



REQUEST FOR QUOTATION (RFQ)

To all interested Bidders	DATE: November 19, 2020
	REFERENCE: 808-2020-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for Renovation of three classrooms of Kramatorsk school #10 for the regional STEM center, and refurbishment of wooden floor of sports center of Donbas State Pedagogical University

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** December 3, 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>	N/a
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Customs clearance, if needed, shall be done by:	N/a
Exact Address/es of Delivery Location/s (identify all, if multiple)	N/a
UNDP Preferred Freight Forwarder, if any	N/a
Distribution of shipping documents (<i>if using freight forwarder</i>)	N/a
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	As per TOR for each Lot . Annex 1.
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Packing Requirements	N/a
Mode of Transport	N/a
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : UAH
Value Added Tax on Price Quotation	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	As per TOR. Annex 1.
Deadline for the Submission of Quotation	03.12.2020 , 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; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;

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 type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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: <p>- Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.</p>

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>- 80% of the total contract amount shall be paid after completion of works on each object (certificates of works performed must be approved by a UNDP representative and a representative of the organization providing technical supervision of construction, and the act of handover and acceptance of completed works must be signed by the UNDP representative and the building owner)</p>
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) Construction company with a valid registration; b) Minimum 3 years of engagement in similar projects; c) At least 3 projects of similar nature have been completed for the last 5 years. d) Minimum average turnover for any 2 years between 2017 and 2019: USD 30,000.00 ; e) Availability of appropriate equipment and mechanisms; f) Availability of qualified technical staff to perform the work (g) Availability of a license for the requested works, based on technical documentation. h) Statement of Satisfactory Performance from the Top 2 Clients. <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i></p>
UNDP will award to:	<p><input checked="" type="checkbox"/> One and only one supplier</p> <p><input type="checkbox"/> One or more Supplier in accordance with the Lot</p> <p><input type="checkbox"/> Overall least price combination across Lots to UNDP based on different combinations of award</p>

	<p><input type="checkbox"/> Preference to award a Lot to a bidder in the event that there may not be other technically responsive bids for that Lot to ensure there is coverage for all Lots.</p> <p><input type="checkbox"/> Irrespective of determined capacity to undertake more than 1 lot, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery.</p> <p>If the Bidder submits the bid more than 1 lot, UNDP reserves the right to request additional information from the participant, namely: evidence of the company's technical ability to perform works at several sites at the same time (availability of appropriate personnel and equipment for each site). Confirmation of availability of different resources to complete the task for each site (personnel, equipment, etc.) is a prerequisite for awarding the contract</p> <p>UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported programmes or projects if the Offeror in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Offeror and their affiliates are disqualified from subsequently providing goods and civil works under UNDP financing for the same project.</p>
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)</p> <p><input checked="" type="checkbox"/> Civil Work Contract</p>
Special conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p>
Conditions for Release of Payment	<p>Written Acceptance of Goods based on full compliance with RFQ requirements</p> <p>Written Acceptance by the Customer and the Contractor of the Acts of works performed, which must be endorsed by the Technical Supervision Representative, on the basis of full compliance with the TOR, submission of the original invoice, and tax invoice (if applicable).</p>

Annexes to this RFQ	<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,

*Deputy Resident Representative,
UNDP Ukraine*

AD

Annex 1**TERMS OF REFERENCE**

Project Name:	UN Recovery and Peacebuilding Programme, Community Security and Social Cohesion Component
Description of the Assignment:	Renovation of three classrooms of Kramatorsk school #10 for the regional STEM center, and refurbishment of wooden floor of sports center of Donbas State Pedagogical University.
Country/Duty Station:	Ukraine/Donetsk oblast, Kramatorsk; Luhansk oblast, Rubizhne; Donetsk oblast, Sloviansk.
Starting Date of Assignment:	December 2020.
Duration of Assignment:	No more than 20 calendar days for construction works for each site.
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), 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.

One of the objectives of the Component is to facilitate introduction of innovative quality education services by the regional service providers. To achieve this goal, the Programme is aiming to create regional STEM (Science, Technology, Education, Mathematics) centers in Kramatorsk and Rubizhne where teachers could raise their educational skills and proactive youth could engage in implementation of practical projects. Moreover, the Programme is seeking to improve the training conditions for local athletes, including athletes with disabilities, at the sports center of Sloviansk State Pedagogical University by refurbishing wooden floor.

2. Scope of work

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

2.2. Construction must ensure delivery of all materials and necessary equipment to the construction site.

2.3. The work must be carried out in full compliance with applicable national standards and regulations: DBN A.2.2-3-2004, DBN B.2.2-40:2018, DBN B.2.2-9-2018, DBN B.2.2-3-2018, DBN B.1.1-7-2016, DBN B.1.2-7, DBN B.1.2-2, DBN B.1.2-14, DBN A.3.1-5, DBN A.3.2-2-2009, DBN B.2.6-161:2017, DBN B.2.6-220:2017, DBN B.2.6-163:2010, SNiP 2.08.02-89, DSTU Б A.2.4-4-2009 and other.

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

2.5. Free of charge for the Customer to eliminate any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation, unless it is proved that they occurred due to: normal wear and tear of the site or its parts; improper operation; improper servicing of the site by the Customer or by third parties involved by him.

2.6. List of sites:

No.	Name of site	Address	Technical specification
1	Renovation of three classrooms of Kramatorsk school #10 (Kramatorsk STEM center)	Donetsk oblast, Kramatorsk, Vasylia Stusa street, 15	See Annex 1
3	Refurbishing hardwood floor at the sports center of Donbas State Pedagogical University	Donetsk oblast, Sloviansk, Vchytelska street, 48a	See Annex 1

3. Work progress monitoring

3.1. The contractor's work will be supervised by UNDP representatives, technical supervision engineer and building owners.

3.2. The final work acceptance will be performed by: a UNDP representative, technical supervision engineer and building owner's representative.

4. Duration of work

4.1. The contractor must complete the work in the following terms. **The works shall be performed on both sites simultaneously:**

No.	Name of Site	Number of calendar days to complete construction works
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1	Renovation of three classrooms of Kramatorsk school #10, Kramatorsk STEM center	20, starting from the date of contract signing
3	Refurbishing hardwood floor at the sports center of Donbas State Pedagogical University	20, starting from the date of contract signing

If UNDP has already awarded the contract(s) to perform other similar works to the participant, UNDP reserves the right to request additional information from the participant, namely: evidence of the company's technical ability to perform works at several sites at the same time (availability of appropriate personnel and equipment for each site). Confirmation of availability of different resources to complete the task for each site (personnel, equipment, etc.) is a prerequisite for awarding the contract.

5. Qualification of successful contractor

- 5.1. Construction company with a valid registration (for Ukrainian companies – registration must be obtained on the territory controlled by the government of Ukraine).
- 5.2. Minimum average turnover for any 2 years between 2017 and 2019: USD 30,000.
- 5.3. Minimum 3 years of engagement in similar projects.
- 5.4. At least 3 projects of similar nature have been completed for the last 3 years.
- 5.5. License to perform activities related to creation of architectural projects if any.
- 5.6. Availability of appropriate equipment and mechanisms.
- 5.7. Availability of qualified technical staff to perform the work.

6. Requirements for the materials used.

6.1. The Contractor is obliged to ensure procurement and delivery of all materials and necessary equipment to the construction site. The contractor is obliged to include in the price offer the cost of all necessary materials, equipment and all related costs needed to carry out the respective type of work.

6.2. Delivery of the equipment must be accompanied by installation, testing, commissioning and availability of mandatory warranty service, according to the project documentation. All necessary technical documentation, warranty letters, as well as quality certificates (certificates of conformity, sanitary and epidemiological findings, fire test reports (if necessary), etc.) for materials/equipment must be provided by the Contractor on the day of delivery. Warranty certificates for automatic and other equipment to be installed on site shall be mandatory.

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

6.4. Requirements for basic building materials:

No.	Name of structures and materials	Basic requirements	Regulatory document
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1	Cables and wires	With a copper core; When wiring is open or in boxes – isolation that does not spread the combustion and does not emit toxic gases/smoke	DNAOP 0.00-1.32-01. “Rules of arrangement of electrical installations. Electrical equipment of special installations” DBN B.2.5-23: 2010 “Designing of electrical equipment of sites of civilian use”
2	Pipes	In accordance with technical design documentation Polyethylene pressure pipes of high and low pressure, type T drinking	(EN12201-2: 2003, MOD) DSTU B B.2.7-151: 2008 “Pipes for cold water supply. Specifications”
3	Metallic structures	In accordance with technical design documentation	DSTU B B.2.6-200 is valid till: 2014 Metal building constructions. Requirements for installation
4	Paint	In accordance with technical design documentation Acrylic front for exterior works, polyvinyl acetate water emulsion for interior works	DSTU 28196-89 “Water-dispersive paints. Specifications”
5	PVC windows	In accordance with technical design documentation	DSTU Б B.2.6-23:2009 “PVC windows and doors, general specifications” DSTU Б Ст.2.6-15:2011 “Buildings and structures, general specifications for windows and doors”
For supply of materials (linoleum, wallpaper, tiles, etc.), it is also necessary to provide a certificate of compliance, health and epidemiological report and fire test reports.			

7. Price offer and payment schedule

7.1. The contract value shall remain fixed for the duration of the contract.

7.2. Applicants shall include all costs associated with the execution of works in their price offer (such as supply of all materials, equipment, travel expenses, per diem payments, staff salary, office expenses, etc.). Participants must be guided by the technical design documentation (Annex 1) during preparation of the price proposal.

7.3. Payments shall be distributed as follows:

- Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.
- 80% of the total contract amount shall be paid after completion of works on each object (certificates of works performed must be approved by a UNDP representative and a representative of the

organization providing technical supervision of construction, and the act of handover and acceptance of completed works must be signed by the UNDP representative and the building owner).

8. Selection process.

Applicants' proposals must conform to the format below and provide the detailed information on:

8.1. Work performed as a contractor for construction works of a similar nature in the last 3 years:

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

8.2. Current liabilities

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

8.3. Availability of staff to perform the work, Renovation of three classrooms of Kramatorsk school #10:

N o.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					
3					
...					

8.4. Availability of staff to perform the work, Refurbishing hardwood floor at the sports center of Donbas State Pedagogical University:

N o.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					
3					
...					

8.5. List of equipment available for works, Renovation of three classrooms of Kramatorsk school #10:

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

8.6. List of equipment available for works, Refurbishing hardwood floor at the sports center of Donbas State Pedagogical University:

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

8.9. Works schedule - Renovation of three classrooms of Kramatorsk school #10 (Kramatorsk STEM center), Donetsk oblast, Kramatorsk, Vasylia Stusa street, 15.

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			
...			

8.10. Works schedule - Refurbishing hardwood floor at Sloviansk sports center, Donetsk oblast, Sloviansk, Vchytelska street, 48a

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			

9. Estimated value of the offer.

Applicants must submit their price quotations in the following format. All costs associated with the works must be included in the price quotation (such as delivery of all materials and equipment, transport costs, per diem payments, staff salaries, office expenses, etc.).

In addition, Tenderers must provide a table of costs with breakdown of the above cost for 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.

Site	Total (USD/UAH), excluding VAT
Renovation of three classrooms of Kramatorsk school #10, Donetsk oblast, Kramatorsk, Vasylia Stusa street, 15	
Refurbishing hardwood floor at Sloviansk sports center, Donetsk oblast, Sloviansk, Vchytelska street, 48a	
Total:	

Annexes to the Terms of Reference

Design documentation and the table of costs are attached.

Annex 1

1.1. Specification and project documentation:

By reference:

<https://drive.google.com/drive/folders/12c9luDxIDAXVGtAT4N6pnMGVFZcOc8Jp?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. 808-2020-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 the excel files BoQ_. UNDP will use the cost table with breakdown to evaluate the reasonableness of prices and to calculate the price if both parties decide to add new goods and services to the range of goods and services to be provided under the contract.

Site	Total (USD/UAH), excluding VAT
Renovation of three classrooms of Kramatorsk school #10, Donetsk oblast, Kramatorsk, Vasylia Stusa street, 15	
Refurbishing hardwood floor at Sloviansk sports center, Donetsk oblast, Sloviansk, Vchytelska street, 48a	

**** Dear partners!**

The United Nations Office in Ukraine would like to inform you that the purchase of goods and services announced in the tender will be carried out within the project of international technical assistance.

According to the provisions of the Tax Code of Ukraine (paragraph 197.11), an exemption from VAT is provided for operations that are financed through material and technical assistance.

The procedure for obtaining the right to exemption from taxation for operations that are made within international technical assistance projects is regulated by the Decree of the Cabinet of Ministers of Ukraine No.153 dated February 15, 2002.

According to this procedure, the price of the contract is determined "without VAT" and the tax invoice is drawn up in accordance with paragraph 2 of Order No. 1307. In the left part of this invoice, the corresponding mark "X" should be made and the type of reason 12 should be indicated. At the same time in the column "Recipient" (buyer) the name of the legal entity (UN Office in Ukraine) should be indicated, and in the column "Individual tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

Based on the above stated, we request that you prepare your bid proposals / invoices for payment without VAT taking into account the provisions of the Ukrainian legislation stated in the above mentioned normative acts.

If you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of registration of your company for additional advice within the Article 52 of the Tax Code of Ukraine.

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Table 1. Work performed as a contractor for construction works of a similar nature in the last 3 years:

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

Table 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			
...			

Table 3.1. Availability of staff to perform the work, Renovation of three classrooms of Kramatorsk school #10:

N o.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					
3					
...					

Table 3.2. Availability of staff to perform the work, Refurbishing hardwood floor at the sports center of Donbas State Pedagogical University:

N o.	Full names of the staff	Position	Qualification	Work experience, years	Status: temporary/permanent
1					
2					

3					
...					

Table 4.1. List of equipment available for works, Renovation of three classrooms of Kramatorsk school #10:

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

Table 4.2. List of equipment available for works, Refurbishing hardwood floor at the sports center of Donbas State Pedagogical University:

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

Table 5.1. Works schedule - Renovation of three classrooms of Kramatorsk school #10 (Kramatorsk STEM center), Donetsk oblast, Kramatorsk, Vasylia Stusa street, 15.

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			
...			

Table 5.2. Works schedule - Refurbishing hardwood floor at Sloviansk sports center, Donetsk oblast, Sloviansk, Vchytelska street, 48a

No.	Type of works	Timing of the performance of works from the date of signing the contract	Duration of work
1			
2			
3			

TABLE 6: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Products / materials meet the required quality standards			
Compliance with the requirements of the Terms of Reference			
Duration of work on each site is max. 20 days. The works shall be performed on both sites simultaneously			
Bid Duration (min. 60 days)			
Free of charge to the Customer to eliminate any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]