



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>772-2021-UNDP-UKR-RFQ-RPP</b>	Date: 25 May 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation to **Elaboration of the technical design documentation and delivery, installation and commissioning of a 800kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl, address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400** 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: TERMS OF REFERENCE

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: PERFORMANCE SECURITY

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: **Operations Manager UNDP**

Date: **May 25, 2021**

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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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><b>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.</b></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>23:59 (Kyiv time), June 09, 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>tenders.ua@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>.ZIP, .PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB</b></li> <li>▪ Mandatory subject of email: <b>772-2021-UNDP-UKR-RFQ-RPP</b></li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>

<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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>
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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 type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<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>
<b>Eligibility</b>	<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>

	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure.</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>
<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<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> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p> <p>[according to Project Card Registration, that will be attached to the Contract]</p>
<b>Language of quotation</b>	<p>Click or tap here to enter text. Offers must be submitted in English (preferred), Ukrainian or Russian. In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation for separate parts of the bid or bid as a whole</p> <p>Other documentation including registration documents, instructions and policy can be in Russian or Ukrainian (additionally in English if present)</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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.</p> <p><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate.</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available;</p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) for the any 2 years from 2018 to 2020 and Auditor's Report if available;</p>

	<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 5 (five) years of experience in the field of similar services. <input checked="" type="checkbox"/> CVs of proposed specialists <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients.
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <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, <a href="#">Click or tap here to enter text.</a> 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”
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> UNDP will pay the negotiated amount based on provided financial offer and actual number of executed activities in a month <input checked="" type="checkbox"/> Other: -Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.  -70% of the total contract amount shall be paid in stages, based on the actual amount of work completed by the Contractor in the last month (certificates of works performed must be approved by a UNDP representative and a representative of the organisation providing technical supervision of construction, and must be submitted no later than 5 days following the reporting month).  --10% of the total contract amount shall be paid after 12 months warranty period upon issuance of the Certificate of Final Completion. The Contractor may substitute the remaining 10% of the total contract amount with an on-demand bank guarantee in a form, and from a source, acceptable to UNDP. Upon the expiration of the warranty period for the works, upon signing of the Certificate of Final Completion by the representative of the owner, UNDP representative and the Contractor, the bank security will be returned to the Contractor by UNDP.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection in accordance with TOR requirements <input checked="" type="checkbox"/> Complete Installation <input checked="" 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 Services, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Payment for completed works shall be made through bank transfer to the Contractor’s account during 30 (thirty) days from the date of receipt of the original invoice, registered VAT certificate and the Certificate of Substantial Completion in respect of any Section or part of the Works signed by the representative of Technical Supervision and UNDP Engineer.

<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>Procurement Unit, UNDP Ukraine, procurement.rpp.ua@undp.org</b> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>2 (two)</b> days before the submission deadline. Responses to request for clarification will be communicated <b>via email procurement.rpp.ua@undp.org by Procurement Unit, UNDP Ukraine.</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
<b>Evaluation criteria</b>	<p><b><u>Administrative Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline.</li> <li><input checked="" type="checkbox"/> Offers must meet required Offer Validity.</li> <li><input checked="" type="checkbox"/> Offers have been signed by the proper authority.</li> <li><input checked="" type="checkbox"/> Offers must be submitted in English (preferred), Ukrainian or Russian. In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation for separate parts of the bid or bid as a whole.</li> <li><input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in "Documents to be submitted" section.</li> <li><input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).</li> <li><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.</li> </ul> <p><b><u>Technical Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least 5 years relevant experience with appropriate and adequate human resources, equipment and other logistic supports required to execute construction/renovation activities described in TOR.</li> <li><input checked="" type="checkbox"/> The proposed elevator equipment must have a certificate of conformity according to module H1 for use in Ukraine and meet technical standards</li> <li><input checked="" type="checkbox"/> The Company must have a manufacturer's certification for the right to install the proposed equipment.</li> <li><input checked="" type="checkbox"/> Availability of qualified stuff (<b>in accordance with TOR requirements</b>) and appropriate equipment and mechanisms to perform the work following TOR requirements.</li> <li><input checked="" type="checkbox"/> Minimum annual turnover for any 2 years between 2018 and 2020 USD 100,000</li> <li><input checked="" type="checkbox"/> Minimum 5 years of engagement in similar projects.</li> <li><input checked="" type="checkbox"/> At least 3 projects of similar nature have been completed for the last 3 years.</li> <li><input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients.</li> </ul>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract
<b>Right to vary require</b>	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.

<b>ment at time of award</b>	
<b>Type of Contra ct to be awarde d</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Services) <input checked="" type="checkbox"/> <a href="#">Contract for Works</a> <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&amp;action=default</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expect ed date for contrac t award.</b>	<b>June 2021</b>
<b>Publica tion of Contra ct Award</b>	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.
<b>Policies and proced ures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registr ation</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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: TERMS OF REFERENCE

<b>Project Name:</b>	UN Recovery and Peacebuilding Programme, Community Security and Social Cohesion Component.
<b>Description of the Assignment:</b>	Elaboration of the technical design documentation and delivery, installation and commissioning of a 800kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl, address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400.
<b>Country/Duty Station:</b>	Ukraine/Luhansk Oblast.
<b>Starting Date of Assignment:</b>	June 2021.
<b>Duration of Assignment:</b>	No more than 180 calendar days.

### 1. Background/Project Description

The ongoing conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognizing the need to urgently address reconstruction, economic recovery and peacebuilding needs in areas affected both directly and indirectly by the conflict, in late 2014 the Government of Ukraine requested technical assistance and financial support from the international community to assess priority recovery needs.

UNDP has been active and present in eastern Ukraine for the past decade, prior to the conflict, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges discussed above built on this earlier engagement and established partnerships and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP), a multi-donor funded framework programme implemented by four United Nations partnering agencies: the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

The Programme, which operates on the basis of a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. With the current project, it is a unifying interventions framework for projects funded by 13 international partners: European Union, European Investment Bank, as well as the governments of the United Kingdom, Denmark, Canada, Netherlands, Germany, Norway, Poland, Sweden, Switzerland and Japan.

The UN RPP was designed to respond to and mitigate the causes and effects of the conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the two oblasts development strategies up to 2020. The UN RPP involves three pillars for action: 1) restoration of infrastructure and economic recovery; 2) support to local governance and related capacity building; and 3) social resilience and peacebuilding. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the key stabilization, peacebuilding, economic and governance priority needs in eastern Ukraine following the start of the conflict. It takes into account the opportunities that have arisen from the



Minsk Protocol of September 2014 and the renewal of its cease-fire provisions (the latest cease-fire having been agreed in March 2018) and is also fully adjusted to the humanitarian-development nexus. In 2019 program was reinforced along the Azov Sea coastline, including extension to Zaporizhzhia region.

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

Component I: Economic Recovery and Restoration of Critical Infrastructure

Component II: Local Governance and Decentralization Reform

Component III: Community Security and Social Cohesion (CSSC).

Supporting inclusive solutions and creating accessible spaces of service providers, is one of the priorities of Component III. In this regard, UN RPP is seeking a qualified company that will develop technical design documentation for installation of a passenger elevator, purchase the elevator and install it at V.Dahl Eastern Ukrainian university in Sievierodonetsk, Luhansk oblast.

The university has been one of the key partners of the Programme and hosts two public spaces on the 5<sup>th</sup> floor: GreenLab and BlueLab, which are regularly used for the events by organizations of persons with disabilities. In order to provide barrier-free access to the venues for persons with disabilities, a special elevator must be installed. Installation of the elevator will also make the premises of Luhansk Oblast administration (stationed in the same building), Sustainable Development Resource Center, student media center, pro bono law office and other premises accessible for persons with disabilities.

## 2.Scope of work

### 2.1 Stages of the project implementation

No	Stage	Description
1	Elaboration of the technical design documentation, State Examination (expertise)	<p>Inspection of the object and preparation of a technical report.</p> <p>Elaboration of the technical design in accordance with minimum technical requirements to the equipment (Annex 1) and in full compliance with DBN (national construction code) A.2.2-3-2014 (in one stage "Working project")</p> <p>The works do not involve changes to the architectural part and technical and economic indicators of the building.</p> <p>Elaboration of the project documentation in full compliance with the requirements of the following regulations:</p> <p>DSTU (national construction standard) EN 81-20:2015 Safety standards for the design and operation of elevators. Elevators for transportation of passengers and cargoes. Part 20. Passenger and freight elevators</p> <p>DSTU EN 81-21:2019 Requirements for safety of construction and installation of elevators. Elevators for transportation of passengers and cargoes. Part 21. New passenger and freight elevators in existing buildings</p> <p>DSTU EN 81-50:2015 Safety standards for the design and operation of elevators. Testing and verification. Part 50. Standards for design, calculation, testing and verification of elevator components</p> <p>DSTU EN 81-70:2019 Safety standards for the construction and operation of elevators. Specific use of passenger and freight elevators. Part 70. Convenience of access to elevators of passengers, in particular persons with disabilities (EN 81-70:2003, IDT).</p> <p>Conditions and equipment to ensure dispatching must be provided according to NPAOP (national statutes and regulations on labor safety) 0.00-1.02-08 "Rules of construction and safe operation of elevators".</p> <p>Prepared design documentation package must contain technical documentation under the following chapters:</p> <ul style="list-style-type: none"> <li>• Construction part</li> </ul>

		<ul style="list-style-type: none"> <li>• Technological concept (elevator equipment)</li> <li>• Electric installations</li> <li>• Dispatching</li> <li>• Explanatory note</li> <li>• Cost estimate documentation</li> <li>• Construction method statements</li> <li>• Technical report</li> </ul> <p><u>The contractor must pass State Examination (Expertise) of the technical design and obtain positive expert report.</u></p>
2	Delivery of equipment to the site	<p>The equipment shall be delivered to the site with the address indicated below. In accordance with minimum technical requirements to the equipment (Annex 1)</p> <p>The equipment to be installed must be certificate of compliance with the Technical regulations for elevators and safety components (module H1) for use in Ukraine and meet technical standards.</p>
3	Installation of equipment and commissioning	<p>In full compliance with DSTU EN 81-21:2019 Requirements for safety of construction and installation of elevators. Elevators for transportation of passengers and cargoes. Part 21. New passenger and freight elevators in existing buildings.</p> <p>Execution of works in the operated building, without stopping operation of the building for the period of carrying out works.</p> <p>All types of construction debris should be collected and disposed properly.</p>
4	<p>Preparation and commissioning of the elevator:</p> <p>- Assessment of compliance with the Technical Regulations (high-risk facility certification) Certification of compliance with the Technical regulations for elevators and safety components (module H1)</p> <p>- Technical-Readiness Report of the elevator</p> <p>- Final verification of equipment compliance (act or certificate) and declaration of</p>	<p>Works must be conducted in accordance with, and comply with, the applicable national regulatory framework, including applicable environmental, labour, building and safety regulations. The obligation to comply with national law vests solely with the contractor.</p> <p>- in accordance with Law of Ukraine "On Technical Regulations and Conformance Assessment" dated January 15, 2015 № 124-VIII and "Technical regulations for elevators and safety components for elevators" approved by the resolution of the Cabinet of Ministers of Ukraine dated June 21, 2017№ 438</p> <p>- in accordance with NPAOP 0.00-1.02-08 "Rules for the construction and safe operation of elevators"</p> <p>- in accordance with Law of Ukraine "On Technical Regulations and Conformance Assessment" dated January 15, 2015 № 124-VIII and "Technical regulations for elevators and safety components for elevators" approved by the resolution of the Cabinet of Ministers of Ukraine dated June 21, 2017№ 438</p>

	conformity  - initial technical inspection with the corresponding entry in the elevator passport.	- in accordance with NPAOP 0.00-1.02-08 "Rules for the construction and safe operation of elevators" and "Procedure for issuing permits for high-hazard works and for operation (use) of high-hazard machines, mechanisms, equipment" approved by the Resolution of the Cabinet of Ministers of Ukraine № 1107 of October 26, 2011
5	Support of the owner in the procedure of organization of the equipment operation process	<p>According to the rules and regulations in force at the time of commissioning of the equipment, the contractor should support the owner in carrying out procedures and obtaining all permits required for the operation of equipment installed in accordance with this TOR:</p> <ul style="list-style-type: none"> <li>- support in organization of the training of the owner's assigned responsible staff on the operation of elevators</li> <li>- support in the preparation and maintenance of the necessary documentation in accordance with applicable regulations (documentation on labor protection, etc.)</li> <li>- support in concluding a contract with the relevant organization for the maintenance of elevator</li> <li>- support in obtaining of the operating permit in accordance with the Resolution № 1107 of the Cabinet of Ministers of Ukraine "On approval of the Procedure for issuing permits for high-risk work and operation (use) of machines, mechanisms, high-risk equipment"</li> </ul>
6	1 year- of warranty period	The Contractor guarantees to eliminate free of charge any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 12 months after the elevator was commissioned, unless it is proved that they occurred due to: normal wear and tear of the site or its parts; improper operation; improper servicing of the site by the Customer or by third parties involved by him.
The work must be carried out in full compliance with applicable national standards and regulations: DSTU EN 81, DBN A.2.2-3-2004, DBN B.2.2-40:2018, DBN B.2.2-9-2018, DBN B.2.2-3-2018, DBN B.1.1-7-2016, DBN B.1.2-2:2006, DBN A. 3.2-2-2009, DBN B.2.6-161:2017, DBN B.2.6-220:2017, DBN B.2.6-163:2010, SNiP 2.08.02-89, DSTU Б А.2.4-4-2009 etc.		

## 2.2 List of sites:

No.	Name of building	Address	Minimum technical requirements to the equipment
1	The building of East Ukrainian National University named after Volodymyr Dahl	East Ukrainian National University named after V. Dahl, 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400	See Annex 1

### 3. Work progress monitoring

3.1.The contractor's work will be supervised by the representatives of the organization responsible for technical supervision, UNDP representatives and building owners.

3.2.The final work acceptance will be performed by: a UNDP representative, a representative of the organization conducting technical supervision, and owner's representative.

### 4. Duration of work

4.1.The contractor must complete the work in the following terms:

No.	Name	Number of calendar days to complete construction works
1	Elaboration of the technical design documentation and delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400)	180, starting from the date of contract signing

Construction work within the framework of this ToR envisages registration in the respective government agencies the notice of commencement of repair work and the declaration of the readiness of the object, the Contractor must fully support building owner in obtaining the above mentioned documents

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

### 5. Qualification of successful contractor

5.1.The proposed elevator equipment must have a certificate of conformity according to module H1 for use in Ukraine and meet technical standards.

5.2.The Company must have a manufacturer's certification for the right to install the proposed equipment.

5.3.Company with a valid registration (for Ukrainian companies – registration must be obtained on the territory controlled by the government of Ukraine).

5.4.Minimum annual turnover for any 2 years between 2018 and 2020: USD 100,000.

5.5.Minimum 5 years of engagement in similar projects.

5.6.At least 3 projects of similar nature have been completed for the last 3 years.

5.7.The Contractor shall have engineering staff with relevant qualification, specialization in accordance to the table 2.1 (line 1), and minimum 3 (three) years of the appropriate expertise for proper development of each chapter of the technical design documentation.

5.8. Development of technical documentation shall be done by specialists certified to perform this type of design work and must be confirmed by the copies of the relevant certificates for all proposed specialists. All specialists involved can be either employees of the Contractor or contracted specialists

5.9. License to perform activities related to creation of objects of transport infrastructure, namely vertical transport (elevators, escalators, etc.) and for the commissioning of lifting and transport equipment.

5.10. Availability of the relevant permit for high-risk work, namely the installation, adjustment and maintenance of high-risk equipment, namely elevators.

5.11. Availability of appropriate equipment and mechanisms.

5.12. Availability of qualified technical staff to perform the work

## **6. Requirements for the materials used.**

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

6.2 The proposed equipment must have a certificate of conformity provided by the Manufacturer and meet the operating technical standards in Ukraine.

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

6.4. The use of asbestos and materials containing asbestos is prohibited. All works shall comply with the principles of sustainable development by using designs, methodologies, and technical requirements that make efficient use of resources and energy, protect people and ecological systems, maintain and improve the quality of life of the community and benefit their needs.

## **7. Price offer and payment schedule**

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

7.2. Applicants shall include all costs associated with the execution of works in their price offer (such as supply of all materials, equipment, travel expenses, per diem payments, staff salary, office expenses, etc.). Participants must be guided by the requirement listed in the table 2.1 of this ToR and the minimum technical requirements to the equipment (Annex 1) during preparation of the price proposal.

7.3. Payments shall be distributed as follows:

- Up to 20% of the total contract amount may be paid as soon as the construction contract is signed.

- 70% of the total contract amount shall be paid in stages, based on the actual amount of works completed by the Contractor in the last month (certificates of works performed must be approved by a UNDP representative and a representative of the organization providing technical supervision of the construction, and must be submitted no later than 5 days following the reporting month). Certificate of Substantial Completion should be signed by the representative of the technical supervision company, the owner, UNDP representative and the Contractor. The cost of the elevator equipment can be paid after delivery of the complete set to the object with a full set of necessary documentation. The Contractor is fully responsible for the proper and safe storage of the equipment at the site from the time of delivery to the facility until its installation and commissioning.

-10% of the total contract amount shall be paid after 12 months warranty period upon issuance of the Certificate of Final Completion. The Contractor may substitute the remaining 10% of the total contract amount with an on-demand bank guarantee in a form, and from a source, acceptable to UNDP. Upon the expiration of the warranty period for the works, upon signing of the Certificate of Final Completion by the representative of the owner, UNDP representative and the Contractor, the bank security will be returned to the Contractor by UNDP.

## 8. Selection process.

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

8.1. Work performed as a contractor for construction works of a similar nature in the last 5 years:

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

8.2. Current liabilities

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

8.3. Availability of staff to perform the work:

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

8.4. List of equipment available for works (enough to perform works on each site):

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

- 8.5. Schedule - Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400)

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

#### 9. Estimated value of the offer.

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

In addition, Tenderers must provide a table of costs with breakdown of the above cost for each of the sites in the format specified in Excel files BoQ, UNDP will use the cost table with breakdown to evaluate the reasonableness of prices and to calculate the price if both parties decide to add new goods and services to the range of goods and services to be provided under the contract.

<b>Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400)</b>	<b>Total (USD/UAH), excluding VAT</b>	<b>Proposed terms of implementation, calendar days</b>
Elaboration of the technical design documentation, State Examination (expertise) obtained		
Equipment cost, including delivery to the site		
Installation of the elevator		
Preparation and commissioning of the elevator including all needed steps in preparation of the relevant documents		
<b>TOTAL</b>		

#### Annexes to the Terms of Reference

Minimum technical requirements to the equipment for the elevator can be reviewed by this link [https://drive.google.com/drive/folders/1L4acJ\\_mABfkGQAIhrtgBtRWW4dirT4Fn?usp=sharing](https://drive.google.com/drive/folders/1L4acJ_mABfkGQAIhrtgBtRWW4dirT4Fn?usp=sharing)

**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:	<b>772-2021-UNDP-UKR-RFQ-RPP</b>	Date: 25 May 2021

**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.
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Latest Audited Financial Statement or Financial results for any 2 years (2017 -2020)	Copies of income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation
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	<input type="checkbox"/> Yes <input type="checkbox"/> No



to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Track Record performed within the last 5 years	Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Brief description of previous products developed by the company (list);
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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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.

Yes	No	
<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: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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**

*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:	<b>772-2021-UNDP-UKR-RFQ-RPP</b>	Date: 25 May 2021

**Table 1. Price offer**

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

UNDP will use the cost table with breakdown to evaluate the reasonableness of prices and to calculate the price if both parties decide to add new goods and services to the range of goods and services to be provided under the contract.

<b>Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400)</b>	<b>Total (USD/UAH), excluding VAT**</b>	<b>Proposed terms of implementation, calendar days</b>
Elaboration of the technical design documentation, State Examination (expertise) obtained		
Equipment cost, including delivery to the site		
Installation of the elevator		
Preparation and commissioning of the elevator including all needed steps in preparation of the relevant documents		
<b>TOTAL</b>		

**\*\* Dear partners!**

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

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

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

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

tax number of the beneficiary" (buyer) should be indicated conventional TIN (taxpayer reg. No.) "200000000000".

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

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

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

**Table 2 Work performed as a contractor for construction works of a similar nature in the last 5 years:**

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

**Table 3 Current liabilities**

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

**Table 4 Availability of staff to perform the work:**

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

**Table 5 List of equipment available for works:**

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

**Table 6 Schedule - Delivery, installation and commissioning of a 800 kg passenger elevator, in the building of East Ukrainian National University named after Volodymyr Dahl (address: 59-a Tsentralny Avenue, Sievierodonetsk, Luhansk Oblast, 93400)**

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

**Table 8. Compliance with Requirements**

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Compliance with the requirements of the Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Products / materials meet the required quality standards	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Duration of the works should be no more than 180 days from the date of the contract signing)	<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.
Free of charge to the Customer to eliminate any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation	<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.

<b>Exact name and address of company</b> 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.	<b>Authorized Signature:</b> 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.	Email Address: Click or tap here to enter text.
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## ANNEX 4: PERFORMANCE SECURITY

### PERFORMANCE SECURITY

**(on-demand bank guarantee for the last 10% of the contract amount)**

- 1.This document must be finalized **using the official letterhead of the Issuing Bank.**
- 2.Except for indicated fields, no changes may be made on this template.
- 3.The Performance Security that the Proposer's Bank will issue shall be based on use the contents of this template. No change can be made to this template without the prior approval of the Legal Office, Bureau of Management Services, UNDP.

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***INSERT LETTERHEAD OF THE BANK***

**[date]**

To:Beneficiary

United Nations Development Programme (UNDP)

**[insert address]**

Contractor

**[insert information on contractor]**

Reference: Guarantee No. **[insert number]**

Dear Sirs,

WHEREAS, the United Nations Development Programme (the "Beneficiary") and **[Name of Contractor]** (the "Contractor") have entered into Contract No. **[contract number]** for **[insert description of contract]**, which entered into force on **[date]** (the "Contract");

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified

in the Contract as security for the Contractor's satisfactory compliance with its obligations under the Contract;

WHEREAS, we **[Name of the Bank]** (the "Guarantor"), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary's first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate **[currency][amount in words and figures]** or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary's written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary's entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is **[currency] [amount in words and figures]**.

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.



United Nations Development Programme  
Performance Security

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Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

---

Date:

Name of Bank:

Address:

