



## REQUEST FOR QUOTATION (RFQ)

To all interested Bidders	DATE: July 24, 2020
	REFERENCE: 591-2020-UNDP-UKR-RFQ-RCO

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Alteration of the street covered terrace in the yard of the UN Office in Ukraine at the address: Kyiv, st. Klovsky Uzviz, 1**

as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 and 3.

Quotations may be submitted on or before **23:59, Thursday, August 6, 2020** 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> <i>(Pls. link this to price schedule)</i>	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 <i>(if using freight forwarder)</i>	N/a
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	As per TOR attached as <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 Payments are provided in UAH in accordance with UNORE currency rate for the date of the invoicing. <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> Currency of the proposal is the currency of the contract, only one currency should be chosen as main.
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

<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.

After-sales services required	As per TOR. <b>Annex 1.</b>
Deadline for the Submission of Quotation	<b>06.08.2020 , Thursday, 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 Any language listed checked above.
Documents to be submitted <sup>2</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 and 3, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Applicable ISO certificate, if available; <input checked="" type="checkbox"/> Valid Business Registration Certificate ; <input checked="" type="checkbox"/> Valid Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> The list of successful relevant projects past 3 years; <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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input 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: - Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.  - 80% of the total contract amount shall be paid after commissioning of the site.
Liquidated Damages	N/A

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

<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) 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 3 years.</li> <li>d) Availability of appropriate equipment and mechanisms;</li> <li>e) Availability of qualified technical staff to perform the work (for electrical engineering staff – electrical safety team, at least 4th class);</li> <li>f) 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>	<p><input checked="" type="checkbox"/> One and only one supplier</p> <p><input type="checkbox"/> One or more Supplier in accordance with the Lot</p> <p><input checked="" type="checkbox"/> UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported 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.</p>
<p>Type of Contract to be Signed</p>	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" 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>)</p> <p><input type="checkbox"/> Civil Work Contract</p>
<p>Special conditions of Contract</p>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p>

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	<p><input checked="" type="checkbox"/> Technical Specification (Design-project) (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial proposal (Annex 3)</p> <p><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></p> <p><input type="checkbox"/> Others <i>[pls. specify, if any]</i></p> <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></p> <p><i>UNDP Ukraine</i></p> <p>procurement.rpp.ua@undp.org,</p> <p>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  
July 24, 2020*

*A.D.*

## 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. 591-2020-UNDP-UKR-RFQ-RCO:

**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. 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), including VAT
Alteration of the street covered terrace in the yard of the UN Office in Ukraine at the address: Kyiv, st. Klovsky Uzviz, 1	



**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: 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 5: 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**

№	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		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
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]*