



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 479-2021-UNDP-UKR-RFQ-DG	Date: 05 May 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **procurement of furniture for Press Centre of the Verkhovna Rada of Ukraine EU-UNDP Parliamentary Reform Project (PRP)**

as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: 05-May-2021

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>11:59 AM (Kyiv time), May 19, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ol style="list-style-type: none"> 1. File Format: .ZIP, .PDF 2. File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. 3. All files must be free of viruses and not corrupted. 4. Max. File Size per transmission: 20 MB 5. Mandatory subject of email: 479-2021-UNDP-UKR-RFQ-DG 6. Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. 7. It is recommended that the entire Quotation be consolidated into as few attachments as possible. 8. The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</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 checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars. UNDP shall arrange the payment in local currency based on the UN Operational Exchange Rate prevailing at the time of invoicing. For details please see: http://treasury.un.org</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English or Ukrainian or Russian
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate. <input checked="" type="checkbox"/> Extract from the Register of VAT or unified tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Company Profile, indicating at least 3 years of experience in supply of similar products. <input checked="" type="checkbox"/> At least 2 positive references from previous clients in past 2 years. <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) – will be an advantage.
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<ul style="list-style-type: none"> <input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted: The offers may be submitted to different Lots.

Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other: Lot 1 – Table for speakers: <ul style="list-style-type: none"> - Upon signing the contract and approval of final drawings – 10% of the items cost; - Balance payment/s will be provided upon delivery, installation and acceptance of items by UNDP. Lot 2 – Tribune: <ul style="list-style-type: none"> - Upon signing the contract and approval of final drawings – 10% of the items cost; - Balance payment/s will be provided upon delivery, installation and acceptance of items by UNDP. Lot 3 – Chairs: <ul style="list-style-type: none"> - 100% upon delivery, installation and acceptance of items by UNDP. Payment will be provided by UNDP during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate (if applicable) and act of acceptance of services/goods rendered/delivered signed by both parties. Payment will be provided during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate (if applicable) and Act of acceptance of services/goods rendered/delivered signed by both parties.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.ua@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated via email procurement.ua@undp.org by Procurement Unit, UNDP Ukraine.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	Administrative Requirements: <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers have been signed by the proper authority.

	<p><input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in «Documents to be submitted section».</p> <p><input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).</p> <p><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.</p> <p>Technical requirements:</p> <p><input checked="" type="checkbox"/> At least 3 years of experience in supply of similar products</p> <p><input checked="" type="checkbox"/> Delivery of goods should be accompanied by manufacturer's warranty certificates. All necessary technical documentation must be provided by the supplier on the day of delivery. The warranty period for all furniture must be not less than 12 months after delivery/installation.</p> <p><input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements in specification.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</p> <p><input type="checkbox"/> Contract for Works</p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p>
Expected date for contract award.	June 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS**Specification**

On the procurement of furniture for Press Centre of the Verkhovna Rada of Ukraine
EU-UNDP Parliamentary Reform Project (PRP)

Background Information

The EU-UNDP Parliamentary Reform Project (PRP) is aimed at strengthening the functioning of the Ukrainian Parliament, the Verkhovna Rada of Ukraine, its working bodies, MPs and Secretariat (VRU), to become a progressively more effective, accountable and transparent institution in carrying out its constitutional responsibilities of legislation, oversight, and representation with positive influence on the overall process of EU-Ukraine Association Agreement implementation. The project strategy is aligned with the priorities of the EU's Single Support Framework for Ukraine 2018 - 2020, the Government of Ukraine - UN Partnership Framework 2018-2022, and the UNDP Country Programme Document 2018 - 2022. It is built on achievements and lessons learnt of the EU-UNDP Rada for Europe project (2016-2018) and will continue to support parliamentary reform, including through promoting the implementation of the recommendations of the 2016 Needs Assessment Mission (NAM). For the continuation of parliamentary reform, top level leadership and political ownership is key, which will be assured through continuous high-level consultations with relevant stakeholders and full transparency of project implementation.

The project is an EU-funded initiative strongly connected to UNDP's Democratic Governance Programme and comprises of three components. Component One, #Rada4Reforms, will focus on fostering the parliament's role in the overall reform process with a particular emphasis on improvement of the legislative process and parliamentary oversight, by providing comprehensive expert support to the implementation of the VRU Roadmap for Internal Reform and Capacity Building, improving the quality draft law expertise and impact assessment, and enhancing parliamentary monitoring.

Component Two, #RadaPro, will support the professional modernization of the parliamentary Secretariat, through the finalisation and implementation of its strategic development plan and comprehensive human resource development, including in the

Committee Secretariats, along the lines of broader public administration reform (PAR) and the law "On Civil Service".

Component Three, #Transparent&Service-OrientedRada, by making use of new technologies for communications, civic education and participation in coherence will build stronger transparency and accountability links between parliament and citizens with special focus of increasing public trust to the Ukrainian Parliament.

In the context of Component 3 and considering that concept and design of the Press Centre developed for the implementation of the Communication Strategy of the Verkhovna Rada of Ukraine were approved by the Order of the Head of Secretariat of the Verkhovna Rada of Ukraine #81 of 22 June 2020 and taken as a framework for its establishment, PRP provides technical assistance in purchase of furniture, listed in the Technical Specification.

Delivery Terms: DDP Kyiv, Ukraine.

Address of delivery: Verkhovna Rada of Ukraine, 5 Hrushevskoho str., Kyiv, Ukraine

Delivery procedure details will be provided to contract awarded bidder.

Latest expected delivery date:

Items should be delivered and installed no later than in 8 weeks for Lot 1 and Lot 2, no later than in 3 weeks for Lot 3 after signing the contract. Shorter delivery terms are highly desirable.

Additional requirements:

- Lot 1 - Table for speakers - The price of the goods must include the cost of final drawings (based on the preliminary design provided in Annex A. Before production, contract awarded company will have to take measurements and provide final drawings). Final drawings should include slots in the surface, other fixings materials/handles and small vital details in accordance with the production norms of the manufacturer and furniture's design.
- Lot 2 - Tribune - the price should include the cost of final drawings (based on the design provided in Annex A). Drawings should include slot in the surface for installation of microphones.
- The price of installation and delivery of all goods to the above mentioned address to be included and separately indicated;
- Warranty period for the furniture should be not less than 12 months after installation;

- Supplier/s must provide after-sale services.
- All the equipment/furniture requires professional installation by the supplier.

Quality assurance and acceptance:

Joint quality assurance team of UNDP (Project Coordinator, EU-UNDP Parliamentary Reform Project) and representatives of the organizational department of the Secretariat of the Verkhovna Rada of Ukraine should accept installed furniture. Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation.

Requirements to the organization/company

- Duly registered company/organization
- At least 3 years of experience in supply of similar products
- Owned manufacturing facilities will be considered as an asset
- Full acceptance of UNDP General Terms and Conditions
- At least 2 positive references from previous clients in past 2 years.

Technical Specification

Lot 1 - Table for speakers

#	Item	Specifications	Q-ty	Materials/Comments
1	Table for speakers, consisted of five section-modules	Size of one section-module of the table: W:L:H 950 mm x 650 mm x 740 mm Design is available in the Annex A	1 (5 section s)	Colour - white Material - painted medium-density fiberboard 18mm

Latest expected delivery date:

Items should be delivered and installed no later than in 8 weeks after signing the contract. Shorter delivery terms are highly desirable.

Payment terms

- Upon signing the contract and approval of final drawings - 10% of the items cost;
- Balance payment/s will be provided upon delivery, installation and acceptance of items by UNDP;
- Payment will be provided during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate (if applicable) and Act of acceptance of services/goods rendered/delivered signed by both parties.

Lot 2 - Tribune

#	Item	Specifications	Q-ty	Materials/Comments
1	Tribune	Composite - 3 mm Metal pipe - 20x20 mm The thickness of the metal plate - 5 mm Acrylic for a logo - 3 mm Detailed specification and design are available in the Annex A	4	The colour of the podium is white, the stripe is blue

Latest expected delivery date:

Items should be delivered and installed no later than in 8 weeks after signing the contract. Shorter delivery terms are highly desirable.

Payment terms

- Upon signing the contract and approval of final drawings - 10% of the items cost;
- Balance payment/s will be provided upon delivery, installation and acceptance of items by UNDP
- Payment will be provided during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate (if applicable) and Act of acceptance of services/goods rendered/delivered signed by both parties.

Lot 3 - Chairs

#	Item	Specifications	Q-ty	Materials/Comments
1	Chair, standard	Color - light gray dimensions: 520 mm (width of the seat), 480 mm (seat depth), 1000 mm (height of the chair). Frame: chrome stainless steel, without welding defects, signs of rust. Upholstery - leather, without aniline dyes, premium without defects, with open pores, from 2 mm thick.	4	Approximate design of chairs is available in the Annex A

		<p>With armrests and rubber rollers. The chair is adjustable in height. The back is stable, does not fall back.</p> <p>*Acceptable deviation in size +/- 5cm</p>		
2	Chair, non-standard	<p>Color - light gray</p> <p>Dimensions: 620 mm (seat width), 480 mm (seat depth), 1000 mm (chair height).</p> <p>Frame: chrome stainless steel, without welding defects, signs of rust. Upholstery - leather, without aniline dyes, premium without defects, with open pores, from 2 mm thick. With armrests and rubber rollers. The chair is adjustable in height. The back is stable, does not fall back.</p> <p>*Acceptable deviation in size +/- 5cm</p>	1	Approximate design of chairs is available in the Annex A

Latest expected delivery date:

Items should be delivered and installed no later than in 3 weeks after signing the contract. Shorter delivery terms are highly desirable.

Payment terms

- 100% upon delivery, installation and acceptance of items by UNDP. Payment will be provided by UNDP during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate (if applicable) and Act of acceptance of services/goods rendered/delivered signed by both parties.

Financial Proposal

Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.

Bidders must submit their price offers in the following format:

Lot 1

#	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, currency	Total price, without VAT, currency
1	Table for speakers, consisted of five section-modules	1		
2	Measurements and drawings	1		
3	Delivery	1		
4	Assembly/installation on site	1		
TOTAL, without VAT, currency				

Lot 2

#	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, currency	Total price, without VAT, currency
1	Tribune	4		
2	Drawings	1		
3	Delivery	1		
4	Assembly/installation on site	1		
TOTAL, without VAT, currency				

Lot 3

#	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, currency	Total price, without VAT, currency
1	Chairs, standard	4		
2	Chair, non-standard	1		
3	Delivery	1		
4	Assembly/installation on site	1		
TOTAL, without VAT, currency				

Annex A to TOR

Lot 1 - Table for Speakers

Design of tables

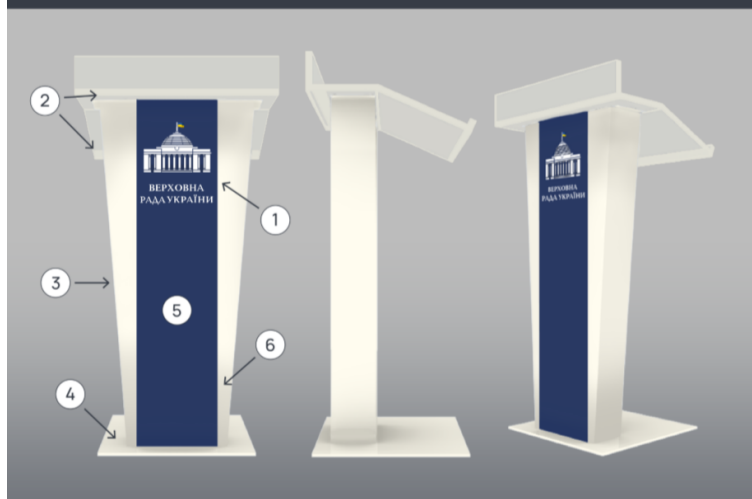




Lot 2 - Tribunes



ТЕХНІЧНІ ХАРАКТЕРИСТИКИ



①

Логотип з акрилу з прямим друком або поклейкою оракалу.

②

Обшивка - композит з фрезеруванням та акрил.

③

Каркас - металева труба з порошковим фарбуванням.

④

Основа - металева плита з порошковим фарбуванням.

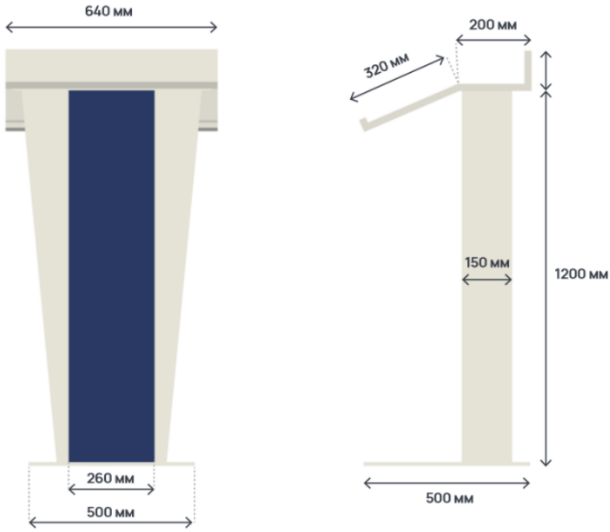
⑤

Оракал - друк з ламінацією.

⑥

Обшивка - білий композит з фрезеруванням.

РОЗМІРИ



Lot 3 - Chairs

Chairs design



Delivery Requirements

Delivery Requirements	
Delivery date and time	<p>Lot 1 – Table for speakers - Items should be delivered and installed no later than in 8 weeks after signing the contract. Shorter delivery terms are highly desirable.</p> <p>Lot 2 – Tribune - Items should be delivered and installed no later than in 8 weeks after signing the contract. Shorter delivery terms are highly desirable.</p> <p>Lot 3 – Chairs - Items should be delivered and installed no later than in 3 weeks after signing the contract. Shorter delivery terms are highly desirable.</p>
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Verkhovna Rada of Ukraine, 5 Hrushevskoho str., Kyiv, Ukraine Delivery procedure details will be provided to contract awarded bidder(s)
Distribution of shipping documents (if using freight forwarder)	n/a
Packing Requirements	Packaging must comply with the rules for the safe transport of goods offered.
Training on Operations and Maintenance	n/a
Warranty Period	Not less than 12 (twelve) months of official warranty.
After-sales service and local service support requirements	Availability of official service in Ukraine.
Preferred Mode of Transport	Land

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	479-2021-UNDP-UKR-RFQ-DG	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Please provide contact details of at least 2 (two) previous clients for reference and attach the signed reference letters.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	479-2021-UNDP-UKR-RFQ-DG	Date: Click or tap to enter a date.

Table 1. Conformity to the Specification

Lot 1 – Table for speakers

#	Name of equipment <i>The characteristics should not be lower than are listed in the assignment</i>	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1	Table for speakers, consisted of five section-modules Size of one section-module of the table: W:L:H 950 mm x 650 mm x 740 mm Colour – white Material - painted medium-density fiberboard 18mm		

Lot 2 - Tribune

#	Name of equipment <i>The characteristics should not be lower than are listed in the assignment</i>	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1	Tribune Composite - 3 mm Metal pipe - 20x20 mm The thickness of the metal plate - 5 mm Acrylic for a logo - 3 mm The colour of the podium is white, the stripe is blue		

Lot 3 - Chairs

#	Name of equipment <i>The characteristics should not be lower than are listed in the assignment</i>	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1	<p>Chair, standard</p> <p>dimensions: 520 mm (width of the seat), 480 mm (seat depth), 1000 mm (height of the chair).</p> <p>Frame: chrome stainless steel, without welding defects, signs of rust.</p> <p>Upholstery - leather, without aniline dyes, premium without defects, with open pores, from 2 mm thick.</p> <p>With armrests and rubber rollers.</p> <p>The chair is adjustable in height.</p> <p>The back is stable, does not fall back.</p> <p>*Acceptable deviation in size +\ - 5cm</p>		
2	<p>Chair, non-standard</p> <p>Color - light gray</p> <p>Dimensions: 620 mm (seat width), 480 mm (seat depth), 1000 mm (chair height).</p> <p>Frame: chrome stainless steel, without welding defects, signs of rust.</p> <p>Upholstery - leather, without aniline dyes, premium without defects, with open pores, from 2 mm thick.</p> <p>With armrests and rubber rollers.</p> <p>The chair is adjustable in height.</p> <p>The back is stable, does not fall back.</p> <p>*Acceptable deviation in size +\ - 5cm</p>		

Table 2. Financial offer for the supply of goods in accordance with the technical specification and requirements**Lot 1 – Table for speakers**

#	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, indicate currency	Total price, without VAT, indicate currency
1	Table for speakers, consisted of five section-modules	1		
2	Measurements and drawings	1		
3	Delivery	1		
4	Assembly/installation on site	1		
TOTAL without VAT, indicate currency				

Lot 2 - Tribune

#	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, indicate currency	Total price, without VAT, indicate currency
1	Tribune	4		
2	Drawings	1		
3	Delivery	1		
4	Assembly/installation on site	1		
TOTAL without VAT, indicate currency				

Lot 3 - Chairs

#	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT, indicate currency	Total price, without VAT, indicate currency
1	Chairs, standard	4		
2	Chair, non-standard	1		
3	Delivery	1		
4	Assembly/installation on site	1		
TOTAL without VAT, indicate currency				

Dear Partners!

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- *the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- *Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- *in column 2 of section B – supplier's (seller's) services nomenclature;*
- *in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- *in columns 4 and 5 - unit of services measurement;*
- *in column 6 - quantity (volume) of services delivery;*
- *in column 7 - the price of the service unit supply, excluding VAT;*
- *in column 8 - VAT rate code 903;*
- *in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- *in column 10 - supply volume, excluding VAT (prepayment amount).*

Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

Table 3. Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020): DDP Verkhovna Rada of Ukraine, 5 Hrushevskoho str., Kyiv, Ukraine	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Items should be delivered and installed no later than in 8 weeks for Lot 1 and Lot 2, no later than in 3 weeks for Lot 3 after signing the contract. Shorter delivery terms are highly desirable	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery of goods should be accompanied by manufacturer's warranty certificates. All necessary technical documentation must be provided by the supplier on the day of delivery. The warranty period for all furniture must be not less than 12 months	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Lot 1 - Table for speakers - The price of the goods must include the cost of final drawings (based on the preliminary design provided in Annex A to Specification. Before production, contract awarded company will have to take measurements and provide final drawings). Final drawings should include slots in the surface, other fixings materials/handles and small vital details in accordance with the production norms of the manufacturer and furniture's design.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Lot 2 – Tribune – the price should include the cost of final drawings (based on the design provided in Annex A to Specification). Drawings should include slot in the surface for installation of microphones.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Supplier/s must provide after-sale services.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All the equipment/furniture requires professional installation by the supplier.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.			
Exact name and address of company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.		Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.	