**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: | 262-2021-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. | | | |
| Are you a UNGM registered vendor? | | Yes  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):* | | Yes  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):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  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 *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  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. | | | |
| **Previous relevant experience: 3 contracts** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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: | 262-2021-UNDP-UKR-RFQ-RPP | Date: Click or tap to enter a date. |

***Table 1. Conformity to the Specification***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Technical requirements (Features at least)** | **Conformity**  (Yes/No) | **Offered Brand, Model and Exact**  **characteristics**  *(Technical characteristics should not be less / worse than those listed in the assignment)* |
|  | **Adjustable bench**  Universal bench: it is possible to adjust the angle of the back  and seat. Designed to train the muscles of the upper shoulder  girdle, chest, abdominals, triceps, biceps.  The basis of the bench is a welded frame of steel pipes;  rectangular pipe profile; the pipes are coated with a polymer.  The base of the soft parts is no worse than multi-layer  waterproof plywood.  The filling of soft parts is no worse than two-layer polyurethane  foam.  Sheathing - artificial leather.  Characteristics:  Material - metal profile at least 60 \* 80 mm; wall thickness not less than 3 mm.  Backrest adjustment, 0̊ / 15 ̊ / 30 ̊ / 40 ̊ / 50 ̊ / 60 ̊ / 75 ̊ / 85 ̊.  Seat adjustment from 0 ̊ to 30 ̊ minimum.  Dimensions (LxWxH), not less than 1315x560x450 mm.  Maximum load not less than 220 kg.  Warranty for all parts of the equipment for at least 1 year. |  |  |
|  | **Bench press, horizontal**  Horizontal bench with racks for working with the Olympic  barbell; for training large and small pectoral muscles, front  deltas, triceps. Has at least three levels of traps for ease of  exercise and safety.  The basis of the bench is a welded frame of steel pipes;  rectangular pipe profile; the pipes are coated with a polymer;  chrome plating on the traps.  The filling of soft parts is no worse than two-layer polyurethane  foam.  Sheathing - artificial leather.  Characteristics:  Material - not worse than a metal profile, not less than 60 \*  80mm; wall thickness not less than 3 mm.  Backrest adjustment - no.  Dimensions (LxWxH), not less than 1305x1260x1200 mm.  Maximum load, not less than 300 kg. |  |  |
|  | **Bench press, adjustable**  For training the abdominal muscles.  There are four soft rollers for fixing the legs; adjustable seat tilt. There is an unloading pneumatic spring in the regulation mechanism.  The basis of the bench is a welded frame of steel pipes; rectangular pipe profile; the pipes are coated with a polymer.  The base of the soft parts is no worse than multilayer waterproof plywood.  The filling of soft parts is no worse than two-layer polyurethane foam.  Sheathing - artificial leather.  Characteristics:  Material - metal profile not less than 60 \* 80mm, wall thickness not less than 3 mm.  Seat angle adjustment 23 ̊ / 27 ̊ / 31 ̊ / 36 ̊ / 40 ̊.  Dimensions (LxWxH), not less than 1350x580x860 mm.  Maximum load, not less than 200 kg. |  |  |
|  | **Combination rack**  Combines a horizontal bar, parallel bars and a press stand with an emphasis on your hands. Designed for basic exercises for the back muscles, abdominals and upper shoulder girdle.  The base of the rack is a welded frame of steel pipes; rectangular pipe profile; the pipes are coated with a polymer.  The base of the soft parts is no worse than multilayer waterproof plywood.  The filling of soft parts is no worse than two-layer polyurethane foam.  Sheathing - artificial leather.  Characteristics:  Material - metal profile not less than 60 \* 80 mm, wall thickness not less than 3 mm.  Stop adjustment: no. Seat adjustment: no.  Dimensions (LxWxH), not less than 1160x1110x2370 mm.  Maximum load, not less than 200 kg.  Load type - free weight. |  |  |
|  | **Thigh Abductor / Adductor Trainer**  Has the function to change the starting angle of the power arm before starting a workout; there is a lever associated with a spring-loaded mechanical lock.  The basis of the simulator is a welded steel pipe frame; rectangular pipe profile; the pipes are coated with a polymer.  The cargo stack is covered with protective metal screens on both sides.  There is a complete set with labels containing information about the correct use and safety requirements.  All handles adjust the load and stop position - highlighted in a special color.  All moving parts have a wear-resistant coating.  The base of the soft parts is no worse than multi-layer waterproof plywood.  The filling of soft parts is no worse than two-layer polyurethane foam.  Sheathing - artificial leather.  Characteristics:  Material - metal profile at least 60 \* 80 mm, wall thickness at least 3 mm.  Backrest adjustment - no.  Dimensions (LxWxH), not less than 1420x650x1600 mm. Parts are considered to have a wear-resistant chrome finish.  Load type - cargo stack. |  |  |
|  | **Smith machine**  Designed for the muscles of the legs, upper shoulder girdle and chest.  The basis of the simulator is a welded steel pipe frame; rectangular pipe profile; the pipes are coated with a polymer.  There are polished stainless-steel rails and 8 roller bearings. There are additional pins for storing discs.  There is a complete set with labels containing information about the correct use and safety requirements.  All rubbing parts have a wear-resistant coating.  Characteristics:  Material - metal profile not less than 60 \* 80 mm, wall thickness not less than 3 mm.  Dimensions (LxWxH), not less than 1300x2050x2205 mm.  Load type - free weight.  Maximum load, not less than 150 kg. |  |  |
|  | **Back muscles workout machine**  The simulator is designed to train the back muscles.  There is a seat height adjustment. Combined handles (levers) for doing exercises with a vertical and horizontal grip.  The basis of the simulator is a welded steel pipe frame; rectangular pipe profile; the pipes are coated with a polymer.  There is a complete set with labels containing information about the correct use and safety requirements.  All rubbing parts have a wear-resistant coating.  All handles adjust the load, and the position of the stop are highlighted in a special color.  The base of the soft parts is no worse than multi-layer waterproof plywood.  The filling of soft parts is no worse than two-layer polyurethane foam.  Sheathing - artificial leather.  Characteristics:  Material - metal profile at least 60 \* 80 mm, wall thickness at least 3 mm  Dimensions (LxWxH), not less than 1415x1130x1120 mm.  Load type - free weight, maximum load - not less than 250 kg |  |  |
|  | Barbell (for CrossFit)  Barbell for weightlifting, for males.  Material - steel.  Coatings - no worse than 2 two-layer chrome.  The length is not less than 2200 mm, the diameter of the neck is not less than 28 mm, and the diameter of the glass is not less than 50 mm.  Maximum load - not less than 650 kg.  Designed for 2000 drops or more. |  |  |
|  | |  | | --- | | Treadmill  Has an AC motor with a power of at least 3.2 HP, peak power - at least 5.0 HP;  Speed range is from 0.8 km/h through at least 20 km/h;  the slope of the web is not less than 0-18% there are at least 4 training programs based on heart rate.  There is a display no worse than a matrix 6-window LED display, there are touch sensors for measuring heart rate and telemetry. There is a special two-layer running belt at least 2.4 mm thick; the size of the canvas is not less than 155x55cm; the maximum user weight is not less than 182 kg | |  |  |
|  | Double action elliptical trainer (orbitrack)  Electromagnetic loading system (at least 20 levels); built-in DC generator; there are training programs that depend on the pulse; there is a display no worse than a matrix 6-window LED display; there are touch sensors for measuring heart rate and telemetry; stride length not less than 53 cm.  Maximum user weight not less than 182 kg. |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation:** Click or tap here to enter text.  **INCOTERMS: DDP** | | | | | |
| **Item No.** | **Description** | **UOM** | **Q-ty** | **Unit price without VAT** | **Total price without VAT** |
| 1. | **Adjustable bench**  *Please Indicate Brand, Model and parameters* | piece | **1** |  |  |
| 2. | **Bench press, horizontal**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 3. | **Bench press, adjustable**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 4. | **Combination rack**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 5. | **Thigh Abductor / Adductor Trainer**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 6. | **Smith machine**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 7. | **Back muscles workout machine**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 8. | **Barbell (for CrossFit)**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 9. | **Treadmill**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| 10. | **Double action elliptical trainer (orbitrack)**  *Please indicate Brand, Model and parameters* | piece | **1** |  |  |
| Total Price | | | | |  |
| Transportation Price (if not included in the price of items)  (if not included in the price of items) | | | | |  |
| Other Charges (specify if needed) | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

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 |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS)  DDP – 160, Chudnivska str., village Skrahlivka,  Berdychiv raion, Zhytomyr oblast, 13343 |  |  | Click or tap here to enter text. |
| Delivery Lead Time (Delivery of equipment must be carried out within 60 (sixty) calendar days from PO/Contact signature date) |  |  | Click or tap here to enter text. |
| The warranty period for all equipment must be not less than 1 year.  The supplier must include all warranties for at least one year for all parts of the sports machines (for the soft parts, mechanisms, etc.). |  |  | Click or tap here to enter text. |
| All equipment must have official warranty service in Ukraine |  |  | Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | 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 NameClick 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. |