



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 225-2021-UNDP-UKR-RFQ-RPP	Date: 12 May 2021
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SECTION 1: REQUEST FOR QUOTATION

UNDP kindly requests your quotation for the **provision of the furniture for TsNAPs (Administrative services centres) based near EECs: Lo1 and Lot 2**, 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 in Ukraine**

Date: **12 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> <p>NB. If after deadline the number of bids is not enough to proceed with evaluation process, the decision about deadline prolongation can be made. For security point of view It is recommended to create 2 archive files (*.zip format only!): one should include technical proposal, another one should include financial proposal and be encrypted with password. Both files should be attached to the email letter. Herewith, absence of archives protected <u>does not lead</u> to rejection of bids.</p> <p>During evaluation process companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.</p>
Deadline for the Submission of Quotation	<p>23:59 (Kyiv time), May 26, 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> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: 225-2021-UNDP-UKR-RFQ-RPP ▪ 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." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ 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	<p>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.</p>
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 (USD) – recommended for local contractors to reduce or mitigate the risk of a country's currency devaluation. Contract payments of due amounts expressed in the USD equivalent will be made in the local currency based on the UN Operational Exchange Rate effective at the date of payment. For details please refer to 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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes (LOT 1) <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes (LOT 2) <p>[according to Project Card Registration № 4019-04]</p>
Language of quotation	<p>English, or Ukrainian, or Russian</p> <p>All the documentation including catalogues, instructions and operating manuals should be in Russian or Ukrainian (additionally in English if available)</p>
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 payers or single 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 three (3) years of experience in the field of supply of similar products. <input checked="" type="checkbox"/> At least two (2) recommendation/reference letters from previous customers / clients on similar projects for delivery and assembling of furniture. <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	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>

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	<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, UNDP 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 checked="" type="checkbox"/> 100% of the total contract amount will be paid by UNDP within 30 (thirty) calendar days from the date of the furniture acceptance by the UNDP at the addresses according to Annex 1 and submission of originals of invoice, act of acceptance and tax invoice (if applicable). <input type="checkbox"/> Other Click or tap here to enter text.
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 Unit, UNDP Ukraine, procurement.rpp.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.rpp.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	<u>Administrative Requirements:</u> <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. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in "Documents to be submitted" section. <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <u>Technical Requirements:</u> <input checked="" type="checkbox"/> At least three (3) years of experience in the field of supply of similar products. <input checked="" type="checkbox"/> Technical responsiveness to the stipulated specification requirements. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients. <input checked="" type="checkbox"/> Warranty period must be at least for twelve (12) months. All necessary technical documentation (passports, assembly diagrams, etc.) must be provided by the supplier on the day of delivery. <input checked="" type="checkbox"/> Delivery of the furniture must be done within 180 calendar days from the date of signing the contract.

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	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA is signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award	02 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	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 . 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

SPECIFICATION – LOT 1.

Supply of furniture for four TsNAPs (Administrative services centres) based near EECPs

1. BACKGROUND

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.

Since 2015, at the request of the Government of Ukraine, UNDP has been working to address specific conflict-related development challenges built on earlier engagement and established partnerships through the Recovery and Peacebuilding Programme (UN RPP).

The UN RPP is a multi-donor funded framework programme jointly implemented by several partnering UN agencies (United Nations Entity for Gender Equality and Empowerment of Women (UN Women), Food and Agriculture Organization of the United Nations (FAO), and United Nations Population Fund (UNFPA)).

The UN RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is an integral part of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework. It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukrainian regions.

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 in Ukraine

Component 3: Community Security and Social Cohesion

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

In April 2019, UNDP launched a new project called "Mobile Service Provision for the Conflict-Affected Population of Eastern Ukraine" funded by the Government of Canada. The project will be implemented within the UN RPP.

The overall goal of the project is to ease the burden of conflict-affected citizens of Ukraine, mainly women, who have to travel long distances to be provided with an access to administrative and legal services. The project will be further built on the work already done by UNDP in developing a network of modern centers for the provision of administrative services, Centers for Administrative Services (hereinafter – TsNAP) in Donetsk and Luhansk oblasts:

- Developing effective gender-sensitive means of getting to TsNAPs (through mobile service units) with a focus on providing access to services for the most disadvantaged groups, such as elderly people, women with children, female-headed households, men and women with disabilities;
- Ensuring the localization of these units in real time for the target population;
- Creating an intuitive information platform (for all relevant administrative and legal aid provision services) that can be easily accessed by target groups.

The project is focused on reducing the unprecedented pressure and barriers faced by citizens of this region, mainly women, in addressing their issues through difficult access to administrative services, legal aid, and information services. These challenges also deny access to basic services, as well as interfere with the rights of the population, in particular, those of the women.

Currently, residents of Donetsk and Luhansk oblasts along the contact line, as well as residents from NGCA, have problems obtaining quality administrative services due to the lack of a network of Administrative Services Centres (TsNAPs).

Ukrainian government has made a decision to create new Entry-Exit Checkpoints (EECPs) with special Modular Centres nearby, which are designed to create conditions for residents crossing the contact line in order to obtain the administrative services provided by Ukrainian service providers.

A Modular Centre is being set up next to the EECps, bringing together all types of services in one place. The main functional element of this modular centre will be TsNAP.

For the equipment of the TsNAPs` premises, it is planned to purchase 2 sets of furniture for the following Modular Centers:

- Modular center near Zolote EECP
- Modular center near Mariinka EECP

2. SCOPE OF WORK






Supply of furniture for the equipment of TsNAPs in Modular Centers according to the characteristics in the table 1 of the TOR.







Delivery, unloading and assembly of furniture to addresses:







- Ukraine, Luhanska oblast, Modular center near Zolote EECP
- Ukraine, Donetsk oblast, Modular center near Mariinka EECP





3. THE MAIN CHARACTERISTICS OF THE FURNITURE

Table 1

No	Name / description	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Sample appearance
1	Corner table type 1	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x1300x750h (main table 1300x600x750h; 700x500x750h)	3	6	
2	Table	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x600x750h	3	6	
3	Corner table type 2	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1400x1300x750h (main table 1400x600x750h; 700x600x750h)	5	10	
4	Mobile drawer unit type 1	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 600x450x600h	8	16	
5	Mobile drawer unit type 2	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 500x450x600h	3	6	
6	Administrative chair (according to the illustration)	Seat and back - mesh. base - metal, handles - plastic, colour - grey. Steel crosspiece, diameter - not less than 630 mm; chair mechanism - ANYFIX or similar; • chair height adjustment;	mm: 600x550x950h	13	26	

		<ul style="list-style-type: none"> • adjusting the hardness of the chair tilt; • fixing the position of the chair (back and seat) in different positions • rollers - plastic, with a rubber covering • filler - moulded foam or similar. 				
7	Office chair type 1: Sylvia or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	11	22	
8	Office chair type 2: Sylvia Arm or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	2	4	
9	Furniture cabinet for reception. (according to the illustration)	Laminated chipboard, 16 mm, PVC edge 1 mm, table top - 32 mm (16x16), PVC edge 2 mm; colour – birch Two drawers.	mm: 2400x600x1200h	1	2	
10	Wardrobe	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch • clothes rod • shelf for hats. Handles is a subject of the customer approval.	mm: 1000x600x2000h	2	4	
11	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch (divided into two sections): the upper section has 2 shelves; the lower section has 1 shelf and doors (2 pieces). The top doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x2000h	4	8	

12	Office sofa (Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 1800x700x800h	1	2	
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)	Coloured children's furniture. All components of the set are made of natural wood - solid beech, and covered with special paints for children's furniture. Design is a subject of the customer approval.	Children's table dimensions, mm: 600x600x550h Chair children's size, mm: 350x350x600h (300h-seat height)	1	2	
14	Wardrobe for clothes and papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch The Wardrobe is divided into two sections: <ul style="list-style-type: none"> Clothing section with barbell and shelf for hats Paper section - 4 shelves 	mm: 1200x600x2000h	1	2	
15	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch section has 3 shelves; The doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x1000h	2	4	
16	Office sofa (corner)	Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 2200x1500x800h	1	2	
17	Metal safe	Metal thickness of a door – min 5 mm; Metal thickness of walls – min 2 mm; 2-sided locking system; the protection of the lock against drilling is established; key lock. This safe can be attached to the floor or wall with anchors.	desirable dimensions: Height 350x500x1200h (subject for approval)	2	4	

		Painted with powder paint/ The colour shade is brown, can be changed in agreement with the customer				
18	Metal cabinet	Powder painted, matt smooth surface. The office cabinet has four adjustable shelves every 25 mm. RONIS lock or analogue. Construction type - welded, delivered assembled. Metal thickness – min 2 mm, can be changed in agreement with the customer. The colour shade is brown\white, can be changed in agreement with the customer.	Desirable dimensions mm700x450x200 0h (subject for approval)	3	6	
19	Sink with a curbstone	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch Table top: Laminated chipboard. Thickness: min 28mm. Three doors.	mm: 1200x600x900h	1	2	
20	Table on metal adjustable supports	Laminated chipboard, table top 32mm (16+16) PVC edge 2 mm, colour - birch The colour of the supports is graphite	mm: 1000x700x750h	1	2	
21	Kitchen Plastic chair	One-piece seat and back are made of plastic, white colour, four wooden legs	Desirable dimensions mm: 460x540x810	4	8	

4. Qualification requirements for a successful supplier

- Company with valid registration (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).
- Experience in the supply of furniture for at least 3 years.
- At least 2 (two) recommendation/reference letters from previous customers / clients on similar projects for delivery and assembling of furniture.

5. Warranty conditions

All necessary technical documentation (passports, assembly diagrams, etc.) must be provided by the supplier on the day of delivery.

Warranty period for all furniture is at least 12 months.

6. Delivery time

Delivery must be made within 180 calendar days from the date of signing the contract.

In two stages, in accordance with the schedule in Attachment 1.

Date and time of delivery must be agreed with the customer.

Delivery must be made in accordance with the UNDP agreed equipment specification.

Delivery, unloading and assembly of furniture are required.

7. Delivery address

Delivery must be carried out to the addresses specified in Attachment 1, to the GCA in Donetsk and Luhansk oblasts.

8. Price offer and payment schedule

- The contract price must remain fixed for the duration of the contract.
- Applicants must include all costs associated with the preparation and transportation of the furniture and its equipment in their price offer.
- Payments should be arranged as follows: 100% of the total contract amount will be paid by UNDP within 30 (thirty) calendar days from the date of the furniture acceptance by the by UNDP at the addresses according to **Annex 1** and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

9. Additional requirements

The supplier must provide a specification with all the necessary documents for the supplied furniture.

Delivery will be supervised by a UNDP representative.

The design and colours of the furniture are subjects of the customer approval.

10. The selection process

Applicants must provide detailed information on:

1. Information about the furniture supplier's company. Registration documents;
2. Two letters of recommendation from previous customers for the supply of similar goods;
3. List of works of a similar nature performed in the last 3 years

No	Project name	Customer information, contact details	Description of works	Contract amount (USD)	Actual end date
1					
2					
3					

11. Estimated cost of the proposal

Applicants must submit their price offers in the following format. All costs associated with the execution of works should be included in the price offer (such as the purchase, installation of all products and furniture, electricity costs from connection points, transportation costs, per diem, staff salaries, office expenses, etc.).

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Corner table 1	6		
2	Table	6		
3	Corner table 2	10		
4	Mobile drawer unit 1	16		
5	Mobile drawer unit 2	6		
6	Administrator chair (according to the illustration)	26		
7	Office chair 1	22		

8	Office chair 2	4		
9	Furniture cabinet for reception.	2		
10	Wardrobe 1	4		
11	Cabinet for papers 1	8		
12	Office sofa 1	2		
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)	2		
14	Wardrobe for clothes and papers	2		
15	Cabinet for papers 2	4		
16	Office sofa (corner) 2	2		
17	Metal safe	4		
18	Metal cabinet	6		
19	Sink with a curbstone	2		
20	Table on metal adjustable supports	2		
21	Kitchen Plastic chair	8		
22	Shipping, assembly, and installation cost (if applicable)	2		
			Amount without VAT	
			VAT	
			TOTAL, including VAT, currency	

12. Selection of the supplier of the goods

The company whose offer meets the qualification requirements and has the lowest price will be recognized as the winner and, accordingly, a contract for the supply of the furniture will be signed.

Attachment 1 to Specification – LOT 1

Nº	Furniture delivery addresses:	Delivery date:
1.	Ukraine, Luhanska oblast, Modular centre near Zolote EECP	September 2021 (TBC)
2.	Ukraine, Donetsk oblast, Modular centre near Mariinka EECP	November 2021 (TBC)

The date and time of delivery of the furniture must be agreed with the customer.

The storage of the finished furniture before the delivery is the responsibility of the supplier.

Payment is made after delivery and installation of furniture on site.

SPECIFICATION – LOT 2.

Supply of furniture for four TsNAPs (Administrative services centres) based near EECPs

1. BACKGROUND

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.

Since 2015, at the request of the Government of Ukraine, UNDP has been working to address specific conflict-related development challenges built on earlier engagement and established partnerships through the Recovery and Peacebuilding Programme (UN RPP).

The UN RPP is a multi-donor funded framework programme jointly implemented by several partnering UN agencies (United Nations Entity for Gender Equality and Empowerment of Women (UN Women), Food and Agriculture Organization of the United Nations (FAO), and United Nations Population Fund (UNFPA)).

The UN RPP was designed to respond to, and mitigate, the causes and effects of the conflict. It is an integral part of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework. It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukrainian regions.

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 in Ukraine

Component 3: Community Security and Social Cohesion

The Programme is pooling funds employing a multi-sectoral programme-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 projects funded by 13 international partners.

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

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

1. To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
2. To stimulate employment and economic growth by assisting in Micro-, Small- and Medium Enterprise (MSME) development through demand-driven business development services and professional skills training.
3. To enhance social cohesion and reconciliation through the promotion of civic initiatives.
4. To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate the direct impacts of the conflict.

Currently, residents of Donetsk and Luhansk oblasts along the contact line, as well as residents from NGCA, have problems obtaining quality administrative services due to the lack of a network of Administrative Services Centres (TsNAPs).

Ukrainian government has made a decision to create new Entry-Exit Checkpoints (EECPs) with special Modular Centres nearby, which are designed to create conditions for residents crossing the contact line in order to obtain the administrative services provided by Ukrainian service providers.

A Modular Centre is being set up next to the EECps, bringing together all types of services in one place. The main functional element of this modular centre will be TsNAP.

For the equipment of the TsNAPs' premises, it is planned to purchase 2 sets of furniture for the following Modular Centers:

Modular center near Stanica Luhanska EECF
Modular center near Mayorsk EECF

2. SCOPE OF WORK

Supply of furniture for the equipment of TsNAPs in Modular Centers according to the characteristics in the table 1 of the TOR.







Delivery, unloading and assembly of furniture to addresses:






Ukraine, Luhanska oblast, Modular center near Stanica Luhanska EECF







Ukraine, Donetsk oblast, Modular center near Mayorsk EECF





3. THE MAIN CHARACTERISTICS OF THE FURNITURE

Table 1

No	Name / description	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Sample appearance
1	Corner table type 1	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x1300x750h (main table 1300x600x750h; 700x500x750h)	3	6	
2	Table	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x600x750h	3	6	
3	Corner table type 2	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1400x1300x750h (main table 1400x600x750h; 700x600x750h)	5	10	
4	Mobile drawer unit type 1	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 600x450x600h	8	16	
5	Mobile drawer unit type 2	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 500x450x600h	3	6	
6	Administrative chair (according to the illustration)	Seat and back - mesh. base - metal, handles - plastic, colour - grey. Steel crosspiece, diameter - not less than 630 mm;	mm: 600x550x950h	13	26	

		chair mechanism - ANYFIX or similar; • chair height adjustment; • adjusting the hardness of the chair tilt; • fixing the position of the chair (back and seat) in different positions • rollers - plastic, with a rubber covering • filler - moulded foam or similar.				
7	Office chair: Sylvia or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	11	22	
8	Office chair: Sylvia Arm or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	2	4	
9	Furniture cabinet for reception. (according to the illustration)	Laminated chipboard, 16 mm, PVC edge 1 mm, table top - 32 mm (16x16), PVC edge 2 mm; colour – birch Two drawers.	mm: 2400x600x1200h	1	2	
10	Wardrobe	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch • clothes rod • shelf for hats. Handles is a subject of the customer approval.	mm: 1000x600x2000h	2	4	
11	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch (divided into two sections): the upper section has 2 shelves; the lower section has 1 shelf and doors (2 pieces). The top doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x2000h	4	8	

12	Office sofa (Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 1800x700x800h	1	2	
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)	Coloured children's furniture. All components of the set are made of natural wood - solid beech, and covered with special paints for children's furniture. Design is a subject of the customer approval.	Children's table dimensions, mm: 600x600x550h Chair children's size, mm: 350x350x600h (300h-seat height)	1	2	
14	Wardrobe for clothes and papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch The Wardrobe is divided into two sections: <ul style="list-style-type: none"> Clothing section with barbell and shelf for hats Paper section - 4 shelves	mm: 1200x600x2000h	1	2	
15	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch section has 3 shelves; The doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x1000h	2	4	
16	Office sofa (corner)	Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 2200x1500x800h	1	2	
17	Metal safe	Metal thickness of a door – min 5 mm; Metal thickness of walls – min 2 mm; 2-sided locking system; the protection of the lock against drilling is established; key lock. This safe can be attached to the floor or wall with anchors.	desirable dimensions: Height 350x500x1200h (subject for approval)	2	4	

		Painted with powder paint/ The colour shade is brown, can be changed in agreement with the customer				
18	Metal cabinet	Powder painted, matt smooth surface. The office cabinet has four adjustable shelves every 25 mm. RONIS lock or analogue. Construction type - welded, delivered assembled. Metal thickness – min 2 mm, can be changed in agreement with the customer. The colour shade is brown\white, can be changed in agreement with the customer.	Desirable dimensions mm700x450x200 0h (subject for approval)	3	6	
19	Sink with a curbstone	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch Table top: Laminated chipboard. Thickness: min 28mm. Three doors.	mm: 1200x600x900h	1	2	
20	Table on metal adjustable supports	Laminated chipboard, table top 32mm (16+16) PVC edge 2 mm, colour - birch The colour of the supports is graphite	mm: 1000x700x750h	1	2	
21	Kitchen Plastic chair	One-piece seat and back are made of plastic, white colour, four wooden legs	Desirable dimensions mm: 460x540x810	4	8	

4. Qualification requirements for a successful supplier

- Company with valid registration (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).
- Experience in the supply of furniture for at least 3 years.
- At least 2 (two) recommendation/reference letters from previous customers / clients on similar projects for delivery and assembling of furniture.

5. Warranty conditions

All necessary technical documentation (passports, assembly diagrams, etc.) must be provided by the supplier on the day of delivery.

Warranty period for all furniture is at least 12 months.

6. Delivery time

Delivery must be made within 180 calendar days from the date of signing the contract.

In four stages, in accordance with the schedule in Attachment 1.

Date and time of delivery must be agreed with the customer.

Delivery must be made in accordance with the UNDP agreed equipment specification.

Delivery, unloading and assembly of furniture are required.

7. Delivery address

Delivery must be carried out to the addresses specified in Attachment 1, to the GCA in Donetsk and Luhansk oblasts.

8. Price offer and payment schedule

- The contract price must remain fixed for the duration of the contract.
- Applicants must include all costs associated with the preparation and transportation of the furniture and its equipment in their price offer.
- Payments should be arranged as follows: 100% of the total contract amount will be paid by UNDP within 30 (thirty) calendar days from the date of the furniture acceptance by the by UNDP at the addresses according to Annex 1 and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

9. Additional requirements

The supplier must provide a specification with all the necessary documents for the supplied furniture.

Delivery will be supervised by a UNDP representative.

The design and colours of the furniture are subjects of the customer approval.

10. The selection process

Applicants must provide detailed information on:

- 1 Information about the furniture supplier's company. Registration documents;
- 2 Two letters of recommendation from previous customers for the supply of similar goods;
- 3 List of works of a similar nature performed in the last 3 years

No	Project name	Customer information, contact details	Description of works	Contract amount (USD)	Actual end date
1					
2					
3					

11. Estimated cost of the proposal

Applicants must submit their price offers in the following format. All costs associated with the execution of works should be included in the price offer (such as the purchase, installation of all products and furniture, electricity costs from connection points, transportation costs, per diem, staff salaries, office expenses, etc.).

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Corner table 1			
2	Table			
3	Corner table 2			
4	Mobile drawer unit 1			
5	Mobile drawer unit 2			
6	Administrator chair (according to the illustration)			
7	Office chair			

8	Office chair			
9	Furniture cabinet for reception.			
10	Wardrobe 1			
11	Cabinet for papers 1			
12	Office sofa 1			
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)			
14	Wardrobe for clothes and papers			
15	Cabinet for papers 2			
16	Office sofa (corner) 2			
17	Metal safe			
18	Metal cabinet			
19	Sink with a curbstone			
20	Table on metal adjustable supports			
21	Kitchen Plastic chair			
22	Shipping, assembly, and installation cost (if applicable)			
Shipping cost (if applicable)				
In general, without VAT, currency				

12. Selection of the supplier of the goods

The company whose offer meets the qualification requirements and has the lowest price will be recognized as the winner and, accordingly, a contract for the supply of the furniture will be signed.

Attachment 1 to Specification – LOT 2

Nº	Furniture delivery addresses:	Delivery date:
1.	Ukraine, Luhanska oblast, Modular centre near Stanica Luhanska EECP	August 2021 (TBC)
2.	Ukraine, Donetsk oblast, Modular centre near Mayorsk EECP	November 2021 (TBC)

The date and time of delivery of the furniture must be agreed with the customer.

The storage of the finished furniture before the delivery is the responsibility of the supplier.

Payment is made after delivery and installation of furniture on site.

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:	225-2021-UNDP-UKR-RFQ-RPP	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

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>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
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.
<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:	225-2021-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1.1 Conformity to the Specification – *LOT 1*

No	Item Description (as per Annex 1, Schedule of Requirements)	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos (to be provide by the Supplier)	Conformity (Yes/No)	Offered Furniture (characteristics to be not less than those listed in Annex 1, Schedule of Requirements)
1.	Corner table type 1	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x1300x750h (main table 1300x600x750h; 700x500x750h)	3	6			
2.	Table	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x600x750h	3	6			
3.	Corner table type 2	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1400x1300x750h (main table 1400x600x750h;700x600x750h)	5	10			
4.	Mobile drawer unit type 1	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 600x450x600h	8	16			
5.	Mobile drawer unit type 2	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 500x450x600h	3	6			
6.	Administrator chair (according	Seat and back - mesh. base - metal,	mm: 600x550x950h	13	26			

Nº	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
	to the illustration)	handles - plastic, colour - grey. Steel crosspiece, diameter - not less than 630 mm; chair mechanism - ANYFIX or similar; • chair height adjustment; • adjusting the hardness of the chair tilt; • fixing the position of the chair (back and seat) in different positions • rollers - plastic, with a rubber covering • filler - moulded foam or similar.						
7.	Office chair type 1: Sylvia or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	11	22			
8.	Office chair type 2: Sylvia Arm or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	2	4			
9.	Furniture cabinet for reception. (according to the illustration)	Laminated chipboard, 16 mm, PVC edge 1 mm, table top - 32 mm (16x16), PVC edge 2 mm; colour – birch Two drawers.	mm: 2400x600x1200h	1	2			
10.	Wardrobe	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch • clothes rod • shelf for hats. Handles is a subject of the customer approval.	mm: 1000x600x2000h	2	4			

Nº	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
11.	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch (divided into two sections): the upper section has 2 shelves; the lower section has 1 shelve and doors (2 pieces). The top doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x2000h	4	8			
12.	Office sofa (Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 1800x700x800h	1	2			
13.	Set of color children's furniture (1 piece-table, 2 pieces-chair)	Coloured children's furniture. All components of the set are made of natural wood - solid beech, and covered with special paints for children's furniture. Design is a subject of the customer approval.	Children's table dimensions, mm: 600x600x550h Chair children's size, mm: 350x350x600h (300h-seat height)	1	2			
14.	Wardrobe for clothes and papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch The Wardrobe is divided into two sections: <ul style="list-style-type: none"> • Clothing section with barbell and shelf for hats • Paper section - 4 shelves 	mm: 1200x600x2000h	1	2			
15.	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch	mm: 1000x350x1000hh	2	4			

Nº	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
		section has 3 shelves; The doors made of transparent glass. Handles is a subject of the customer approval.						
16.	Office sofa (corner)	Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 2200x1500x800hh	1	2			
17.	Metal safe	Metal thickness of a door – min 5 mm; Metal thickness of walls – min 2 mm; 2-sided locking system; the protection of the lock against drilling is established; key lock. This safe can be attached to the floor or wall with anchors. Painted with powder paint/ The colour shade is brown, can be changed in agreement with the customer	desirable dimensions: Height 350x500x1200h (subject for approval)	2	4			
18.	Metal cabinet	Powder painted, matt smooth surface. The office cabinet has four adjustable shelves every 25 mm. RONIS lock or analogue. Construction type - welded, delivered assembled. Metal thickness – min 2 mm, can be changed in agreement with the customer.	Desirable dimensions mm700x450x2000 h (subject for approval)	3	6			

№	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
		The colour shade is brown\white, can be changed in agreement with the customer.						
19.	Sink with a curbstone	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch Table top: Laminated chipboard. Thickness: min 28mm. Three doors.	mm: 1200x600x900h	1	2			
20.	Table on metal adjustable supports	Laminated chipboard, table top 32mm (16+16) PVC edge 2 mm, colour - birch The colour of the supports is graphite	mm: 1000x700x750h	1	2			
21.	Kitchen Plastic chair	One-piece seat and back are made of plastic , white colour, four wooden legs	Desirable dimensions mm: 460x540x810	4	8			

Table 1.2 Conformity to the Specification – LOT 2

No	Item Description (as per Annex 1, Schedule of Requirements)	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos (to be provide by the Supplier)	Conformity (Yes/No)	Offered Furniture (characteristics to be not less than those listed in Annex 1, Schedule of Requirements)
1	Corner table type 1	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x1300x750h (main table 1300x600x750h; 700x500x750h)	3	6			
2	Table	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1300x600x750h	3	6			
3	Corner table type 2	Laminated chipboard, table top - 32 mm (16x16), PVC edge 2 mm; frame - 16mm, edge 1mm, colour – birch	mm: 1400x1300x750h (main table 1400x600x750h;700x600x750h)	5	10			
4	Mobile drawer unit type 1	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 600x450x600h	8	16			
5	Mobile drawer unit type 2	The laminated chipboard of 16 mm, an edge of 1 mm colour – birch. Lock in the top drawer. colour – birch	mm: 500x450x600h	3	6			

№	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
6	Administrator chair (according to the illustration)	Seat and back - mesh. base - metal, handles - plastic, colour - grey. Steel crosspiece, diameter - not less than 630 mm; chair mechanism - ANYFIX or similar; • chair height adjustment; • adjusting the hardness of the chair tilt; • fixing the position of the chair (back and seat) in different positions • rollers - plastic, with a rubber covering • filler - moulded foam or similar.	mm: 600x550x950h	13	26			
7	Office chair: Sylvia or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	11	22			
8	Office chair: Sylvia Arm or analogue	Frame, legs - metal; Frame colour -chrome Upholstery – faux leather; Seat colour - grey	500x500x850h	2	4			
9	Furniture cabinet for reception. (according to the illustration)	Laminated chipboard, 16 mm, PVC edge 1 mm, table top - 32 mm (16x16), PVC edge 2 mm; colour – birch Two drawers.	mm: 2400x600x1200h	1	2			
10	Wardrobe	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch • clothes rod • shelf for hats. Handles is a subject of the customer approval.	mm: 1000x600x2000h	2	4			

Nº	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
11	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch (divided into two sections): the upper section has 2 shelves; the lower section has 1 shelve and doors (2 pieces). The top doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x2000h	4	8			
12	Office sofa (Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 1800x700x800h	1	2			
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)	Coloured children's furniture. All components of the set are made of natural wood - solid beech, and covered with special paints for children's furniture. Design is a subject of the customer approval.	Children's table dimensions, mm: 600x600x550h Chair children's size, mm: 350x350x600h (300h-seat height)	1	2			
14	Wardrobe for clothes and papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch The Wardrobe is divided into two sections: <ul style="list-style-type: none"> Clothing section with barbell and shelf for hats Paper section - 4 shelves 	mm: 1200x600x2000h	1	2			

№	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
15	Cabinet for papers	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch section has 3 shelves; The doors made of transparent glass. Handles is a subject of the customer approval.	mm: 1000x350x1000hh	2	4			
16	Office sofa (corner)	Sofa type - straight, triple seat. Material - faux leather. Colour – grey.	mm: 2200x1500x800hh	1	2			
17	Metal safe	Metal thickness of a door – min 5 mm; Metal thickness of walls – min 2 mm; 2-sided locking system; the protection of the lock against drilling is established; key lock. This safe can be attached to the floor or wall with anchors. Painted with powder paint/ The colour shade is brown, can be changed in agreement with the customer	desirable dimensions: Height 350x500x1200h (subject for approval)	2	4			

№	Item Description <i>(as per Annex 1, Schedule of Requirements)</i>	Material / colour / features	Size, mm	Quantity per 1 module (pcs.)	Total quantity	Catalogue Stock Photos <i>(to be provide by the Supplier)</i>	Conformity (Yes/No)	Offered Furniture <i>(characteristics to be not less than those listed in Annex 1, Schedule of Requirements)</i>
18	Metal cabinet	Powder painted, matt smooth surface. The office cabinet has four adjustable shelves every 25 mm. RONIS lock or analogue. Construction type - welded, delivered assembled. Metal thickness – min 2 mm, can be changed in agreement with the customer. The colour shade is brown\white, can be changed in agreement with the customer.	Desirable dimensions mm700x450x2000 h (subject for approval)	3	6			
19	Sink with a curbstone	Laminated chipboard, 16 mm, PVC edge 1 mm, colour - birch Table top: Laminated chipboard. Thickness: min 28mm. Three doors.	mm: 1200x600x900h	1	2			
20	Table on metal adjustable supports	Laminated chipboard, table top 32mm (16+16) PVC edge 2 mm, colour - birch The colour of the supports is graphite	mm: 1000x700x750h	1	2			
21	Kitchen Plastic chair	One-piece seat and back are made of plastic , white colour, four wooden legs	Desirable dimensions mm: 460x540x810	4	8			

Table 2.1 Financial offer for the supply of goods in accordance with the technical specification and requirements – LOT 1

No.	Product name and specification requirements	Number of units (pcs)	Unit price, without VAT, indicate currency	Total cost, without VAT, indicate currency
1	Corner table 1	6		
2	Table	6		
3	Corner table 2	10		
4	Mobile drawer unit 1	16		
5	Mobile drawer unit 2	6		
6	Administrator chair (according to the illustration)	26		
7	Office chair 1	22		
8	Office chair 2	4		
9	Furniture cabinet for reception	2		
10	Wardrobe 1	4		
11	Cabinet for papers 1	8		
12	Office sofa 1	2		
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)	2		
14	Wardrobe for clothes and papers	2		
15	Cabinet for papers 2	4		
16	Office sofa (corner) 2	2		
17	Metal safe	4		
18	Metal cabinet	6		
19	Sink with a curbstone	2		
20	Table on metal adjustable supports	2		
21	Kitchen Plastic chair	8		
22	Shipping, assembly, and installation cost (if applicable)	2		
TOTAL, excl. VAT, currency				
VAT, currency				
TOTAL, incl. VAT, currency				

Table 2.2 Financial offer for the supply of goods in accordance with the technical specification and requirements – LOT 2

No.	Product name and specification requirements	Number of units (pcs)	Unit price, without VAT, indicate currency	Total cost, without VAT, indicate currency
1	Corner table 1	6		
2	Table	6		
3	Corner table 2	10		
4	Mobile drawer unit 1	16		
5	Mobile drawer unit 2	6		
6	Administrator chair (according to the illustration)	26		
7	Office chair	22		
8	Office chair	4		
9	Furniture cabinet for reception.	2		
10	Wardrobe 1	4		
11	Cabinet for papers 1	8		
12	Office sofa 1	2		
13	Set of color children's furniture (1 piece-table, 2 pieces-chair)	2		
14	Wardrobe for clothes and papers	2		
15	Cabinet for papers 2	4		
16	Office sofa (corner) 2	2		
17	Metal safe	4		
18	Metal cabinet	6		
19	Sink with a curbstone	2		
20	Table on metal adjustable supports	2		
21	Kitchen Plastic chair	8		
22	Shipping, assembly, and installation cost (if applicable)	2		
TOTAL, excl. VAT, 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

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications as per Annex 1, Schedule of Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020) LOT 1: 1. DDP , Ukraine, Luhanska oblast, Modular centre near Zolote EECF 2. DDP , Ukraine, Donetsk oblast, Modular centre near Mariinka EECF LOT 2: 1. DDP , Ukraine, Luhanska oblast, Modular center near Stanica Luhanska EECF 2. DDP , Ukraine, Donetsk oblast, Modular center near Mayorsk EECF The furniture supplied shall be brand new and it shall be delivered, placed, installed and commissioned at the locations specified above at no extra cost. UNDP is not bound to provide any mode of transport in respect of men or material required for the contract.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: delivery of the furniture shall be carried out within 180 (one hundred eighty) calendar days from PO/Contact signature date in compliance with the schedules of delivery pre-agreed with the customer.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period must be not less than 12 (twelve) months.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The supplier must provide a specification with all the necessary documents for the supplied furniture.	<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.	
<i>Exact name and address of company</i> 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.