



**REQUEST FOR QUOTATION (RFQ)
RFQ UKR/2020/606**

All Interested	DATE: August 4, 2020
	REFERENCE: RFQ UKR/2020/606

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply of PPE for UNDP, RCO and UNODC**, 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) August 11, 2020** 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:

Delivery Terms [INCOTERMS 2010]	DDP, 1, Klovskyi uzviz, Kyiv, Ukraine, 01021
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Customs clearance, if needed, shall be done by	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	1, Klovskiy uzviz, Kyiv, Ukraine, 01021
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Not exceeding 14 calendar days from the date of contract signing
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	Packaging must comply with the safe transport of the goods offered
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, UNDP pays in UAH at the official rate of UNDP at the time of payment. Exchange rate information is available at: http://treasury.un.org <input checked="" type="checkbox"/> Local Currency: UAH
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (VAT amount should be clearly indicated in a separate line) <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input type="checkbox"/> The Contractor shall guarantee compliance of all equipment with the requirements of these specifications within at least 12 months from the date of putting the equipment into operation or 15 months from the date of equipment delivery, whatever date is earlier. <input checked="" type="checkbox"/> Official manufacturer warranty <input type="checkbox"/> Availability of warranty service in Ukraine
Deadline for the Submission of Quotation	23:59, Tuesday, August 11, 2020, Kyiv time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Ukrainian/Russian

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.

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in <i>Annex 2</i> , and in accordance with the list of requirements in <i>Annex 1</i> <input checked="" type="checkbox"/> Offer with a detailed description of the Goods and showing all the parameters of the Specifications (<i>Annex 1</i>) <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award) <input checked="" type="checkbox"/> Copies of Certificates must be provided for Goods subject to certification
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 type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Quotations are allowed by lots
Payment Terms ²	<input checked="" type="checkbox"/> 100% upon complete delivery of goods. In exceptional basis 20% prepayment can be made.
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) The company should have at least 2 years professional experience c) Acceptance of Warranty and After-Sales Requirements d) Delivery time is not exceeding 14 calendar days from the date of contract signing e) Technical responsiveness to stipulated requirements in specification/terms of reference

² UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

³ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	f) Copies of Certificates must be provided for Goods subject to certification. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
UNDP will award to:	<input type="checkbox"/> One and only one supplier <input checked="" type="checkbox"/> One or more Supplier, depending on the following factors: per lots
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order (PO) <input type="checkbox"/> Long-Term Agreement <input 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 15 days <input checked="" type="checkbox"/> Others Liquidated damages: Up to 0.1% of total contract amount per day of delay may be applied on discretion of UNDP
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 and tax invoice (if applicable).
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (<i>Annex 1</i>) <input checked="" type="checkbox"/> Form for Submission of Quotation (<i>Annex 2</i>) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions – Available through the Link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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	Mr. Yuri Chernukha, UNDP Operations Assistant yurii.chernukha@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

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.

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.

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 percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order/Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP. Available through the Link: <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/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 Ukraine

August 4, 2020

Annex 1**TERMS OF REFERENCE**

Project Name: UNDP, RCO and UNODC.
Task description: Supply of PPE for UNDP, RCO and UNODC.
Delivery address: 1, Klovskyi uzviz, Kyiv, Ukraine, 01021.

1. Scope of work

- Supply by the Contractor of the Goods in accordance with the Technical Specification (TS) and Requirements in *Annex 1* and to the address specified in this TOR.
- Any Goods that is below the Technical Specification will not be accepted by UNDP.
- The Contractor may offer higher specs.

2. Terms of delivery

- List of items: according to Technical Specification in *Annex 1*.
- All items as per TS shall be delivered not later than 14 calendar days from the date of PO signing.
- Minimum requirements to the goods are specified in *Annex 1*.
- Liquidated damages will be imposed under the following conditions: 0.1% of PO price for every day of delay, up to a maximum duration of 15 calendar days. Thereafter, UNDP may terminate the contract and in case of advance prepayment, advance shall be returned to UNDP within 2 banking days.
- The Contractor shall deliver the Goods within the following timeframes:

Item #	Deliverable	Timeframe
Lot 1		
1	Supply of PPE for UNDP	Not exceeding 14 calendar days from the date of PO signing
Lot 2		
1	Supply of PPE for RCO	Not exceeding 14 calendar days from the date of PO signing
Lot 3		
1	Supply of PPE for UNODC	Not exceeding 14 calendar days from the date of PO signing

3. Acceptance of goods

Upon Goods delivery at destination specified in this TOR, a committee consisting of the representatives of the Customer and Contractor shall sign the Transfer and Acceptance Act upon an in-depth inspection by the Customer and Beneficiary's representatives of randomly selected items and based on full compliance with TS requirements.

4. Implementation arrangements and conditions of engagement**4.1. General Provisions**

- At UNDP side contract implementation will be coordinated and supervised by the Operations Assistant.

- The Contractor shall nominate a representative, who will be responsible for contract implementation, coordination and communication with the Project, logistics, planning and performance monitoring, reporting and other relevant activities.

4.2. Contractual and payment arrangements

- Standard UNDP payment terms – up to 30 days after receipt of the original invoice and satisfactory fulfillment of the contractual obligations/deliverables. The payments will be made upon endorsement by UNDP.
- The Offerors should submit the proposals in English or Russian languages.

5. Warranty and after-sales requirements

When transferring the Goods to the Customer, the Contractor must provide and transfer all manufacturers' warranties. The warranty starts on the date of transfer of the Goods to the Customer based on the Transfer and Acceptance Act.

During the warranty period, upon notice by the user that the Goods do not conform to the requirements of TS, the Contractor shall promptly and at its own expense correct such non-conformities or, in case of its inability to do so, replace the defective Goods with Goods of the same or better quality.

6. Experience and qualification requirements

- A company (a Legal Entity or an Individual Entrepreneur) with a valid registration (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).
- At least 2 years of experience in similar contracts.
- Certificates must be provided for Goods subject to certification.

7. Price offer and payment schedule

- The contract value must remain fixed for the duration of the contract.
- Applicants must include all costs associated with the Goods in their price quotation.
- Payments should be arranged as follows:
 - up to 20% of the total amount of the PO may be paid upon signing the PO;
 - if an advance payment exceeds 20% or US\$30,000, whatever is less, such payment shall be contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment, valid for the duration of Delivery and in a form acceptable to UNDP;
 - 80% of the total contract amount will be paid within 30 days from UNDP's acceptance of the Goods (signing of the Transfer and Acceptance Act) and receipt of invoice and delivery note.

Technical Specifications and Requirements

Items to be Supplied	Quantity	Unit	Description / Specifications of Goods	Latest Delivery Date
Lot 1 – PPE for UNDP				
Mask surgical	49,680	pcs	Type II, non sterile, 3-ply	Not exceeding 14 calendar days from the date of PO signing
Sanitizer, 100 ml	4,460	pcs	Contain: Ethanol or Isopropyl alcohol – no less than 65% (final concentration), Glycerol and Hydrogen peroxide.	Not exceeding 14 calendar days from the date of PO signing
Lot 2 – PPE for RCO				
Mask surgical	14,300	pcs	Type II, non sterile, 3-ply	Not exceeding 14 calendar days from the date of PO signing
Sanitizer, 100 ml	1,430	pcs	Contain: Ethanol or Isopropyl alcohol – no less than 65% (final concentration), Glycerol and Hydrogen peroxide.	Not exceeding 14 calendar days from the date of PO signing
Gloves size M	7,150	pairs	Nitrile	Not exceeding 14 calendar days from the date of PO signing
Gloves size L	7,150	pairs	Nitrile	Not exceeding 14 calendar days from the date of PO signing
Lot 3 – PPE for UNODC				
Mask surgical	6,000	pcs	Type II, non sterile, 3-ply	Not exceeding 14 calendar days from the date of PO signing
Sanitizer, 100 ml	200	pcs	Contain: Ethanol or Isopropyl alcohol – no less than 65% (final concentration), Glycerol and Hydrogen peroxide.	Not exceeding 14 calendar days from the date of PO signing
Gloves size M	2,000	pairs	Nitrile	Not exceeding 14 calendar days from the date of PO signing

Gloves size L	2,000	pairs	Nitrile	Not exceeding 14 calendar days from the date of PO signing
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Annex 2

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ UKR/2020/606:

TABLE 1: 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)	
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 3 previous partners for reference	Please attach the signed reference letters (if any)

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

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

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. OFFER TO SUPPLY GOODS COMPLIANT WITH TECHNICAL SPECIFICATIONS AND REQUIREMENTS

Lot 1 – PPE for UNDP

Item #	Description/Specification of Goods	Quantity	Unit	Latest Delivery Date	Unit Price	Total Price per Item
1.	Mask surgical, type II, non sterile, 3-ply	49,680	pcs	Not exceeding 14 calendar days from the date of PO signing		
2.	Sanitizer, 100 ml, contain: Ethanol or Isopropyl alcohol – no less than 65% (final concentration), Glycerol and Hydrogen peroxide.	4,460	pcs	Not exceeding 14 calendar days from the date of PO signing		
	Total Prices of Goods					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (VAT)					
	Total Final and All-Inclusive Price Quotation					

Lot 2 – PPE for RCO

Item #	Description/Specification of Goods	Quantity	Unit	Latest Delivery Date	Unit Price	Total Price per Item
1.	Mask surgical, type II, non sterile, 3-ply	14,300	pcs	Not exceeding 14 calendar days from the date of PO signing		
2.	Sanitizer, 100 ml, contain: Ethanol or Isopropyl alcohol – no less than 65% (final concentration), Glycerol and Hydrogen peroxide.	1,430	pcs	Not exceeding 14 calendar days from the date of PO signing		
3.	Gloves size M, nitrile	7,150	pairs	Not exceeding 14 calendar days		

				from the date of PO signing		
4.	Gloves size L, nitrile	7,150	pairs	Not exceeding 14 calendar days from the date of PO signing		
	Total Prices of Goods					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (VAT)					
	Total Final and All-Inclusive Price Quotation					

Lot 3 – PPE for UNODC

Item #	Description/Specification of Goods	Quantity	Unit	Latest Delivery Date	Unit Price	Total Price per Item
1.	Mask surgical, type II, non sterile, 3-ply	6,000	pcs	Not exceeding 14 calendar days from the date of PO signing		
2.	Sanitizer, 100 ml, contain: Ethanol or Isopropyl alcohol – no less than 65% (final concentration), Glycerol and Hydrogen peroxide.	200	pcs	Not exceeding 14 calendar days from the date of PO signing		
3.	Gloves size M, nitrile	2,000	pairs	Not exceeding 14 calendar days from the date of PO signing		
4.	Gloves size L, nitrile	2,000	pairs	Not exceeding 14 calendar days from the date of PO signing		
	Total Prices of Goods					
	Add: Cost of Transportation					
	Add: Cost of Insurance					
	Add: Other Charges (VAT)					
	Total Final and All-Inclusive Price Quotation					

TABLE 3. OFFER TO COMPLY WITH OTHER CONDITIONS AND RELATED REQUIREMENTS

Lot 1 – PPE for UNDP

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			
Estimated weight/volume/dimension of the Consignment			
Country/ies Of Origin ⁷ :			
Official manufacturer warranty			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

Lot 2 – PPE for RCO

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			
Estimated weight/volume/dimension of the Consignment			
Country/ies Of Origin ⁸ :			
Official manufacturer warranty			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

⁸ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

Lot 3 – PPE for UNODC

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			
Estimated weight/volume/dimension of the Consignment			
Country/ies Of Origin ⁹ :			
Official manufacturer warranty			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

TABLE 4. LIST CONTRACTS OF A SIMILAR NATURE PERFORMED DURING THE LAST 2 YEARS

#	Project Name	Customer Name and Contact	Description of equipments / goods / works performed	Contract Amount (USD)	Actual Completion Date
1.					
2.					
3.					

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]

⁹ *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*