



REQUEST FOR QUOTATION (RFQ)

To all interested Bidders	DATE: September 1, 2020
	REFERENCE: 624-2020-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region, 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** September 16, 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 [INCOTERMS 2020] (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 . Annex 1.
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 ¹	<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"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	As per TOR. Annex 1.
Deadline for the Submission of Quotation	16.09.2020 , 23:59 (Kyiv time)
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 ²	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;

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.

² First 2 items in this list are mandatory for the supply of imported goods

	<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 checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied if any; <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 <p>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.</p>
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 ³	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Other: <ul style="list-style-type: none"> - 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 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).

³ 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.

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>
<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>Administrative requirements:</p> <ul style="list-style-type: none"> ✓ Bid/Proposal was received on or before the date and time set in the RFQ; ✓ Bid/Proposal must meet required Offer Validity; ✓ Offers have been signed by the proper authority; ✓ Other Documents Required as per Data Sheet <p>Technical requirements:</p> <ul style="list-style-type: none"> a) Construction company with a valid registration; b) Minimum 3 years of engagement in similar projects; c) At least 3 projects of similar nature have been completed for the last 5 years. d) Minimum annual turnover for any 2 years between 2017 and 2019: USD 100,000.00; e) Availability of appropriate equipment and mechanisms; f) Availability of qualified technical staff to perform the work; g) Availability of a license for the requested works, based on technical documentation: License to perform activities related to creation of architectural projects, permission to carry out the respective hazardous works. h) Statement of Satisfactory Performance from the Top 2 Clients. <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>
UNDP will award to:	<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 type="checkbox"/> Overall least price combination across Lots to UNDP based on different combinations of award</p> <p><input 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.</p> <p><input 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.</p>

	<p>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</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>
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><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>)</p> <p><input checked="" type="checkbox"/> Civil Work Contract</p>
Special conditions of Contract	<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"/> Specifications of the Goods Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</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)	<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.
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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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Sukhrob Kakharov

*Mr. Sukhrob Kakharov,
Operations Manager*

*UNDP Ukraine
September 01, 2020*

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Annex 1**TERMS OF REFERENCE**

Project Name:	UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component.
Description of the Assignment:	Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region.
Country/Duty Station:	Ukraine/ Zaporizhia region.
Starting Date of Assignment:	September 2020.
Duration of Assignment:	No more than 75 calendar days for construction works.
Supervisor's Title:	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN Recovery and Peacebuilding Programme.

1. Background/Project Description

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on economy, social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs. In late 2014, the United Nations (UN), the World Bank (WB) and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into

account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs.

The Programme's interventions are grouped under the following key Programme components, which reflect the region's priority needs:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 12 projects funded by 12 international partners and is worth over 80 million USD.

In October 2018, four UN agencies (UNDP, UN Women, FAO and the UNFPA) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk regions of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas (GCAs) of the regions. It will contribute to peace build and prevent further escalation of conflict in Ukraine through effective and accountable decentralization, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavor will be achieved through the pursuit of the following specific objectives:

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development.
3. To enhance social cohesion and reconciliation through promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

One of the main objectives of the UN RPP is to foster economic revitalization in Eastern Ukraine and, specifically, stimulate employment and economic growth by providing assistance to MSME development through demand-driven business development services and professional skills training as well as restoration and strengthening institutional and educational infrastructure needed for effective functioning of agriculture and non-agriculture sectors of regional economy.

Increased knowledge of employees is one of the important preconditions of efficiency, productivity and profitability of local enterprises. As the result enhancement of professional education in the region is one of the key tasks of UN RPP projects.

Vocational Education and Training (VET) system in the region faces multiple challenges including low quality of education (a result of outdated curricula and teaching methods not responding to labor market needs/requirements, lack of up-to-date equipment in vocational education institutions), and weak linkages with employers. VET is badly affected by a poor image in the country, so that students prefer to apply for admission to general secondary education and consequently higher education rather than vocational education. Many schools suffer from obsolete equipment and teachers who have not undergone retraining for years. The schools have difficulty in finding places for the practical training of their students and jobs for their students after graduation. Existing VET system offers weak links with private sector and incomplete understanding of the labor market requirements.

In Luhansk oblast these problems have become even more critical due to the conflict in eastern Ukraine and related break of links between educational institutions and employers who are currently in non-government-controlled areas (NGCAs). Considering the change in the structure of industry in Donetsk and Luhansk oblasts, regional employers face lack of qualified personnel. In its turn, regional VET institutions cannot meet this need due to the shortage in foreseen demand on the labor market and capacity for its fulfillment.

The VET institutions of Luhansk oblast do not have development plans, which would allow to train people for perspective professions demanded by the regional employers.

The UN RPP in the frames of restoration and strengthening institutional and educational infrastructures plans to perform current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education. To perform repair work according to the existing design documentation (Annex 1) it is necessary to select a qualified contractor.

2. Scope of work

2.1. Construction work must be carried out in accordance with the attached technical design documentation (Annex 1).

2.2. Construction must 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, DBN B.2.2-40:2018, DBN B.2.2-9-2018, DBN B.2.2-3-2018, DBN B.1.1-7-2016, DBN B.1.2-2:2006, DBN B.1.2-7, DBN B 1.2-2, DBN B.1.2-14, DBN A.3.1-5, DBN A. 3.2-2-2009, DBN B.2.6-161:2017, DBN B.2.6-220:2017, DBN B.2.6-163:2010, SNiP 2.08.02-89, DSTU Б A.2.4-4-2009 and other.

2.4. Construction process should be performed in compliance with the requirements, conditions, instructions and standards provided in the technical design documentation (Annex 1).

2.5. Free of charge for 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	Melitopol Multidisciplinary Center for Vocational Education	28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region	See Annexe 1

3. Work progress monitoring

3.1. The contractor's work will be supervised by representatives of the organizations responsible for author 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 contractor must complete the work in the following terms:

Lot No.	Name	Number of calendar days to complete construction works
1	Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region	75, starting from the date of contract signing

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 100,000.
- 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, permission to carry out the respective hazardous works.
- 5.6. Availability of appropriate equipment and mechanisms.
- 5.7. Availability of qualified technical staff to perform the work

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	In accordance with technical design documentation In accordance with technical design documentation	(EN12201-2: 2003, MOD) DSTU B B.2.7-151: 2008 "Pipes for cold water supply. Specifications"

		Polyethylene pressure pipes of high and low pressure, type T drinking	
3	Metallic structures	In accordance with technical design documentation	DSTU B B.2.6-200 is valid till: 2014 Metal building constructions. Requirements for installation
4	Concrete	In accordance with technical design documentation	DSTU B B.2.7-176: 2008 "Concrete mixtures. Concrete"
5	Ceramic tile	In accordance with technical design documentation 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	In accordance with technical design documentation Acrylic front for exterior works, polyvinyl acetate water emulsion for interior works	DSTU 28196-89 "Water-dispersive paints. Specifications"
7	PVC windows	In accordance with technical design documentation	DSTU Б B.2.6-23:2009 "PVC windows and doors, general specifications" DSTU Б Ст.2.6-15:2011 "Buildings and structures, general specifications for windows and doors"
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.). Participants must be guided by the technical design documentation (Annex 1) during preparation of the price proposal.

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.
- 80% 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).

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					

...					
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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 Works schedule - Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region.

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. Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, 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
Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region	

Annexes to the Terms of Reference

Engineering specification, design documentation and the table of costs are attached.

Annex 1

1.1. Specification and project documentation:

By reference:

Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region

https://drive.google.com/drive/folders/1rlsg_K1TpzxtiN0uTIIcdlef-P3mv7zW?usp=sharing

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)***

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. 624-2020-UNDP-UKR-RFQ-RPP:

Table 1: Brief description of the Bidder

BRIEF COMPANY PROFILE	
The Bidder must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company/Organization's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached

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

⁵ 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

Site	Total (USD/UAH), excluding VAT
Current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region	

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

TABLE 4: Current liabilities

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

TABLE 5: Availability of staff to perform the work:

№	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

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

TABLE 7: Schedule of works on current repairs of the internal premises and windows replacement of Melitopol Multidisciplinary Center for Vocational Education, address: 28, Peremogy 30th anniversary str., Melitopol, Zaporizhia region:

№	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]