



REQUEST FOR QUOTATION (RFQ)

To all interested Bidders	DATE: November 16, 2020
	REFERENCE: 772-2020-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for Delivery, installation and commissioning of a 800kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl, address: 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 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 November 30, 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] <i>(Pls. link this to price schedule)</i>	DDP
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Customs clearance, if needed, shall be done by:	Supplier
Exact Address/es of Delivery Location/s (identify all, if multiple)	The supplier shall deliver all required equipment to address indicated in Specification
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	As per TOR, Annex 1.
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Mode of Transport	<input checked="" type="checkbox"/> LAND
UNDP Preferred Freight Forwarder, if any	N/a
Distribution of shipping documents (<i>if using freight forwarder</i>)	Supplier responsibility
Packing Requirements	Packaging must comply with the rules for the safe transport of goods offered.
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	30.11.2020 , 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"/> The proposed equipment must have a certificate of conformity provided by the Manufacturer and meet the operating technical standards in Ukraine; <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. - 70% 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

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.

	<p>providing technical supervision of construction, and must be submitted no later than 5 days following the reporting month).</p> <ul style="list-style-type: none"> - 10% of the total contract amount shall be paid after commissioning of the site.
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 [check as many as applicable]</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) Company with a valid registration (for Ukrainian companies – registration must be obtained on the territory controlled by the government of Ukraine). b) Minimum average turnover for any 2 years between 2017 and 2019: USD 100,000. c) Minimum 5 years of engagement in similar projects. d) At least 3 projects of similar nature have been completed for the last 5 years. e) License to perform activities related to creation of objects of transport infrastructure, namely vertical transport (elevators, escalators, etc.) and for the commissioning of lifting and transport equipment. f) Availability of the relevant permit for high-risk work, namely the installation, adjustment and maintenance of high-risk equipment, namely elevators. g) Availability of appropriate equipment and mechanisms. h) Availability of qualified technical staff to perform the work. <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</p>

UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier in accordance with the Lot <input type="checkbox"/> Overall least price combination across Lots to UNDP based on different combinations of award <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. <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>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> <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.
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <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>) <input checked="" type="checkbox"/> Civil Work Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <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, 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	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<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.

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,

Manal Fouani

**Ms. Manal Fouani,
UNDP Deputy Resident
Representative**

MD

13-Nov-2020

Annex 1**TERMS OF REFERENCE**

Project Name:	UN Recovery and Peacebuilding Programme, Community Security and Social Cohesion Component.
Description of the Assignment:	Delivery, installation and commissioning of a 800kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl, address: 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 93400.
Country/Duty Station:	Ukraine/Luhansk oblast.
Starting Date of Assignment:	November/December 2020.
Duration of Assignment:	No more than 180 calendar days.
Supervisor's Title:	Community Security and Social Cohesion Specialist.

1. Background/Project Description

The United Nations Recovery and Peacebuilding Programme (UN RPP) is implemented by four UN agencies: the United Nations Development Programme (UNDP), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA), and Food and Agriculture Organization of the United Nations (FAO).

The programme is supported by thirteen international partners: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine and the governments of the Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Switzerland, Sweden and the United Kingdom.

Component III "Community Security and Social Cohesion" (CSSC) of UN RPP aims to achieve some of its objectives by enhancing community security; supporting civic mobilization and empowerment of communities; reconciliation and restoration of social cohesion.

Supporting inclusive solutions and creating accessible spaces of service providers, is one of the priorities of Component III.

In this regard, UN RPP is seeking a qualified company to create technical design documentation for installation of a passenger elevator, purchase the elevator and install it at V.Dahl Eastern Ukrainian university.

The university has been a partner of the Programme and hosts two public spaces on 5th floor, GreenLab and BlueLab, which are regularly used for events by organizations of persons with disabilities. In order to provide barrier-free access to the venues for persons with disabilities, a special elevator must be installed. Installation of the elevator will also make the premises of Luhansk oblast administration (stationed in the same building), Sustainable Development Resource Center, student media center, pro bono law office and other premises accessible for persons with disabilities.

2. Scope of work

2.1 Stages of the project implementation

No	Stage	Description
1	Elaboration of the technical design documentation, State Examination (expertise)	<p>Inspection of the object and preparation of a technical report.</p> <p>Elaboration of the technical design in accordance with technical specification (Annex 1) and in full compliance with DBN A.2.2-3-2014 (in one stage "Working project")</p> <p>The works do not involve changes to the architectural part and technical and economic indicators of the building;</p> <p>Elaboration of the project documentation in full compliance with the requirements of the following regulations:</p> <p>DSTU EN 81-1:2003 Safety standards for the construction and operation of elevators. Part 1. Electric elevators (EN 81-1:1998, IDT)</p> <p>DSTU EN 81-20:2015 Safety standards for the design and operation of elevators. Elevators for transportation of passengers and cargoes. Part 20. Passenger and freight elevators</p> <p>DSTU EN 81-21:2019 Requirements for safety of construction and installation of elevators. Elevators for transportation of passengers and cargoes. Part 21. New passenger and freight elevators in existing buildings</p> <p>DSTU EN 81-50:2015 Safety standards for the design and operation of elevators. Testing and verification. Part 50. Standards for design, calculation, testing and verification of elevator components</p> <p>DSTU EN 81-70:2019 Safety standards for the construction and operation of elevators. Specific use of passenger and freight elevators. Part 70. Convenience of access to elevators of passengers, in particular persons with disabilities (EN 81-70:2003, IDT)</p> <p>Prepared design documentation package must contain technical documentation under the following chapters:</p> <ul style="list-style-type: none"> • Architectural and construction part • Electric installations • Explanatory note • Cost estimate documentation • Construction method statements • Technical report <p><u>The contractor must pass State Examination (Expertise) of the technical design and obtain an expert report from a government agency.</u></p>
2	Delivery of equipment to the site	<p>In accordance with technical specification (Annex 1)</p> <p>The equipment to be installed must be certified for use in Ukraine and meet technical standards.</p>
3	Installation of equipment and commissioning	<p>in full compliance with DSTU EN 81-21: Requirements for safety of construction and installation of elevators. Elevators for transportation of passengers and cargoes. Part 21. New passenger and freight elevators in existing buildings.</p> <p>Execution of works in the operated building, without stopping operation of the building for the period of carrying out works.</p>

4	<p>Preparation and commissioning of the elevator:</p> <ul style="list-style-type: none"> - primary technical certification - Conformance Assessment with the Technical Regulations (certification of high-risk facility/ equipment) 	<ul style="list-style-type: none"> - in accordance with NPAOP 0.00-1.02-08 "Rules for the construction and safe operation of elevators" and "Procedure for issuing permits for high-risk work and for the operation (use) of machines, mechanisms, high-risk equipment" approved by the Cabinet of Ministers of Ukraine № 1107 dated October 26, 2011 - in accordance with Law of Ukraine "On Technical Regulations and Conformance Assessment" dated January 15, 2015 № 124-VIII and "Technical regulations for elevators and safety components for elevators" approved by the resolution of the Cabinet of Ministers of Ukraine dated June 21, 2017 № 438
5		The Contractor is obliged to train the staff of the building owner on the operation of elevators, support preparing and maintaining of the necessary documentation in accordance with applicable operating regulatory documents (documentation on labor protection, support in preparing and submitting the Declaration of Conformity, etc), support in search and the conclusion of the contract with the relevant organization on service of elevators
6	2 years of warranty period	The Contractor guarantees to eliminate free of charge any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 24 months after the elevator was commissioned, 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.
The work must be carried out in full compliance with applicable national standards and regulations: DSTU EN 81, 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 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 А.2.4-4-2009 etc.		

2.2 List of sites:

No.	Name	Address	Technical specification
1	Delivery, installation and commissioning of the elevator for the building of East Ukrainian National University named after Volodymyr Dahl	East Ukrainian National University named after V. Dahl, 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 93400	See Annex 1

3. Work progress monitoring

3.1. The contractor's work will be supervised by representatives of the organization responsible for 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	Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 93400)	180, starting from the date of contract signing

Construction work within the framework of this ToR envisages registration in DABI the notice of commencement of repair work and the declaration of the readiness of the object.

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. Company with a valid registration (for Ukrainian companies – registration must be obtained on the territory controlled by the government of Ukraine).

5.2. Minimum average turnover for any 2 years between 2017 and 2019: USD 100,000.

5.3. Minimum 5 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. The Contractor shall have engineering staff with relevant qualification, specialization in accordance to the table 2.1 (line 1), and minimum 3 (three) years of the appropriate expertise for proper development of each chapter of the technical design documentation.

5.6. Development of technical documentation shall be done by specialists certified to perform this type of design work and must be confirmed by the copies of the relevant certificates for all proposed specialists. All specialists involved can be either employees of the Contractor or contracted specialists

5.7. License to perform activities related to creation of objects of transport infrastructure, namely vertical transport (elevators, escalators, etc.) and for the commissioning of lifting and transport equipment.

5.8. Availability of the relevant permit for high-risk work, namely the installation, adjustment and maintenance of high-risk equipment, namely elevators.

5.9. Availability of appropriate equipment and mechanisms.

5.10. 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 The proposed equipment must have a certificate of conformity provided by the Manufacturer and meet the operating technical standards in Ukraine.

6.3. 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. Availability of warranty service in the region. Warranty certificates for automatic and other equipment to be installed on site shall be mandatory.

6.4. The use of asbestos and materials containing asbestos is prohibited.

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 requirement listed in the table 2.1 of this ToR and the technical specifications (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.
- 70% 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).
- 10% of the total contract amount shall be paid after commissioning of the site.

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 5 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:

No.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					
3					
...					

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. Schedule - Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 93400)

No.	Type of works/stage of implementation	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, 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.

Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 93400)	Total (USD/UAH), excluding VAT	Proposed terms of implementation, calendar days
Elaboration of the technical design documentation, State Examination (expertise)		
Equipment cost, including delivery to the site		
Installation of the elevator		
Preparation and commissioning of the elevator including all needed steps in preparation of the relevant documents		
TOTAL		

Technical specifications:

By reference:

https://drive.google.com/drive/folders/1L4acJ_mABfkGQAihrtgBtRWW4dirT4Fn?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. 772-2020-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 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. 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.

Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Severodonetsk, Luhansk oblast, 93400)	Total (USD/UAH), excluding VAT	Proposed terms of implementation, calendar days
Elaboration of the technical design documentation, State Examination (expertise)		
Equipment cost, including delivery to the site		
Installation of the elevator		
Preparation and commissioning of the elevator including all needed steps in preparation of the relevant documents		
TOTAL		

**** 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 abovementioned 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.

Table3: Work performed as a contractor for construction works of a similar nature in the last 5 years

№	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

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

TABLE 7: Works schedule - Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dah

No.	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 Terms DDP [INCOTERMS 2020] to the addresses as specified in TOR			
Customs clearance, if needed, shall be done by: Supplier			
Duration of work – 180 calendar days, starting from the date of contract signing			
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			
Availability of warranty service in Ukraine			
All Provisions of the UNDP General Terms and Conditions https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
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]