a
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	As per TOR for each Lot . <b>Annex 1.</b>
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	N/a
Mode of Transport	N/a
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : UAH
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>Must be exclusive of VAT and other applicable indirect taxes</b>
After-sales services required	As per TOR. <b>Annex 1.</b>

<sup>1</sup> 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.

Deadline for the Submission of Quotation	<b>28.05.2020 , 23:59 ( Kyiv time)</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Ukrainian or Russian
Documents to be submitted <sup>2</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available; <input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the any 2 years from 2017 to 2019; <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 Clients
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 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.

<sup>2</sup> First 2 items in this list are mandatory for the supply of imported goods

Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms <sup>3</sup>	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Other: <ul style="list-style-type: none"> <li>- Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.</li> <li>- 70% of the total contract amount shall be paid in stages, based on the actual amount of work completed by the Contractor in the last month (certificates of works performed must be approved by a UNDP representative and a representative of the organization providing technical supervision of construction, and must be submitted no later than 5 days following the reporting month).</li> <li>- 10% of the total contract amount shall be paid after commissioning of the site.</li> </ul>
Liquidated Damages	<p>According to Clause 45 of the General Conditions, the liquidated damages for delay shall be 0.5% of the total amount for each day of delay until actual completion, up to maximum deduction of 10% of the value of the Civil Works Contract. Once the maximum is reached, UNDP may consider termination of the Civil Works Contract.</p> <p>In case of severe weather conditions and inability to perform outdoor works, Parties agree on amended deadlines in writing</p>

<sup>3</sup> 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.

<p>Evaluation Criteria <i>[check as many as applicable]</i></p>	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price</p> <p><b>Administrative requirements:</b></p> <ul style="list-style-type: none"> <li>✓ Bid/Proposal was received on or before the date and time set in the RFQ;</li> <li>✓ Bid/Proposal must meet required Offer Validity;</li> <li>✓ Offers have been signed by the proper authority;</li> <li>✓ Other Documents Required as per Data Sheet</li> </ul> <p><b>Technical requirements:</b></p> <ul style="list-style-type: none"> <li>a) Construction company with a valid registration;</li> <li>b) Minimum 3 years of engagement in similar projects;</li> <li>c) At least 3 projects of similar nature have been completed for the last 5 years.</li> <li>d) Minimum annual turnover for any 2 years between 2017 and 2019: USD 60,000.00 for each lot;</li> <li>e) Availability of appropriate equipment and mechanisms;</li> <li>f) Availability of qualified technical staff to perform the work (for electrical engineering staff – electrical safety team, at least 4th class);</li> <li>g) Availability of a license for the requested works, based on technical documentation.</li> <li>h) Statement of Satisfactory Performance from the Top 2 Clients.</li> </ul> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i></p>
<p>UNDP will award to:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> One and only one supplier</li> <li><input checked="" type="checkbox"/> One or more Supplier in accordance with the Lot</li> <li><input checked="" type="checkbox"/> Overall least price combination across Lots to UNDP based on different combinations of award</li> <li><input checked="" type="checkbox"/> Preference to award a Lot to a bidder in the event that there may not be other technically responsive bids for that Lot to ensure there is coverage for all Lots.</li> <li><input checked="" type="checkbox"/> Irrespective of determined capacity to undertake more than 1 lot, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery.</li> <li><input checked="" type="checkbox"/> If the Bidder submits the bid more than 1 lot, UNDP reserves the right to request additional information from the participant, namely: evidence of the company's technical ability to perform works at several sites at the same time (availability of appropriate personnel and equipment for each site). Confirmation of availability of different resources to complete the task for each site (personnel, equipment, etc.) is a prerequisite for awarding the contract</li> <li><input checked="" type="checkbox"/> UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported</li> </ul>

	programmes or projects if the Offeror in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Offeror and their affiliates are disqualified from subsequently providing goods and civil works under UNDP financing for the same project.
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> ) <input checked="" type="checkbox"/> Civil Work Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<p>Written Acceptance of Goods based on full compliance with RFQ requirements</p> <p>Written Acceptance by the Customer and the Contractor of the Acts of works performed, which must be endorsed by the Technical Supervision Representative, on the basis of full compliance with the TOR, submission of the original invoice, and tax invoice (if applicable).</p>
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input type="checkbox"/> Others <i>[pls. specify, if any]</i> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP procurement Unit</i>  <i>UNDP Ukraine</i>          procurement.rpp.ua@undp.org,          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.</p>

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

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**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 : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*Sukhrob Kakharov*

*Mr. Sukhrob Kakharov,  
Operations Manager*

*UNDP Ukraine  
May 13, 2020*

*A.D.*



## TERMS OF REFERENCE

**Project name:** The United Nations Recovery and Peacebuilding Programme,

**Description of the Terms of Reference:**

**Lot 1:** Police department building renovation at: 38 Getmanska str., Melitopol city, Zaporizska Oblast.

**Lot 2:** Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast.

**Country/Place of Work:** Ukraine/ Zaporizska Oblast (government-controlled areas).

**Starting date of assignment:** June 2020

**Duration of the assignment or/and end date (if applicable):** LOT1 - 4 months, LOT2 – 5 months.

### 1. General Project information

The United Nations Recovery and Peacebuilding Programme is implemented to address and mitigate the causes and effects of the conflict.

The United Nations Recovery and Peacebuilding Programme is implemented by four UN agencies: the United Nations Development Programme (UNDP), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA), and Food and Agriculture Organization of the United Nations (FAO).

The programme is supported by twelve international partners: the European Union (EU), the European Investment Bank (EIB), and the governments of the Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Switzerland, Sweden and the United Kingdom.

Component III of the United Nations Recovery and Peacebuilding Programme "Community Security and Social Cohesion" (CSSC) aims to achieve some of its objectives by enhancing public security; civic mobilisation and empowerment of communities; reconciliation and restoration of social cohesion.

Improvement of quality and professional level of services provided by the police to communities, and it is planned to achieve effective interaction between the police and community by means of ongoing repair of eight police departments (offices), in particular, reception rooms (primarily entrance groups, reception rooms) where there is interaction with citizens and a bathroom taking into account the needs of people with disabilities.

In this regard, it is planned to select a qualified contractor to overhaul the police department buildings in 38 Getmanska str., Melitopol city and 2a Drugby str., Pryazovske village, Zaporizska Oblast..

### 2. Scope of work

2.1. Execution by the Contractor of construction and assembly works in accordance with the attached technical documentation (Annex 1).

2.2. To ensure delivery of all materials and necessary equipment to the construction site.

2.3. The work must be carried out in full compliance with applicable national standards and regulations: DBN A.2.2-3-2004, SNiP 2.08.02-89, DSTU B A.2.4-4-99, DBN B.2.3-14: 2006 , DBN B.2.2-17- 2006,

DBN B.2.2-9-2009, DBN B.2.2-3-97, DBN B.2.2-4-97, DBN B.2.2-10-2001, DSTU 28196-89 , DBN B.1.1-7-2002, VNTP 311-98 and other.

2.4. To comply with the requirements, conditions, instructions and standards provided in the technical design documentation (Annex 1).

2.5. 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, unless it is proved that they occurred due to: normal wear and tear of the site or its parts; improper operation; improper servicing of the site by the Customer or by third parties involved by him.

2.6. List of sites:

Lot No.	Name of site	Address	Technical specification
1	Police department building	38 Getmanska str., Melitopol city, Zaporizska Oblast.	See Annexe 1
2	Police department building	2a Drugby str., Pryazovske village, Zaporizska Oblast	See Annexe 1

### 3. Work progress monitoring

3.1. The contractor's work will be supervised by representatives of the organization responsible for copyright and technical supervision, UNDP representatives and building owners.

3.2. The final work acceptance will be performed by: a UNDP representative, a representative of the organization conducting technical supervision, and owner's representative.

### 4. Duration of work

4.1. The successful tenderer must complete the work in the following terms:

Lot No.	Name	Number of months to complete construction works
1	Police department building renovation at: 38 Getmanska str., Melitopol city, Zaporizska Oblast.	4, starting from the date of registration of the announcement on commencement of work in the State Architectural and Construction Inspectorate (+10%/-any time earlier)
2	Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast	5, starting from the date of registration of the announcement on commencement of work in the State Architectural and

		Construction Inspectorate (+10%/-any time earlier)
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If UNDP has already awarded the contract(s) to perform other similar works to the participant, UNDP reserves the right to request additional information from the participant, namely: evidence of the company's technical ability to perform works at several sites at the same time (availability of appropriate personnel and equipment for each site). Confirmation of availability of different resources to complete the task for each site (personnel, equipment, etc.) is a prerequisite for awarding the contract.

## 5. Qualification of successful contractor

- 5.1. Construction company with a valid registration (for Ukrainian companies – registration must be obtained on the territory controlled by the government of Ukraine).
- 5.2. Minimum annual turnover for any 2 years between 2017 and 2019: USD 60,000.00 for each lot.
- 5.3. Minimum 3 years of engagement in similar projects.
- 5.4. At least 3 projects of similar nature have been completed for the last 5 years.
- 5.5. Availability of a license for the requested works, based on technical documentation: License to perform activities related to creation of architectural projects.
- 5.6. Availability of appropriate equipment and mechanisms.
- 5.7. Availability of qualified technical staff to perform the work (for electrical engineering staff – electrical safety team, at least 4th class).

## 6. Requirements for the materials used.

- 6.1. The Contractor is obliged to ensure procurement and delivery of all materials and necessary equipment to the construction site. The contractor is obliged to include in the price offer the cost of all necessary materials, equipment and all related costs needed to carry out the respective type of work.
- 6.2. Delivery of the equipment must be accompanied by installation, testing, commissioning and availability of mandatory warranty service, according to the project documentation. All necessary technical documentation, warranty letters, as well as quality certificates (certificates of conformity, sanitary and epidemiological findings, fire test reports (if necessary), etc.) for materials/equipment must be provided by the Contractor on the day of delivery. Warranty certificates for automatic and other equipment to be installed on site shall be mandatory.
- 6.3. The use of asbestos and materials containing asbestos is prohibited.
- 6.4. Requirements for basic building materials:

No.	Name of structures and materials	Basic requirements	Regulatory document
1	Cables and wires	With a copper core; When wiring is open or in boxes – isolation that does not spread the combustion and does not emit toxic gases/smoke	DNAOP 0.00-1.32-01. "Rules of arrangement of electrical installations. Electrical equipment of special installations" DBN B.2.5-23: 2010 "Designing of electrical equipment of sites of civilian use"
2	Pipes	Polyethylene pressure pipes of high and low pressure, type T drinking	(EN12201-2: 2003, MOD) DSTU B B.2.7-151: 2008 "Pipes for cold water supply. Specifications"

3	Metal constructions	Metal constructions fencing	DSTU B B.2.6-200 is valid till: 2014 Metal building constructions. Requirements for installation
4	Concrete	Which meets the requirements of the project documentation	DSTU B B.2.7-176: 2008 "Concrete mixtures. Concrete"
5	Ceramic tile	Glazed, for interior works	DSTU B B.2.7-117-2002 "Ceramic floor tile"; GOST 6141-91 "Ceramic glazed tiles for interior work"
6	Paint	Acrylic front for exterior works, polyvinyl acetate water emulsion for interior works	DSTU 28196-89 "Water-dispersive paints. Specifications"
For supply of materials (linoleum, wallpaper, tiles, etc.), it is also necessary to provide a certificate of compliance, health and epidemiological report and fire test reports.			

## **7. Price offer and payment schedule**

7.1. The contract value shall remain fixed for the duration of the contract.

7.2. Applicants shall include all costs associated with the execution of works in their price offer (such as supply of all materials, equipment, travel expenses, per diem payments, staff salary, office expenses, etc.).

7.3. Payments shall be distributed as follows:

- Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.
- 70% of the total contract amount shall be paid in stages, based on the actual amount of work completed by the Contractor in the last month (certificates of works performed must be approved by a UNDP representative and a representative of the organisation providing technical supervision of construction, and must be submitted no later than 5 days following the reporting month).
- 10% of the total contract amount shall be paid after commissioning of the site.

## **8. Selection process.**

Applicants' proposals must conform to the format below and provide the detailed information on:

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

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

## 8.2. Current liabilities

No.	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			
...			

## 8.3. Availability of staff to perform the work (enough to perform works on each site):

N o.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					
3					
...					

## 8.4. List of equipment available for works (enough to perform works on each site):

No.	Name of equipment	Capacity	Condition (good/needs repair)	Own/rented
1				
2				
3				
...				

## 8.5. Schedule of works on Police department building renovation at: 38 Getmanska str., Melitopol city, Zaporizska Oblast:

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			
...			

## 8.6. Schedule of works on Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast:

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			
...			

## 9. Estimated value of the 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 Excel files BoQ\_Police\_station\_Melitopol\_ra BoQ\_Police\_station\_Priazovske. 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: 38 Getmanska str., Melitopol city, Zaporizska Oblast.	
2) Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast.	

### Annexes to the Terms of Reference

Engineering specification, design documentation can be reached by following links:

[LOT 1.](https://drive.google.com/open?id=1x9y7gljvVQKvndXgd-8fE0q3oUt5Dtb6) Police department building renovation at: 38 Getmanska str., Melitopol city, Zaporizska Oblast.  
<https://drive.google.com/open?id=1x9y7gljvVQKvndXgd-8fE0q3oUt5Dtb6>

[LOT 2.](https://drive.google.com/open?id=1o_gMOSihEXT58cf7jGQneltW12FT6OXL) Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast.  
[https://drive.google.com/open?id=1o\\_gMOSihEXT58cf7jGQneltW12FT6OXL](https://drive.google.com/open?id=1o_gMOSihEXT58cf7jGQneltW12FT6OXL)



## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)***

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. 220-2020-UNDP-UKR-RFQ-RPP:

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

<b>BRIEF COMPANY PROFILE</b>	
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

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

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

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 <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)

### **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\_ Melitopol and BoQ\_ Police\_station\_ Pryazovske. 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: 38 Getmanska str., Melitopol city, Zaporizska Oblast.	
2) Police department building renovation at: 2a Drugby str., Pryazovske 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**

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

**TABLE 4: Current liabilities**

Nº	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):**

Nº	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)**

Nº	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: 38 Getmanska str., Melitopol city, Zaporizska Oblast.:**

<b>№</b>	<b>Type of works</b>	<b>Timing of the performance of works from the date of signing the contract</b>	<b>Duration of work</b>
1			
2			
3			
...			

**TABLE 7.1: Police department building renovation at: 2a Drugby str., Pryazovske village, Zaporizska Oblast:**

<b>№</b>	<b>Type of works</b>	<b>Timing of the performance of works from the date of signing the contract</b>	<b>Duration of work</b>
1			
2			
3			
...			

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

<b>Other Information pertaining to our Quotation are as follows :</b>	<b>Your Responses</b>		
	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>	<b><i>If you cannot comply, pls. indicate counter proposal</i></b>
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 <i>[pls. specify]</i>			

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]*