



## REQUEST FOR QUOTATION (RFQ)

|                           |                                      |
|---------------------------|--------------------------------------|
| To all interested Bidders | DATE: September 7, 2020              |
|                           | REFERENCE: 567-2020-UNDP-UKR-RFQ-RPP |

Dear Sir / Madam:

We kindly request you to submit your quotation Development and implementation of a model for accounting available resources based on regulatory and monetary valuation (villages of Verhniokamyanske, Kuzmynivka, Ivano-Darivka, Novoselivka), spatial planning based on current information using geoinformation technologies for the administrative center of Zvanivka Village Council (ATC) 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 21, 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]*

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| Delivery Terms<br>[ <a href="#">INCOTERMS 2020</a> ]<br>(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. <b>Annex 1.</b>  |
| Delivery Schedule   | <input checked="" type="checkbox"/> Required<br><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<br><input type="checkbox"/> Euro<br><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<br><input checked="" type="checkbox"/> <b>Must be exclusive of VAT and other applicable indirect taxes</b> |
| After-sales services required   | As per TOR. <b>Annex 1.</b>  |

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

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| Deadline for the Submission of Quotation  | <b>07.09.2020 , 23:59 ( Kyiv time)</b>   |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English<br><input type="checkbox"/> French<br><input type="checkbox"/> Spanish<br><input checked="" type="checkbox"/> Others Ukrainian or Russian  |
| Documents to be submitted <sup>2</sup>  | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<br><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available;<br><input checked="" type="checkbox"/> Latest Business Registration Certificate ;<br><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;<br><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);<br><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);<br><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;<br><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<br><input type="checkbox"/> 90 days<br><input type="checkbox"/> 120 days<br><br>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<br><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<br><input checked="" type="checkbox"/> Other:<br>In accordance with the terms of the TOR, Annex 1  |

<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.

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| <p>Evaluation Criteria<br/>[check as many as applicable]</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) The company (organization or individual entrepreneur) with an official registration in Ukraine and at least 5 years of the required experience;</li> <li>b) At least 3 developed drafts of the urban planning documentation of any type of territorial planning (to confirm the experience, it is necessary to provide a list of developed and approved urban planning documents, as well as links to official websites of local authorities containing approved project materials);</li> <li>c) Availability of information support provided for the management of land and other resources (at least 2 examples of the development of electronic accounting and management systems for land and other resources of the ATC territory);</li> <li>d) Availability of working certified specialists in the development of urban planning documentation, certified design engineers and economists (copies of qualification certificates of specialists should be provided along with the CVs of the personnel to be specified in the proposal);</li> <li>e) Availability of certified surveying engineers according to Article 5-1 of the Law of Ukraine "On Topographic, Geodesic, and Cartographic Activities" (for performing topographic and geodesic works).</li> <li>f) Availability of equipment, material and technical base, and licensed software, in particular, ensuring the implementation of works using geoinformation technologies.</li> <li>g) At least two (2) references from the previous customers regarding the implementation of likely assignments.</li> </ul> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions<br/>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</p> |
| <p>UNDP will award to:</p>                                   | <p><input checked="" type="checkbox"/> One and only one supplier</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 if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</p> <p><input type="checkbox"/> Civil Work Contract</p>  |

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| Special conditions of Contract                        | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days<br><input type="checkbox"/> Others <i>[pls. specify]</i>  |
| Conditions for Release of Payment                     | <p>Written Acceptance of Goods based on full compliance with RFQ requirements</p> <p>Written Acceptance by the Customer and the Contractor of the Acts of works performed, on the basis of full compliance with the TOR, submission of the original invoice, and tax invoice (if applicable).</p>  |
| Annexes to this RFQ                                   | <input checked="" type="checkbox"/> Technical Requirements (Annex 1)<br><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions:<br><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><br><input type="checkbox"/> Others <i>[pls. specify, if any]</i> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p> |
| Contact Person for Inquiries (Written inquiries only) | <p><i>UNDP procurement Unit</i><br/> <i>UNDP Ukraine</i><br/> procurement.rpp.ua@undp.org,<br/> 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>   |

Services 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  
September 4, 2020*

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### Terms of Reference

|   |   |
|---|---|
| <b>Project title:</b>                   | UN Recovery and Peacebuilding Programme, Component II “Local Governance and Decentralization Reform in Ukraine”   |
| <b>Description of the assignment:</b>   | Development and implementation of a model for accounting available resources based on regulatory and monetary valuation (villages of Verhniokamyanske, Kuzmynivka, Ivano-Darivka, Novoselivka), spatial planning based on current information using geoinformation technologies for the administrative center of Zvanivka Village Council (ATC) |
| <b>Country/Place of implementation:</b> | The Village of Zvanivka, Zvanivka ATC, Donetsk oblast, Ukraine  |
| <b>Direct Manager:</b>                  | Social-Economic Development Specialist, Local Governance and Decentralization Reform Component, UN Recovery and Peacebuilding Programme   |
| <b>Senior Manager:</b>                  | Programme Coordinator (Local Governance and Decentralization Reform Component)  |
| <b>Starting date:</b>                   | August 2020   |
| <b>Duration of the contract:</b>        | Up to 6 months  |

#### 1. BACKGROUND

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on 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 Recovery and Peacebuilding Programme (RPP). The 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, in particular SDG 16 (Peace, Justice and Strong institutions).

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 16 projects funded by 12 international partners and is worth about 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 oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas. 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 assisting to Micro, Small, and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
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.

In the process of implementing decentralization and local governance reform in Ukraine, the issues of effective management of ATC resources, exercise of legal powers by local authorities, and determination of territorial jurisdiction boundaries of relevant councils are of great importance.



Within the Project, it is planned to engage a professional organization in order to perform topographic and geodesic works, develop urban planning and land management documentation, prepare data for their entering into urban planning and national land cadaster, as well as implement information technologies in management.

## **2. MAIN GOALS AND OBJECTIVES**

The main goals of the Project are:

1) to provide a background for the administrative center of Zvanivka Village Council (ATC) of the Village of Zvanivka in Donetsk oblast to effectively manage the community resources within its territory based on the provisions of spatial planning documentation and current information using geoinformation technologies;

2) to increase budget revenues through the development of regulatory and monitory land valuation technical documentation of the communities Zvanivka ATC of Bakhmut raion of Donetsk Oblast (villages of Verhniokamyanske, Kuzmynivka, Ivano-Darivka, Novoselivka).

Zvanivka is a typical administrative center of a village amalgamated territorial community where a number of issues on spatial planning should be solved resulting in sustainable development in other areas and contributing to the creation of a self-sufficient community.

The developed plan of actions for the community in this direction may be replicated in other communities of the region.

It is necessary to develop urban planning documentation for the Village of Zvanivka as a center of Zvanivka ATC for the full implementation of the UN Recovery and Peacebuilding Programme, Component II “Local Governance and Decentralization Reform in Ukraine”.

To achieve this goal, it is required to take a number of interrelated measures, including:

- Determining available territorial resources, boundaries of territories according to their functional purpose, regulations and restrictions of their use in the village;
- Determining activities, including those being of high priority, to organize an adequate living environment, create favorable conditions for the effective territorial and rural development, provide a background for forecasting, planning, rational use of the village territory, preparing and adopting well-informed management decisions in spatial planning.
- Determining economic and planning zoning of the territory
- Determining the manifestations of local assessment factors that will form the basis for the development of normative-monetary valuation and help the community to increase local budget revenues.

The materials of the developed urban planning documentation and regulatory and monitory land valuation technical documentation should become an integral part of a single information space for the management of land and other resources of the amalgamated territorial community using the created electronic community resource management system (IT-technologies) developed by BlomInfo-Ukraine LLC and commissioned by the UN Recovery and Peacebuilding Programme.

## **3. SCOPE OF WORK**

It is necessary to implement the following objectives:

### **Objectives of Stage 1. Preparatory works:**

- a. Prepare and agree with the UN RPP Specialist a revised and updated detailed schedule for the implementation of these Terms of Reference.

- b. Develop terms of reference for performing certain types of work including the creation of topographic framework, development of urban planning documentation (site plan, zoning of the Village of Zvanivka), normative-monetary land valuation technical documentation and agree them at the meeting of the community working group to coordinate the activities of the UN RPP, Zvanivka Village Council, the Contractor, and other stakeholders on all issues related to the development and implementation of the Project. The meetings of the working group should be conducted according to quarantine requirements and may be held both offline and online using Zoom and Skype.
- c. Facilitate the decision of Zvanivka Village Council to develop a site plan of the Village of Zvanivka with a territory-zoning plan and normative-monetary land valuation technical documentation.
- d. Collect, systemize, and analyze available topographic and geodesic, planning-cartographic materials, information about land resources, available urban planning and design documentation, land management documentation, initial data for design, etc.

**Objectives of Stage 2. Creation of topographic framework:**

- 2.1. Create a topographic framework with a scale of 1:2000 of the Village of Zvanivka.

**Objectives of Stage 3. Development of urban planning documentation:**

- 3.1. Develop a site plan of the Village of Zvanivka with a territory-zoning plan;
- 3.2. Determine high priority activities (for 3-7 years) for the territorial development of the Village of Zvanivka according to the Community Development Strategy;

**Objectives of Stage 4. Developing of normative-monetary land valuation technical documentation and making amendments to the electronic resource database of Zvanivka ATC:**

- 4.1. Develop normative-monetary land valuation technical documentation of the following communities of Zvanivka ATC (villages of Verhniokamyanske, Kuzmynivka, Ivano-Darivka, Novoselivka).
- 4.2. Establish a register of streets, named objects, and addresses (directories); create a duty cadastral map and address plan based on geospatial data, topographic framework and a plan of current use of the Village of Zvanivka.
- 4.3. Create databases to include them into the general community resource management system of Zvanivka ATC.

**Objectives of Stage 5. Public discussion of urban planning documentation and activities for its implementation:**

- 5.1. Together with leaders of the Village Council, ensure the disclosure and public discussion of the site plan with a territory-zoning plan in order to take into account public and private interests;
- 5.2. Submit urban planning documentation to the Regional Architecture and Urban Planning Council for its consideration;
- 5.3. Taking into account the comments on the results of the discussion, finalize urban planning documentation and relevant materials on the village territory management;
- 5.4. Submit the developed and updated (corrected) materials to the UN RPP and Zvanivka Village Council.

**Objectives of Stage 6. Presentation of key results of the work done:**

6.1. Organize in the Village of Zvanivka the presentation of key results of the work done and the main findings for representatives of professional community, local authorities of amalgamated territorial communities, government bodies, as well as the interested public. (Logistic costs associated with this presentation will not be assigned to the Contractor).

6.2. Prepare a multimedia presentation of key results of the project implementation (PowerPoint, up to 20 slides, in Ukrainian).

#### **IV. EXPECTED OUTPUTS**

##### **Outputs of Stage 1 (duration – 3 weeks after the contract start):**

- A detailed work plan is developed; the implementation of certain activities is clarified; the terms of reference for performing certain types of work are developed and agreed with the working group and the UN RPP;

A decision of Zvanivka Village Council to develop a site plan of the Village of Zvanivka with a territory-zoning plan is taken;

The information and initial data (in paper and electronic form) necessary for the project implementation are collected;

The initial report with a description of the outputs of Stage 1 is drafted, reviewed by the working group, and approved by the UN RPP Specialist.

##### **Outputs of Stage 2 (duration – 15 weeks after the contract start):**

A number of topographic and geodesic works for the creation of topographic framework with a scale of 1:2000 of the Village of Zvanivka is performed; technical reports are drafted; the documentation is printed; the required databases and electronic files are created;

The first interim report with a description of the outputs of Stage 2 and the materials of topographic and geodesic surveys are reviewed by the working group and accepted by the UN RPP Specialist.

##### **Outputs of Stage 3 (duration – 20 weeks after the contract start):**

The site plan (with a territory-zoning plan) of the Village of Zvanivka is developed; the urban planning documentation based on the results of the work done is drafted; the required databases and electronic files are created;

High priority activities (for 3-7 years) for the territorial development of the Village of Zvanivka based on the Community Development Strategy are determined;

The second interim report with a description of the outputs of Stage 3 is reviewed by the working group and accepted by the UN RPP Specialist.

##### **Outputs of Stage 4 (duration – 22 weeks after the contract start):**

Normative-monetary land valuation technical documentation (Explanatory Notes) of the following communities of Zvanivka ATC (villages of Verhniokamyanske, Kuzmynivka, Ivano-Darivka, Novoselivka) of the Bakhmet raion of Donetsk Oblast, as well as relevant graphic materials (scheme of economic and planning zoning of the territory; scheme(s) of manifestation of local assessment factors, cartogram of agricultural soil groups) are developed.

Databases of urban planning documentation and a current use of the village territory including registers of streets, named objects and addresses are created; electronic cadastral maps and address plans are developed.

##### **Outputs of Stage 5 (duration – 27 weeks after the contract start):**

The activities for organizing public discussion of the drafted site plan with a territory-zoning plan are carried out;

The urban planning documentation is considered by the Regional Urban Planning Council;

The urban planning documentation and the required materials on the village territory management are finalized; all projects, reports, surveys performed within the Project are submitted to Zvanivka Village Council and the UN RPP Specialist;

The urban planning documentation is published and submitted for approval to Zvanivka Village Council;

The third interim report with a description of the outputs of Stages 4 and 5 is reviewed by the working group and accepted by the UN RPP Specialist.

#### **Outputs of Stage 6 (duration – 28 weeks after the contract start):**

The presentation of key results of the work done and the main findings for representatives of the professional community, local authorities of amalgamated territorial communities, government bodies, as well as the interested public is prepared and held in the Village of Zvanivka. The activities are carried out according to quarantine requirements;

The multimedia presentation of key results of the project implementation (PowerPoint, up to 20 slides, in Ukrainian) is prepared;

The final report with a description of the outputs of the entire Project is reviewed by the working group and accepted by the UN RPP Specialist.

### **V. DURATION OF WORKS**

The duration of works will be 28 weeks after the start of the contract.

### **VI. RECOMMENDATIONS AND REQUIREMENTS FOR THE IMPLEMENTATION OF OBJECTIVES**

#### **General recommendations:**

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with the UN RPP on security in the region, especially before the field phases of the assignment.

The cost of organizing and conducting selected research methods, working group meetings, stationery, rental of premises, costs of technical support for activities or moderated meetings, etc. should be included in the financial proposal. The proposal should also include a description of these activities for the Customer to understand their parameters and volumes.

To achieve effective cooperation, where possible, the Contractor shall coordinate with other partners of the UN Recovery and Peacebuilding Programme. (The Customer will provide their list and contacts).

For the coordination of the UN Recovery and Peacebuilding Programme, Zvanivka Village Council, the Contractor, and other stakeholders on all issues related to the development and implementation of the Project, the Contractor will coordinate the activities of the established working group operating within the project “Development and Implementation of the Management Model for Land and Other Resources of Zvanivka Village Amalgamated Territorial Community”.

References to the UN Recovery and Peacebuilding Programme, UN Women and the EU in products, including presentations, information materials, and other achievements created under the contract are subject to a mandatory prior consent.

#### **Requirements for the implementation of objectives**

The Contractor shall deliver to the Customer the results of the work done which meet the requirements of the Terms of Reference, national standards, norms, and regulations applicable in Ukraine

and required for this type of works. If it is impossible to comply with these requirements, the decisions made shall be agreed with the Customer.

The Contractor shall represent the interests of the Customer and Zvanivka ATC, defend the proposed decisions during public discussions of the developed documents, their consideration and approval by the Urban Planning Council.

When performing design and survey works, it is necessary to take into account the existing territory and the number of population of the community and its center:

|                          | <i>Population (people)</i> | <i>Area (ha)</i> |
|--------------------------|----------------------------|------------------|
| Zvanivka ATC             | 3017                       | 11,573           |
| the Village of Zvanivka  | 1239                       | 273,8            |
| Verhniokamyanske Village | 179                        | 960              |
| Kuzmynivka Village       | 31                         | 29               |
| Ivano-Darivka Village    | 30                         | 29               |
| Novoselovka              | 3                          | 17,9             |

During the works, geoinformation technologies based on ArcGIS software are used. For this purpose, standard tools of basic software, the developed web and desktop applications, as well as existing server systems and technologies for urban planning cadaster of Donetsk oblast, and other information systems based on ArcGIS are used.

Design solutions and proposals are developed as sets of digital geospatial data with subsequent generation of vector electronic maps (drawings) and printing of computer images as hard copies.

When creating digital data sets and electronic maps (drawings), it is necessary to adhere to the requirements of classification and coding of urban planning and land management objects, regulatory and methodological documents for the creation and maintenance of the urban planning cadaster.

Semantic information is linked to geospatial objects in the form of attribute data.

Electronic text materials are compiled in the form of structured documents and linked to graphic materials using a reference system.

The Contractor will cooperate with Zvanivka ATC for collecting information and initial data necessary for the Project implementation.

Topographic and geodesic works to create a topographic framework with a scale of 1: 2000 for the territory of the Village of Zvanivka should be performed taking into account the increase of the village by 25% and the buffer area along its design boundary, 50 m wide.

The site plan structure of the Village of Zvanivka with a territory-zoning plan should meet the requirements of DBN B.1.1-15:2012 "Structure and content of the site plan of human settlements", DBN B.1.1-22:2017 "Structure and content of the territory-zoning plan".

Design boundaries of human settlements should be clearly defined by the urban planning documentation, additional drawings should be drawn up for this purpose, if necessary.

High priority measures (3-7 years) for the territorial development, which are defined in the urban planning documentation, must comply with the Community Development Strategy. Outstanding areas of priority development should be determined accordingly.

When preparing materials for the management of land and other resources of the Village of Zvanivka, it is necessary to use materials and technologies developed within the Pilot Project "Development and Implementation of the Management Model for Land and Other Resources of Zvanivka Village Amalgamated Territorial Community", which was implemented by BlomInfo-Ukraine LLC and commissioned by the UN Recovery and Peacebuilding Programme. Proposals for the use of land plots within the Village of Zvanivka should be clarified and supplemented. The management model for land and other resources of Zvanivka Village Amalgamated Territorial Community should be improved, if necessary.

**Recommendations for the Contractor's team composition:**

In order to optimize the time for performing the assignment, the project team should include, in addition to the position of the project manager, a sufficient number of experts who are experienced users of ArcGIS software, namely: certified surveying engineers, specialists in geodesy, cartography, and photogrammetry, specialists in urban planning (area planning) and architecture.

The project manager should coordinate the overall implementation of the Project and be responsible for the Project implementation and communication with the UN Recovery and Peacebuilding Programme.

All costs associated with the assignment, including travel and accommodation of the Contractor's team, should be included in the proposal.

**Recommendations for involving stakeholders in the Project**

When performing the assignment, the Contractor is obliged to involve all stakeholders in the implementation of the Project. Using the potential of all stakeholders, he/she shall organize and moderate a meeting of the established working group operating within the Pilot Project "Development and Implementation of the Management Model for Land and Other Resources of Zvanivka Village Amalgamated Territorial Community".

The Contractor will cooperate with Zvanivka Village Council (ATC) and ensure the involvement of local authorities in the implementation of the following activities:

- Ensuring the collection of initial data required for the Project implementation;
- Carrying out quality control during the implementation of the Project activities;
- Organization of public discussions on the developed documentation and other results of the Project;
- Approval of the developed urban planning documentation;
- Cooperation with business entities in the development and implementation of investment projects of the ATC territory.

**VII. MONITORING/REPORTING REQUIREMENTS**

The organization will report within the UN Recovery and Peacebuilding Programme to the Social-Economic Development Specialist of the Component II "Local Governance and Decentralization Reform in Ukraine".

The format of reports must be agreed upon at the first stage of the contract, but UNDP will reserve the right to make further amendments and clarifications to the report form.

All projects, reports, studies, and materials should be prepared in Ukrainian and submitted to UNDP electronically on electronic source or in the form of electronic communication in 4 (four) copies.

Graphic materials are submitted as follows:

- In vector representation (ArcGIS file database), i.e. digital vector sets of geospatial data as \*.gdb files, with maps (drawings) as \*.mxd files;
- In the format of service definition (\*.SD) and data loading in ArcGIS Server - \*.XML;
- Maps (drawings) as \*.PDF files;
- Photocopies of maps (drawings) as \*.JPG files.

Text materials in the form of structured documents as \*.PDF and \*.DOC files.

The urban planning documentation in three (3) copies and other materials in one (1) copy are also submitted as hard copies.

The Contractor shall adhere to the system of monitoring, evaluation, and quality control implemented by UNDP and provide the necessary information, reports, and statistics according to the pre-set schedule or as soon as possible (within a reasonable time).

Upon completion of all works, the Contractor shall submit a final report to UNDP with a full description of the work done and the outputs achieved.

## **VIII. EXPERIENCE AND QUALIFICATION REQUIREMENTS**

### **The requirements for the organization submitting the proposal:**

- The company (organization or individual entrepreneur) with an official registration in Ukraine and at least 5 years of the required experience;
- At least 3 developed drafts of the urban planning documentation of any type of territorial planning (to confirm the experience, it is necessary to provide a list of developed and approved urban planning documents, as well as links to official websites of local authorities containing approved project materials);
- Availability of information support provided for the management of land and other resources (at least 2 examples of the development of electronic accounting and management systems for land and other resources of the ATC territory);
- Availability of working certified specialists in the development of urban planning documentation, certified design engineers and economists (copies of qualification certificates of specialists should be provided along with the CVs of the personnel to be specified in the proposal);
- Availability of certified surveying engineers according to Article 5-1 of the Law of Ukraine "On Topographic, Geodesic, and Cartographic Activities" (for performing topographic and geodesic works).
- Availability of equipment, material and technical base, and licensed software, in particular, ensuring the implementation of works using geoinformation technologies.
- At least two (2) references from the previous customers regarding the implementation of likely assignments.

## **IX. TERMS AND CONDITIONS FOR THE CONTRACT CONCLUSION**

Offering the lowest price and technically compatible proposal.

The contractors will represent the interests of the territorial community, for which they have developed the materials of the topographic framework and planning schemes for the respective territories, when considering the documentation at urban planning councils, carrying out the expertise, entering geospatial data into the urban planning cadaster.

The contractors will guarantee at their own expense the correction of all deficiencies identified in the documentation after its consideration by urban planning cadaster services. The warranty period is at least 12 months.

## **X. PAYMENT SCHEDULE**

The payment schedule for the services provided will be agreed with the Contractor prior the assignment start. The payments will be made as per delivery of outputs and after the interim and final reports are submitted. The preliminary schedule is given below.

- Delivery of outputs of Stage 1 and submission of the initial report - 10% of the total payment;
- Delivery of outputs of Stage 2 and 3 and submission of the first interim report - 50% of the total payment;
- Delivery of outputs of Stage 4 and 5 and submission of the second interim report - 30% of the total payment;
- Delivery of all outputs and submission of the final report - 10% of the total payment.

## XI. FINANCIAL PROPOSAL ACCORDING TO TECHNICAL REQUIREMENTS

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

| <b>No.</b> | <b>Activities/costs</b>  | <b>Unit</b>                        | <b>Number</b> | <b>Cost per unit, currency</b> | <b>Amount, currency excl. VAT</b> |
|------------|--|------------------------------------|---------------|--------------------------------|-----------------------------------|
| 1          | Implementation   |                                    |               |                                |                                   |
| 1.1        | A set of topographic and geodesic works for creating a topographic framework with a scale of 1: 2000 for the territory of the Village of Zvanivka                                | Topographic framework              | 1             |                                |                                   |
| 1.2        | Development of a site plan with a territory-zoning plan for the Village of Zvanivka  | Site plan, territory-zoning plan   | 1             |                                |                                   |
| 1.3        | Development of high priority activities (for 3-7 years) for the territorial development based on the Community Development Strategy for the territory of the Village of Zvanivka | Report on high priority activities | 1             |                                |                                   |
| 1.4        | Development of the regulative-monetary valuation technical documentation   | Technical documentation            | 4             |                                |                                   |
| 1.5        | Creation of community cadastral maps   | Cadastral maps                     | 1             |                                |                                   |
| 1.6        | Presentation of the main achievements and findings   | pcs                                | 1             |                                |                                   |
| 1.7        | Other (if any, to define clearly activities/costs)   |                                    |               |                                |                                   |
| <b>2</b>   | <b>Administrative costs (if necessary)</b>   |                                    |               |                                |                                   |
| 2.1        | Organization of working group meetings   | Event                              |               |                                |                                   |
| 2.2        | Organization of public discussions   | Event                              |               |                                |                                   |
| 2.3        | Other (if any, to define clearly activities/costs)   |                                    |               |                                |                                   |
| ...        |  |                                    |               |                                |                                   |
| <b>3</b>   | <b>Other (if any, to define clearly activities/costs)</b>  |                                    |               |                                |                                   |
|            | <b>Total</b> (to indicate currency)  |                                    |               |                                |                                   |



## 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. 567-2020-UNDP-UKR-RFQ-RPP:

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

| <b>BRIEF COMPANY PROFILE</b>   |   |
|--|---|
| The Bidder must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: |   |
| Full registration name   |   |
| Year of foundation   |   |
| Legal status   | If Consortium, please provide written confirmation from each member                           |
| Legal address  |   |
| Actual address   |   |
| Bank information   |   |
| VAT payer status   |   |
| Contact person name  |   |
| Contact person email   |   |
| Contact person phone   |   |
| Company/Organization's core activities   |   |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);                              | Please indicate here  |
| Business Licenses – Registration Papers, Tax Payment Certification, etc  | EDRPOU, ID tax number<br>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:** Experience in development at least 3 developed drafts of the urban planning documentation of any type of territorial planning and at least 2 information support provided for the management of land and other resources:

| №   | Client name and address | Duration   |                | Amount (USD) | Brief description |
|-----|-------------------------|------------|----------------|--------------|-------------------|
|     |                         | Start date | Date Completed |              |                   |
| 1   |                         |            |                |              |                   |
| 2   |                         |            |                |              |                   |
| 3   |                         |            |                |              |                   |
| ... |                         |            |                |              |                   |

**TABLE 3: Availability of staff to perform the work:**

| № | Full names of the staff | Qualification | Work experience, years | Status: temporary/permanent |
|---|-------------------------|---------------|------------------------|-----------------------------|
| 1 |                         |               |                        |                             |
| 2 |                         |               |                        |                             |
| 3 |                         |               |                        |                             |
| 4 |                         |               |                        |                             |

**TABLE 4: 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 5: Availability of equipment, material and technical base, and licensed software:**

| <b>№</b> | <b>Name of equipment, material and technical base, and licensed software</b> |
|----------|--|
| 1        |  |
| 2        |  |
| 3        |  |
| ...      |  |

**Table 6: Price offer**

Bidders must submit their bids in the following format. All costs associated with the provision of services must be included in the price offer (for example, travel expenses, business trips, staff salaries, accommodation, etc.). The bid of the tenderer to be contracted is fixed and cannot be reviewed during the performance of the contract

| <b>No.</b> | <b>Activities/costs</b>  | <b>Unit</b>                        | <b>Number</b> | <b>Cost per unit, currency</b> | <b>Amount, currency excl. VAT</b> |
|------------|--|------------------------------------|---------------|--------------------------------|-----------------------------------|
| 1          | Implementation   |                                    |               |                                |                                   |
| 1.1        | A set of topographic and geodesic works for creating a topographic framework with a scale of 1: 2000 for the territory of the Village of Zvanivka                                | Topographic framework              | 1             |                                |                                   |
| 1.2        | Development of a site plan with a territory-zoning plan for the Village of Zvanivka  | Site plan, territory-zoning plan   | 1             |                                |                                   |
| 1.3        | Development of high priority activities (for 3-7 years) for the territorial development based on the Community Development Strategy for the territory of the Village of Zvanivka | Report on high priority activities | 1             |                                |                                   |
| 1.4        | Development of the regulative-monetary valuation technical documentation   | Technical documentation            | 4             |                                |                                   |
| 1.5        | Creation of community cadastral maps   | Cadastral maps                     | 1             |                                |                                   |

|          |   |       |   |  |  |
|----------|---|-------|---|--|--|
| 1.6      | Presentation of the main achievements and findings        | pcs   | 1 |  |  |
| 1.7      | Other (if any, to define clearly activities/costs)        |       |   |  |  |
| <b>2</b> | <b>Administrative costs (if necessary)</b>                |       |   |  |  |
| 2.1      | Organization of working group meetings                    | Event |   |  |  |
| 2.2      | Organization of public discussions                        | Event |   |  |  |
| 2.3      | Other (if any, to define clearly activities/costs)        |       |   |  |  |
| ...      |   |       |   |  |  |
| <b>3</b> | <b>Other (if any, to define clearly activities/costs)</b> |       |   |  |  |
|          | <b>Total (to indicate currency)</b>                       |       |   |  |  |

**\*\* 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.

.

**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   |                            |                             |   |
| 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 within 12 months |                            |                             |   |
| 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]*

|   |   |
|---|---|
|  <p><i>Empowered lives.<br/>Resilient nations.</i></p> <p><b>Договір на надання Товарів та/або Послуг<br/>між Програмою розвитку Організації Об'єднаних<br/>Націй та _____</b></p>   |  <p><i>Empowered lives.<br/>Resilient nations.</i></p> <p><b>Contract for Goods and/or Services<br/>Between the United Nations Development Programme<br/>and _____</b></p>   |
| <b>1. Країна, у якій будуть постачатись Товари та/або надаватись Послуги:</b> Україна   | <b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b> Ukraine   |
| <b>2. ПРООН</b> <input type="checkbox"/> <b>Запит цін</b> <input checked="" type="checkbox"/> <b>Запит пропозиції</b> <input type="checkbox"/><br><b>Запрошення на участь у конкурсі</b> <input type="checkbox"/> <b>укладення прямих договорів</b><br><b>Номер та дата:</b>  | <b>2. UNDP</b> <input type="checkbox"/> <b>Request for Quotation</b> <input checked="" type="checkbox"/> <b>Request for Proposal</b> <input type="checkbox"/> <b>Invitation to Bid</b> <input type="checkbox"/> <b>direct contracting</b><br><br><b>Number and Date:</b>  |
| <b>3. Посилання на номер договору (напр., номер присудження договору):</b>  | <b>3. Contract Reference (e.g. Contract Award Number):</b>  |
| <b>4. Довгострокова угода:</b> Ні   | <b>4. Long Term Agreement:</b> No   |
| <b>5. Предмет Договору:</b> <input type="checkbox"/> <b>товари</b> <input checked="" type="checkbox"/> <b>послуги</b><br><input type="checkbox"/> <b>товари та послуги</b>  | <b>5. Subject Matter of the Contract:</b> <input type="checkbox"/> <b>goods</b> <input checked="" type="checkbox"/> <b>services</b><br><input type="checkbox"/> <b>goods and services</b>   |
| <b>6. Тип Послуг:</b>   | <b>6. Type of Services:</b>   |
| <b>7. Дата початку Договору:</b>  | <b>7. Contract Starting Date:</b>   |
| <b>8. Дата завершення Договору:</b>   | <b>8. Contract Ending Date:</b>   |
| <b>9. Загальна сума Договору:</b>   | <b>9. Total Contract Amount:</b>  |
| <b>9a. Передплата:</b> Не застосовується  | <b>9a. Advance Payment:</b> Not applicable  |
| <b>10. Загальна вартість Товарів та/або Послуг:</b><br><input type="checkbox"/> <b>менше 50 000 дол. США (лише Послуги)</b> – застосовуються Загальні умови ПРООН для базових (незначних) договорів<br><input type="checkbox"/> <b>менше 50 000 дол. США (Товари або Товари та Послуги)</b> – застосовуються Загальні умови ПРООН для договорів<br><input type="checkbox"/> <b>50 000 дол. США або більше (Товари та/або Послуги)</b> – застосовуються Загальні умови ПРООН для договорів | <b>10. Total Value of Goods and/or Services:</b><br><input type="checkbox"/> <b>below US\$50,000 (Services only)</b> – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply<br><input type="checkbox"/> <b>below US\$50,000 (Goods or Goods and Services)</b> – UNDP General Terms and Conditions for Contracts apply<br><input type="checkbox"/> <b>equal to or above US\$50,000 (Goods and/or Services)</b> – UNDP General Terms and Conditions for Contracts apply |
| <b>11. Метод оплати:</b> <input checked="" type="checkbox"/> <b>тверда (фіксована) ціна</b> <input type="checkbox"/> <b>відшкодування витрат</b>  | <b>11. Payment Method:</b> <input checked="" type="checkbox"/> <b>fixed price</b> <input type="checkbox"/> <b>cost reimbursement</b>  |
| <b>12. Назва(Ім'я) Підрядника:</b>  | <b>12. Contractor's Name:</b>   |
| <b>13. Ім'я контактної особи Підрядника:</b><br><br>Посада: керівник<br>Адреса:   | <b>13. Contractor's Contact Person's Name:</b><br><br>Title<br>Address:   |

|   |  |
|---|--|
| Номер телефону:<br>Факс:<br>Email:  | Telephone number:<br>Fax:<br>Email:  |
| <b>14. Ім'я контактної особи ПРООН:</b><br><br>Посада:<br>Адреса:<br>Тел.:<br>Email:  | <b>14. UNDP Contact Person's Name:</b><br><br>Title:<br>Address:<br>Telephone number<br>Email:   |
| <b>15. Банківський рахунок Підрядника, на який будуть перераховуватись платежі:</b><br>Отримувач:<br>Назва рахунку:<br>Номер рахунку:<br>Назва банку:<br>МФО<br>ЄДРПОУ  | <b>15. Contractor's Bank Account to which payments will be transferred:</b><br>Beneficiary:<br>Account name:<br>Account number:<br>Bank name:<br>Bank address:<br>MFO<br>EDRPOU  |
| <p>Даний Договір складається з наступних документів, які, у разі виникнення конфлікту між ними, мають перевагу один перед одним у наступному порядку:</p> <ol style="list-style-type: none"> <li>1. Дана лицьова сторінка («Лицьова сторінка»).</li> <li>2. Загальні умови ПРООН для договорів – Додаток 1</li> <li>3. Технічне завдання (ТЗ) - Додаток 2</li> <li>4. Графік надання послуг, що включають опис послуг, результати надання товарів та/або послуг, планові показники, терміни, графік здійснення платежів, та загальну суму договору – Додаток 3.</li> <li>5. Технічна та Фінансова пропозиції Підрядника від _____; причому ці документи не додаються, але відомі Сторонам і знаходяться у їх розпорядженні, і є невід'ємною частиною цього Договору.</li> <li>6. Реалізація даного Контракту відбувається в рамках виконання проекту міжнародної технічної допомоги між Урядом України та відповідними Донорами та Виконавцем та, згідно з умовами пункту 197.11 Податкового Кодексу України, операції звільнені від ПДВ.</li> </ol> <p>Все вищезазначене, включене до цього документу за допомогою посилання, містить увесь обсяг домовленостей («Договір») між Сторонами, при цьому усі інші переговори та/або угоди, незалежно</p> | <p>This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:</p> <ol style="list-style-type: none"> <li>1. This face sheet ("Face Sheet").</li> <li>2. UNDP General Terms and Conditions for Contracts – Annex 1</li> <li>3. Terms of Reference (TOR) – Annex 2</li> <li>4. Schedule of Services provision, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount – Annex 3</li> <li>5. The Contractor's Technical Proposal and Financial Proposal, dated _____; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.</li> <li>6. This Contract implementation is conducted within the framework of the of international technical assistance project between the Government of Ukraine and the relevant Donors and the Executor and is concluded without VAT, in accordance with paragraph 197.11 of the Tax Code of Ukraine.</li> </ol> <p>All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other</p> |

|  |  |  |  |
|--|--|--|--|
| <p>від того, виконані вони в усній або ж у письмовій формі, що відносяться до предмету даного Договору, втрачають силу.</p> <p>Даний Договір вступає в силу з дня проставлення належним чином уповноваженими представниками Сторін останнього підпису на Лицьовій сторінці і припиняє свою дію в Дату завершення Договору, яка зазначена на Лицьовій сторінці. Внесення змін та/або доповнень до даного Договору можливе лише у разі оформлення належним чином уповноваженими представниками Сторін письмової угоди.</p> <p><b>НА ПОСВІДЧЕННЯ ЧОГО,</b> нижчепідписані, належним чином уповноважені на це представники Сторін, підписали цю Угоду від імені Сторін у місці та в день, що вказані нижче</p> |  | <p>negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.</p> <p>This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.</p> <p><b>IN WITNESS WHEREOF,</b> the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.</p> |  |
| <b>Від імені Підрядника / For the Contractor</b>   |  | <b>Від імені ПРООН / For UNDP</b>  |  |
| Підпис / Signature:  |  | Підпис / Signature:  |  |
| Ім'я / Name:   |  | Ім'я / Name:   |  |
| Посада / Title:  |  | Посада / Title:  |  |
| Дата / Date:   |  | Дата / Date:   |  |