



REQUEST FOR QUOTATION (RFQ)

To all interested Bidders	DATE: November 25, 2020
	REFERENCE: 811-2020-UNDP-UKR-RFQ-RPP

Dear Sir / Madam:

We kindly request you to submit your quotation for:
Development of the design documentation (technical design + cost estimation documentation),
author's supervision for the current repairs of the following educational institutions:
1. Current repairs of the internal premises of the Severodonetsk Higher Vocational School № 92;
2. Current repairs of the internal premises and the entrance group of the Lysychansk
professional trade and culinary lyceum.
 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 9, 2020 and via *e-mail*, to the address below:

United Nations Development Programme

tenders.ua@undp.org

UNDP Procurement Unit

Quotations submitted by email must be limited to a maximum of **8 MB**, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2020] (Pls. link this to price schedule)	N/a
Customs clearance, if needed, shall be done by:	N/a
Exact Address/es of Delivery Location/s (identify all, if multiple)	N/a
UNDP Preferred Freight Forwarder, if any	N/a
Distribution of shipping documents (if using freight forwarder)	N/a
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	As per TOR, 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	09.12.2020 , 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

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

Documents to be submitted 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; <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 type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the any 2 years from 2016 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 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 <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:

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

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.

	<ul style="list-style-type: none"> - 100% of the total cost for the technical design development for each site will be paid after the design project has been elaborated and approved by the Project Supervisor. - 100% of the author's supervision costs will be paid after the completion of construction works on each site.
Liquidated Damages	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 Contract amount. Once the maximum is reached, UNDP may consider termination of the Contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price Administrative requirements: <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 Technical requirements: <ul style="list-style-type: none"> a) Engineering design company with valid registration in Ukraine (registration must be obtained in the territory controlled by the government of Ukraine). The company must have the relevant activity codes open in the KVED (classifier of economic activities); b) Minimum 3 years of engagement in similar projects; c) The Contractor must have engineering staff with relevant qualification, specialization in accordance to the table 6.2, and minimum 3 (three) years of the appropriate expertise for proper development of each chapter of the technical design documentation. d) 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 <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i>
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.

	<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><input type="checkbox"/> If the Bidder submits the bid more than 1 lot, UNDP reserves the right to request additional information from the participant, namely: evidence of the company's technical ability to perform works at several sites at the same time (availability of appropriate personnel and equipment for each site). Confirmation of availability of different resources to complete the task for each site (personnel, equipment, etc.) is a prerequisite for awarding the contract</p> <p><input checked="" type="checkbox"/> UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported programmes or projects if the Offeror in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Offeror and their affiliates are disqualified from subsequently providing goods and civil works under UNDP financing for the same project.</p>
Type of Contract to be Signed	<p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)</p> <p><input checked="" type="checkbox"/> Civil Work Contract</p>
Special conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input type="checkbox"/> Others <i>[pls. specify]</i></p>
Conditions for Release of Payment	<p>Written Acceptance of Goods based on full compliance with RFQ requirements</p> <p>Written Acceptance by the Customer and the Contractor of the Acts of works performed, which must be endorsed by the Technical Supervision Representative, on the basis of full compliance with the TOR, submission of the original invoice, and tax invoice (if applicable).</p>
Annexes to this RFQ	<p><input type="checkbox"/> Specifications of the Goods Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><input type="checkbox"/> Others <i>[pls. specify, if any]</i></p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

Contact Person for Inquiries (Written inquiries only)	<i>UNDP procurement Unit</i> <i>UNDP Ukraine</i> procurement.rpp.ua@undp.org, Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Manal Fouani

Ms. Manal Fouani,

*Deputy Resident
Representative UNDP to
Ukraine*

November 25, 2020

AD

Annex 1**TERMS OF REFERENCE**

Project Name:	UN Recovery and Peacebuilding Programme, Economic Recovery and Restoration of Critical Infrastructure Component.
Description of the Assignment:	Development of the design documentation (technical design + cost estimation documentation), author's supervision for the current repairs of the following educational institutions: 1. Current repairs of the internal premises of the Severodonetsk Higher Vocational School № 92; 2. Current repairs of the internal premises and the entrance group of the Lysychansk professional trade and culinary lyceum.
Country/Duty Station:	Ukraine/Luhansk region.
Starting Date of Assignment:	December 2020.
Duration of Assignment:	No more than 30 (thirty) working days for design documentation development, author's supervision must be provided for the whole period of the construction works.
Supervisor's Title:	Programme Coordinator, Economic Recovery and Restoration of Critical Infrastructure, UN Recovery and Peacebuilding Programme.

1. Background/Project Description

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

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

The RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblast development strategies up to 2020. It takes into account the opportunities that have arisen from the Minsk Protocol of September 2014 and the renewal

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

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

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. It is a unifying interventions framework for 13 projects funded by 13 international partners and is worth over 80 million USD.

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

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

1. Enhancing local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. Stimulating employment and economic growth by providing assistance to Micro, Small and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. Enhancing social cohesion and reconciliation through promotion of civic initiatives.
4. Supporting sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict and enhance the capacity of governmental authorities for national the coordination of actions to cope with emergencies arising from the conflict zone.
5. Supporting the implementation of the European Investment Bank's Early Recovery Programme.

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

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

Vocational Education and Training (VET) system in the region faces multiple challenges including low quality of education (a result of outdated curricula and teaching methods not responding to labor

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

Considering the change in the structure of industry in Donetsk, Luhansk and Zaporizhzhia oblasts, regional employers face lack of qualified personnel. In its turn, regional VET institutions cannot meet this need due to the shortage in foreseen demand on the labor market and capacity for its fulfillment.

The UN RPP in the frames of restoration and strengthening institutional and educational infrastructures plans to perform repair works at the following educational institutions in Luhansk oblast:

1. Severodonetsk Higher Vocational School № 92, address: 22 Mayakovskogo str., Severodonetsk, Luhansk oblast;
2. Lysychansk professional trade and culinary lyceum, address: 47 Mendeleeva str., Lysychansk, Luhansk oblast.

In order to ensure that repair works are in full compliance with the actual building standards, it is necessary to hire a qualified organization for the development of technical design and cost estimation documentation.

2. Scope of design work

The task of the Contractor/design company:

- a) development of the design documentation (technical design + cost estimate documentation) in accordance with **Annex1** of this ToR, based on the existing regulations, design code and standards in Ukraine.
- b) perform the Author's supervisions of subsequent construction works of the following infrastructure facilities:

2.1. List of the sites:

No	Name	Address
1	Current repairs of the internal premises of the Severodonetsk Higher Vocational School № 92	22 Mayakovskogo str., Severodonetsk, Luhansk oblast
2	Current repairs of the internal premises and the entrance group of the Lysychansk professional trade and culinary lyceum	47 Mendeleeva str., Lysychansk, Luhansk oblast

2.2 Contents of the design and cost estimate documentation :

Prepared design documentation package must contain technical documentation under the following chapters:

No	Chapter ID	Description
1	EN	Explanatory note
2	AC	Architectural and construction part
3	WS	Water supply and sewage
4	EI	Electric installation & illumination
5	HV	Heating & ventilation

6	AI	Architectural solutions and interior
7	TS	Technological solutions
8	CE	Cost estimate documentation
9	LS	Landscaping of the surrounding area

- a) Technical documentation must contain corresponding drawings, process flow diagrams, technical solutions, any required reports, equipment and furniture installation drawing, 3D visualization, materials and equipment specifications, costs estimate documentation for organization of the construction works.
- b) Technical documentation must be based on "universal design principles" and energy efficiency principles.
- c) Materials and equipment indicated in the specifications must have corresponding sanitary/hygiene certificates, fire prevention certificates and must be permitted for use in infrastructure facilities of corresponding type.
- d) Materials and equipment indicated in the specifications should be available on the Ukrainian market.
- e) In the technical design and cost estimate documentation the information relating to the works and materials must be sufficiently detailed, indicating all the necessary dimensions, technical characteristics and other necessary data for further performance of the construction works. All graphics solutions/drawings must have detailed specifications.
- f) The Designer must agree in advance on all important decisions taken in the process of developing the technical design and cost estimate documentation with the UNDP representative and the Customer. Especially this is the case of solutions that affect price formation, quality of work and materials, technological solutions and safety for the people.

2.3 Author's supervision.

Once the development of the design documents work is completed and approved by UNDP and regulating authorities (if required), the Contractor must arrange the author's supervision of the construction works. The author's supervision must be arranged in accordance with DSTU-N B A.2.2-11-2014. The Contractor shall arrange visits of the responsible specialists (design engineers, architectures, electrical engineer, etc.) to the construction site facilities, at least 3 times (at the beginning of construction, during the construction, and at the end of construction work) for the author supervision and filling the author's supervision LOG book in accordance with regulations. If necessary, number of visits may be increased. Schedule of visits shall be provided to UNDP in writing in advance. The Contractor's specialist ensures proper filling of the author's supervision Logbook as well as providing necessary technical solutions during the field visits, if required. If it is identified that some corrections in technical design should be done, the Contractor will prepare necessary drawings, as per changes required, on its own expenses within a term that is not exceeding 3 (three) working days.

2.4 Additional requirements.

In addition to the design documentation stipulated in this Terms of Reference, the Contractor/designer company must investigate property, legal and other issues related to the repair work and provide UNDP with an analytical note in any format with a comprehensive list of steps (algorithm) and list of the

documents required to begin repair work and for the successful handover of the performed repair to the beneficiary.

3. Duration of the work

- a) Duration of the works should be no more than 30 (thirty) working days for design documentation development for both sites, starting from the date of the contract signing;
- b) The author's supervision should be provided for the whole period of the construction works on each site.

4. Qualifications of the Successful Contractor

- a) Engineering design company with valid registration in Ukraine (registration must be obtained in the territory controlled by the government of Ukraine). The company must have the relevant activity codes open in the KVED (classifier of economic activities)
- b) The Contractor must have engineering staff with relevant qualification, specialization in accordance to the table 6.2, and minimum 3 (three) years of the appropriate expertise for proper development of each chapter of the technical design documentation.
- c) 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.
- d) The Contractor shall prove minimum 3 years of experience in development of the technical design documentation.

5. Price offer and schedule of payments

- a) The contract price remains fixed for the whole period of the contract.
- b) The Bidders must include all costs connected with the implementation of works into their price offer (such as travel, living allowances, staff salary, stationary, , etc.).
- c) The Bidders should clearly mention costs for technical design works and author's supervision separately for each site.
- d) The payments shall be arranged in the following way:
 100% of the total cost for the technical design development (section 2.2, line 1-9) will be paid after the design project has been elaborated and approved by the Project Supervisor.
 100% of the author's supervision (section 2.3) costs will be paid after the completion of construction works on each site.

6. Selection process.

The Bidders should follow the format given below and need to provide detailed information on:

6.1. Relevant services carried out during the last 3 years:

#	Client' name and address	Project period		Project cost (USD)	Describe briefly type of service provided
		Start date	Finish date		

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6.2. Proposed team members (copies of qualification certificates to be attached):

#	Chapter ID	Name of staff responsible for the chapter	Qualification	Years of relevant work experience
1	EN			
2	AC			
3	WS			
4	EI			
5	HV			
6	AI			
7	TS			
8	CE			
9	LS			
10	Certificates of responsible persons who will approve the design and estimate documentation by the designer (Chief Designer, Chief Project Architect)			

7. Estimated cost of the assignment.

The bidders should provide their financial offers in the following format. All costs connected with the implementation of services must be included into price offer (such as travel, living allowances, salary of staff, stationary, taxes, etc.).

Description of works, services.	Amount (currency), without VAT
1. Current repairs of the internal premises of the Severodonetsk Higher Vocational School № 92	
Section 1.1 Development of the technical design documentation	
1. Explanatory note	
2. Architectural and construction part	
3. Water supply and sewage	
4. Electric installation & illumination	
5. Heating & ventilation	
6. Architectural solutions and interior	
7. Technological solutions	
8. Cost estimate documentation	
<i>Additional costs required for proper provision of services (please add as many as needed)</i>	
Total for section 1.1	
Section 1.2. Author's supervision of construction works	

Total amount for sections 1.1&1.2 without VAT	
2. Current repairs of the internal premises and the entrance group of the Lysychansk professional trade and culinary lyceum	
Section 2.1 Development of the technical design documentation	
1. Explanatory note	
2. Architectural and construction part	
3. Water supply and sewage	
4. Electric installation & illumination	
5. Heating & ventilation	
6. Architectural solutions and interior	
7. Technological solutions	
8. Cost estimate documentation	
9. Landscaping of the surrounding area	
<i>Additional costs required for proper provision of services (please add as many as needed)</i>	
Total for section 2.1	
Section 2.2 Author's supervision of construction works	
Total amount for sections 2.1&2.2 without VAT	
TOTAL AMOUNT FOR BOTH SITES, without VAT	

Links with detailed technical specification and additional information:

Link 1: https://drive.google.com/drive/folders/1_OuLGCfo7b8rAsm48w4BVrTMpR0YOXMr

Link 2 <https://drive.google.com/drive/folders/18M-6W3D8Q5s1GmHLcaHfV2rHpAzAXGCO>

Table 1

#	Site	Address	Technical design assignment
1	Current repairs of the internal premises of the Severodonetsk Higher Vocational School № 92	22 Mayakovskogo str., Severodonetsk, Luhansk oblast	Technical design documentation must contain the following sections: 1. Section EN "Explanatory note" 2. Section AC "Architectural and construction part" - the scope of works and requirements in the detailed technical task (see Link 1 above) 3. Section WS "Water supply and sewage" - connection to the existing engineering networks in the building; 4. Section EI "Electric installation & illumination" - connection to the existing engineering networks in the building; 5. Section HV "Heating & ventilation" - connection to the existing engineering networks in the building; 6. Section AI "Architectural solutions and interior"

			<ul style="list-style-type: none"> - development of the 3D visualization of interiors with color solutions for decoration, furniture and equipment placing; <p>7. Section TS "Technological solutions"</p> <ul style="list-style-type: none"> - together with the Customer to develop and agree the placing of educational equipment and furniture in the premises being repaired - solutions on the connection of the equipment to the existing engineering networks must be foreseen - provide a specification of furniture, indicating the type and characteristics <p>8. Section CE "Cost estimate documentation"</p>
2	Current repairs of the internal premises and the entrance group of the Lysychansk professional trade and culinary lyceum	47 Mendeleeva str., Lysych Lysychansk, Luhansk oblast	<p>Technical design documentation must contain the following sections:</p> <ol style="list-style-type: none"> 1. Section EN "Explanatory note" 2. Section AC "Architectural and construction part" <ul style="list-style-type: none"> - the scope of works and requirements in the detailed technical task (see Link 2 above) 3. Section WS "Water supply and sewage" <ul style="list-style-type: none"> - connection to the existing engineering networks in the building; 4. Section EI "Electric installation & illumination" <ul style="list-style-type: none"> - connection to the existing engineering networks in the building; 5. Section HV "Heating & ventilation" <ul style="list-style-type: none"> - connection to the existing engineering networks in the building; 6. Section AI "Architectural solutions and interior" <ul style="list-style-type: none"> - development of the 3D visualization of interiors with color solutions for decoration, furniture and equipment placing; 7. Section TS "Technological solutions" <ul style="list-style-type: none"> - together with the Customer to develop and agree the placing of educational equipment and furniture in the premises being repaired - solutions on the connection of the equipment to the existing engineering networks must be foreseen - provide a specification of furniture, indicating the type and characteristics 8. Section CE "Cost estimate documentation" 9. Landscaping of the surrounding area

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. 811-2020-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.).

Description of works, services.	Amount (currency), without VAT
1. Current repairs of the internal premises of the Severodonetsk Higher Vocational School № 92	
Section 1.1 Development of the technical design documentation	
1. Explanatory note	
2. Architectural and construction part	
3. Water supply and sewage	
4. Electric installation & illumination	
5. Heating & ventilation	
6. Architectural solutions and interior	
7. Technological solutions	
8. Cost estimate documentation	
<i>Additional costs required for proper provision of services (please add as many as needed)</i>	
Total for section 1.1	
Section 1.2. Author's supervision of construction works	
Total amount for sections 1.1&1.2 without VAT	
2. Current repairs of the internal premises and the entrance group of the Lysychansk professional trade and culinary lyceum	
Section 2.1 Development of the technical design documentation	
1. Explanatory note	

2. Architectural and construction part	
3. Water supply and sewage	
4. Electric installation & illumination	
5. Heating & ventilation	
6. Architectural solutions and interior	
7. Technological solutions	
8. Cost estimate documentation	
9. Landscaping of the surrounding area	
<i>Additional costs required for proper provision of services (please add as many as needed)</i>	
Total for section 2.1	
Section 2.2 Author's supervision of construction works	
Total amount for sections 2.1&2.2 without VAT	
TOTAL AMOUNT FOR BOTH SITES, without VAT	

**** Dear partners!**

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

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

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

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

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

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

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Table3: Relevant services carried out during the last 3 years

#	Client' name and address	Project period		Project cost (USD)	Describe briefly type of service provided
		Start date	Finish date		

TABLE 4: Proposed team members (copies of qualification certificates to be attached):

#	Chapter ID	Name of staff responsible for the chapter	Qualification	Years of relevant work experience
1	EN			
2	AC			
3	WS			
4	EI			
5	HV			
6	AI			
7	TS			
8	CE			
9	LS			
10	Certificates of responsible persons who will approve the design and estimate documentation by the designer (Chief Designer, Chief Project Architect)			

TABLE 5: 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, 30 days			
Products / materials meet the required quality standards			
Compliance with the requirements of the Terms of Reference			
Bid Duration (min. 60 days)			
Free of charge to the Customer to eliminate any defects, deficiencies, inconsistencies of			

design decisions, substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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

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