



REQUEST FOR QUOTATION (RFQ)
353-2020-UNDP-UKR-RFQ-Youth COVID19

All Interested	DATE: May 18, 2020
	REFERENCE: 353-2020-UNDP-UKR-RFQ-Youth COVID19

Dear Sir / Madam:

We kindly request you to submit your quotation for **Conducting a nationwide research on the impacts of COVID -19 pandemic on youth in Ukraine** , 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 25, 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	Not applicable
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 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 checked="" 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 25, 2020 and Kyiv time
Language of documents submission	<input checked="" type="checkbox"/> English/Ukrainian/Russian (registration documents/licenses etc. may be in original language with no translation)
Documents to be submitted	<input checked="" type="checkbox"/> Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;

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"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity. <input checked="" type="checkbox"/> At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant. <input checked="" type="checkbox"/> Description of the proposed team including CVs of the team proposed. <input checked="" type="checkbox"/> At least 2 examples of similar nation-wide surveys/ researches conducted. <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
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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.

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.

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) At least 7 years with experience in conducting sociological research including nationwide. c) Proven track record on conducting at least 5 nation-wide surveys (own or in a consortium); d) full responsiveness to other 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
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: per lots
Type of Contract to be Signed	<input type="checkbox"/> Contract for goods <input 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).

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.

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 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

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.

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.

Sincerely yours,

Sukhrob Kakharov

Mr. Sukhrob Kakharov,
Operations Manager UNDP

May 18, 2020

A.D.

Annex 1

TOR for conducting a nationwide research on the impacts of COVID -19 pandemic on youth in Ukraine ICPN/2020/353

Project name: UNDP Civil Society for Enhanced Democracy and Human Rights in Ukraine (CSDR)
Starting date of assignment: 1 June 2020
Duration of assignment / or end date (if applicable): 15 August 2020
Management arrangements: reporting to Civil Society Officer
Selection method: lowest priced technically compliant proposal
Payment arrangements: Lump Sum (payments linked to deliverables)

1.BACKGROUND

The project "Civil Society for Enhanced Democracy and Human Rights in Ukraine" (2017-2022) funded by the Danish Ministry of Foreign Affairs is a nation-scale 5-year initiative which runs from 1st April 2017 until 31st March 2022. The project aims to strengthen the capacity of civil society organizations to promote democracy and build a constructive dialogue between the government and civil society organizations which is based on citizen participation at all levels in Ukraine. It will also help develop and strengthen human rights actors to promote and protect human rights in Ukraine, and to increase the level of youth civic engagement and youth participation in decision-making processes at all levels.

One of the thematic priorities of the project is increased youth civic engagement and participation in the decision-making process, promotion of volunteerism at all levels through the specialized training of youth workers on civic education; support of local initiatives of youth CSOs and informal youth groups in the fields of democratization and human rights with support of more experienced CSOs; engaging youth in volunteering for civil society organizations at the national and subnational levels.

UNDP provides support to the Government of Ukraine in the area of youth policy development and implementation through development of strategic documents, conducting national surveys in the area of youth, implementation of national and subnational initiatives aimed at involving young people in the decision-making process. UNDP is a long-standing partner of the Ministry of Youth and Sports in developing and implementing initiatives for and with young people of Ukraine.

The World Health Organization (WHO) on March 11 declared COVID-19 a pandemic, pointing to the over 118,000 cases of the coronavirus illness in over 110 countries and territories around the world and the sustained risk of further global spread. The UN System in Ukraine, under the guidance of the RCO, has prepared a joint response offer to the government of Ukraine in tackling the COVID-19 pandemic. The four areas of support outlined are 1) procurement for medical infrastructure, 2) socio-economic recovery, 3) strategic communication, and 4) crisis management support. UNDP Ukraine has prepared a service offer for the government to strengthen the crisis management structure within the Prime Minister's Office to provide a coordinated, efficient and inclusive response to the Covid-19 emergency.

UN Inter-Agency Network on Youth Development (UN IANYD) have provided the following recommendations related to COVID-19 pandemic to the member states: 1) Partnering, safely and effectively, with young people during and after the COVID-19 crisis; 2) Recognizing young people's own actions and their potential to advance the fight against the pandemic; and, 3) Understanding the specific impacts the

pandemic has and will have on young people while ensuring that COVID-19 related responses uphold young people's human rights and are inclusive of young people's specific needs.

On the request of the Ministry of Youth and Sports of Ukraine, CSDR will conduct a nationwide with the aim to understand the specific impacts the pandemic has and will have on young people in Ukraine which later will serve as a basis for targeted interventions to support youth during the COVID-19.

2. MAIN OBJECTIVE OF THE ASSIGNMENT

Through this assignment, UNDP seeks services of a qualified Contractor to conduct a nationwide research with aim to understand the specific impacts the pandemic has and will have on young people while ensuring that COVID-19 related responses uphold young people's human rights and are inclusive of young people's specific needs.

3. SCOPE OF WORK AND EXPECTED OUTPUTS

The Contractor will be responsible for conducting a nationwide research and preparing a report on impacts the COVID-19 pandemic has and will have on young men and women and their human rights in Ukraine. The report should include analytics in the following aspects: right to health, right to safety, right to employment, right to healthy environment, right to education, right to participation and inclusion, right to peace and security.

The Contractor shall perform the following tasks:

Deliverable #	Task description	Deadline for deliverable
Deliverable 1	<p>Development of the methodology for conducting a nationwide research on the impacts of COVID -19 pandemic on youth in Ukraine.</p> <p>The purpose of the activity is to develop a research methodology and toolkit for gathering information within nationwide research on the impacts of COVID -19 pandemic on youth in Ukraine.</p> <p>The study shall cover at least the following core areas:</p> <ul style="list-style-type: none"> - education, - employment, - healthy environment, - participation and inclusion, - peace, security and social cohesion. <p>Preliminary questions to be answered by the research may include but shall not be limited to the following:</p> <ul style="list-style-type: none"> - What are the specific impacts the pandemic on young people and their specific needs in Ukraine? - Which stress factors had a significant impact on young people in Ukraine during the quarantine? 	20 June 2020

	<p>- How is the overall state of youth in Ukraine different now as compared to the one before the COVID-19 outbreak?</p> <p>Coverage of other areas and specific questions is up to the Contractor and subject to justification of their necessity for completeness and accuracy of the study (to be defined and justified in the technical proposal).</p> <p>Developed methodology should include the following:</p> <ol style="list-style-type: none"> 1. An overview of the tools to be used, questionnaires for focus groups, guides for individual interviews, online survey questionnaires. A mixed-methodology approach is expected, combining but not limited to collecting observational data, descriptive and analytical research and forecasting. Methodology and tools should be approved by UNDP. The number of respondents, focus groups, and interviews should be consistent with the status of the nationwide research. 2. Channels of data collection and communication with young people, both in person (if quarantine measures are lifted before or during the launch of the assessment) and for groups (multi-channel phone line, Skype, ZOOM, social networks, unified email, etc.). <p>Output: detailed 'Methodology for conducting a nationwide research on the impacts of COVID -19 pandemic on youth in Ukraine' is produced, annotated structure of the report is developed; a toolkit for gathering information (for instance, a questionnaire) is designed. All documents are submitted to UNDP for final approval. The document should follow the next requirements: (up to 20 pages single spacing, Myriad Pro, size 11, Ukrainian language).</p>	
Deliverable 2	<p>Conduction the nationwide research and prepare the draft report.</p> <p>Following the programme objectives, the Contractor will be responsible for the following:</p> <ol style="list-style-type: none"> 1. Conduct the research according to the developed and approved methodology. 2. Based on the research findings prepare and submit the draft report (Links to data sources should be duly indicated throughout the document. The structure of the report should be the following: <ul style="list-style-type: none"> - Background - Description of the methodology - Data limitations - Findings and recommendations - General conclusion - Key data sources <p>Output: the draft report is submitted to UNDP (the document should follow the next requirements: up to 40 pages without annexes, single spacing, Myriad Pro, size 11, Ukrainian language).</p>	1 August 2020

Deliverable 3	<p>Preparation of the final report and presentation of the results.</p> <p>After the approval of the draft report by UNDP and aggregation of feedback from UNDP, the Contractor is required to:</p> <ul style="list-style-type: none"> - Collect, review and incorporate comments from UNDP and the Ministry of Youth and Sports into the final version of the report. <i>The document should follow the next requirements: up to 50 pages, single spacing, Myriad Pro, size 11, Ukrainian language.</i> - Executive summary (<i>up to 20 pages, single spacing, Myriad Pro, size 11, Ukrainian language</i>). - The MS PowerPoint presentation (<i>up to 20 slides, Ukrainian language</i>) on the main findings and recommendations resulted from the assignment. <p>Output: the final report is finalized according to the comments and approved by UNDP.</p>	15 August 2020
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4. MONITORING/REPORTING REQUIREMENTS:

The Contractor shall report to the Civil Society Officer. The payment shall be arranged in stages in accordance with the proposed payment scheme below and upon acceptance of the deliverables based on quality control and recommendations. The final report shall be submitted to UNDP no later than 10 August 2020.

The Contractor shall provide the necessary information and reports according to a preliminary determined schedule or as soon as possible (within a reasonable period of time). UNDP will be the ultimate authority to control the quality of work results and assess the Contractor's performance during the assignment.

All reports should be transmitted to UNDP electronically (formats of: * .docx, * .xlsx, * .pptx, * .pdf) on the electronic source or in the form of electronic communication with the attached final product in Ukrainian language.

UNDP will provide payments upon provision of deliverables duly certified by UNDP in accordance with the table above.

5. REQUIREMENTS FOR CONTRACTOR (COMPANY/ORGANISATION/EXPERT GROUP)

The consultancy requests company/organisation/expert group that will be presented in the tender proposal with their key qualifications and specialities related to the assignment: Team Leader, at least 2 (two) Key Research experts. Team Leader will lead the assignment in close collaboration with Key Research experts.

Key requirements to the organisation:

- Officially registered organisation (commercial or non-profit) in Ukraine for at least 7 years with experience in conducting sociological research including nationwide. In case, if Group of Experts decides to apply, a letter of affiliation with an officially registered organisation (which will be the Contractor in case of contract award) must be provided;
- Proven track record on conducting at least 5 nation-wide surveys (own or in a consortium);
- An own network of interviewers for conducting national polls is a strong asset.
- Research team that has the following minimum composition and qualifications:

Team Leader

Education

- Advanced University degree (Master's/ Specialist) or equivalent in Sociology, Economy, Finance, Public Administration, Management or related field.

Experience

- At least 7 years of professional experience in research and analytics including managing and controlling quality of nation-wide or regionally-representative opinion polls (samples of works or links thereto are to be provided);
- Excellent reporting skills (reference to at least 2 open source reports should be provided);
- At least 3 Methodologies for conducting a nationwide researches / surveys developed;
- Experience of conducting surveys in the field of the youth development and policy will be considered as a strong asset.

Languages

- Fluent Ukrainian, knowledge of English will be considered as an asset.

2 Key Research Experts

Education

- Advanced University degree (Bachelor) or equivalent in Sociology, Economy, Finance, Public Administration, Management or related field.

Experience

- At least 5 years of professional experience in research and analytics including providing and controlling quality of nation-wide or regionally-representative opinion polls (samples of works or links thereto are to be provided);
- Excellent reporting skills (reference to at least 2 open source reports should be provided);
- Experience of conducting surveys in the field of the youth development and policy will be considered as a strong asset.

Languages

- Fluent Ukrainian.

6. DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL

Proposals should include:

- Technical proposal form filled in and the company profile not exceeding 10 pages.
- Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity.
- At least 2 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.
- Description of the proposed team including CVs of the team proposed.
- At least 2 examples of similar nation-wide surveys/ researches conducted.
- Financial proposal in line with the instructions provided below

EVALUTION REQUIREMENTS

Technical compliance of the proposal will be evaluated based on the correspondence to the requirements as follows:

1. Administrative check:

- The organization is duly registered
- The validity of the proposal is 60 days
- General Terms and Conditions of UNDP accepted

2. Technical compliance:

- Company/ organization has at least 7 years with experience in conducting sociological research including nationwide
- Methodology proposed is relevant and corresponding to the requirements of TOR
- Timetable of service provision corresponds to the requirements of TOR
- Proven track record on conducting at least 5 nation-wide surveys (own or in a consortium)
- Research team proposed has qualification as required above.
- An own network of interviewers for conducting national polls will be considered as an asset, though not obligatory.

7. FINANCIAL PROPOSAL:

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal. To be provided in the format requested in Annex 2. Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation. Please clearly indicate currency of the proposal.

Payments will be made in 3 tranches, in particular, the payment schedule will be as follows:

Deliverable 1. 20%

Deliverable 2. 40%

Deliverable 3. 40%

8. 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

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

(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.
Please provide contact details of at least 2 previous partners for reference	Please attach the signed reference letters (if any).

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

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)
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TABLE 2: Financial proposal

The financial proposal shall specify the cost of professional services for the assignment – the total amount and distribution in accordance with the above-mentioned proposed schedule of tranches – Table A Cost Breakdown per Deliverables, as well as line-item breakdown – Table B - Cost Breakdown by Cost Component.

A. Cost Breakdown per Deliverables*

	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)
1	Detailed 'Methodology for conducting a nationwide research on the impacts of COVID -19 pandemic on youth in Ukraine' is produced, annotated structure of the report is developed; a toolkit for gathering information (for instance, a questionnaire) is designed.	20%		
2	Draft Report	40%		
3	Final Report	40%		
	Total	100%		USD

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

Activity/Costs	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT
Personnel Services				
Team Leader				
2 Key Research Experts				
Other members of the team, if needed				

<i>Other costs (if any – to define clearly activities/costs)</i>				
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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. 60 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]