



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **553-2021-UNDP-UKR-RFQ-SCR**

Date: 28 May 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation to **Purchase of a cars type freight passenger van for the provision of social services (Mobile Center for Social Services) in the amount of 2 vehicles** 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: **Operations Manager UNDP**

Date: **May 28, 2021**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>11:59 AM (Kyiv time), June 13, 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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <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: 553-2021-UNDP-UKR-RFQ-SCR ▪ 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_an_dinvestigation.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</p>

	indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure.</p> <p>Payments will be provided in local currency according to the UNORE currency rate for the date of payment, following the link: https://treasury.un.org/operationalrates/OperationalRates.php</p> <p><input checked="" type="checkbox"/> or 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>

	Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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	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: All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	Technical and Financial Offer shall be submitted in English or Ukrainian Other documentation including registration documents, instructions and policy can be in Ukrainian (additionally in English if present)
Documents to be submitted	Bidders shall include the following documents in their quotation: <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 3 (three) years of experience in the field of supply of similar products. <input checked="" type="checkbox"/> Certificates for equipment (copies). <input checked="" type="checkbox"/> Warranty – at least 12 months from the date of supply <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients in the past 2 years. <input checked="" type="checkbox"/> Official dealership authorization of the manufacturer will be an advantage
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" 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.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation.] <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"/> Signed act of acceptance of goods, 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.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 2 (two) days before the submission deadline. Responses to request for clarification will be communicated via email procurement.ua@undp.org by Procurement Unit, UNDP Ukraine.
Evaluation method	<input checked="" type="checkbox"/> The Contract 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 have been signed by the proper authority. <input checked="" type="checkbox"/> Offers must be submitted in English/Ukrainian. <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. <input checked="" type="checkbox"/> Equipment must have official warranty service centers in Ukraine; <input checked="" type="checkbox"/> Supplier/s must provide after-sale services <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) – will be an advantage in equality of other factors <u>Technical Requirements:</u> <input checked="" type="checkbox"/> Experience in the supply of similar vehicles for at least 3 years. <input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements in TOR. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract
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 checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	20 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

Project Name: Strengthening community resilience in Kherson region -phase II (SCR II project)

Task description: Purchase of a cars type freight passenger van for the provision of social services (Mobile Center for Social Services) in the amount of 2 vehicles

Customer: UNDP

Expected Delivery Date: July 2021

Country: Ukraine

1. BACKGROUND

This SCR II project outlines the continuation of the pilot project *Strengthening community resilience in Kherson region* which UNDP launched and delivered during the period January to March 2021, aspiring to build community resilience and improve the level of trust in public authorities. The original project design emanates from UNDP's long-running cooperation with the Regional Reforms Office in Kherson and focuses on the implementation of a set of local initiatives that the public authorities have highlighted as strategically pertinent to increase people's access to quality public services, including for Ukrainian citizen living in Crimea. Through synergies with other existing UNDP engagement in the region, these priorities were supplemented by a number of small-scale interventions that were identified by local communities of Kherson oblast in response to COVID-19 and as such share intrinsic links with the project's intervention logic. Incentives for this approach build on local ownership of the development agenda and are informed by the assumption that effective and inclusive public service delivery, which meets community needs, will make communities more resilient to crisis and improve perceptions towards authorities and institutions.

The systemic approach, employed by UNDP Ukraine as part of its various interventions (e.g. the UN Recovery and Peacebuilding Programme), is based on building sustainable solutions and models through improving local capacities and empowering regional and local authorities to provide high quality services to the population. This approach also aims at creating an enabling environment for local development, improving access to social infrastructure and economic opportunities for the citizens. Therefore, the current project will combine different types of support towards local self-sustainable long-term solutions, including provision of tools (equipment, software, etc.) for improved public services provision, as well as extensive capacity building and advisory support.

Serving people living in remote rural areas, especially the most vulnerable in the community (elderly, single and disabled people) requires significant costs and quality improvements. Therefore, it is important to find new forms of work that will not only reduce costs, but also significantly improve the quality and quantity of services by bringing them closer to the population. That is why UNDP plans to support the creation of a mobile multidisciplinary teams at home for single disabled people in ATCs (amalgamation territorial communities). The creation of such a service will not only bring services closer to residents in need of assistance in remote rural areas, but also expand the range of these services. It will also allow launching new services, namely hairdressing and medical services, services for minor repairs of clothes, renovation of premises and cleaning

of adjacent territories, cleaning of premises, pruning of trees, harvesting of firewood, etc. For this purpose, it is planned to purchase a new vehicles such as a cargo and passanger van and equip it with the necessary equipment for use as a Mobile Office for providing social services at home in the amount of 2 (two) units, which will run to remote settlements of ATCs in Kherson oblast. The vehicles must meet the requirements of the manufacturer's specifications, have the relevant documents and warranty support, for a period specified by the manufacturer.

The vehicles must be cleared through customs and prepared for operation in accordance with Ukrainian standards.

2. SCOPE OF WORK

Supply of 2 (two) brand new vehicles of the cargo-passenger van type for ATCs in Kherson oblast. Addresses are given in Annex 1.

The vehicle must meet the specifications given in Table 1.

3. THE MAIN CHARACTERISTICS OF THE VEHICLE Table 1.

General characteristics		
1	Car type	Freight and passenger van
2	Year of manufacture - not earlier	2020
3	Car condition	new
4	Warranty (minimum)	2 years / 100,000 km
5	Number of seats	(5+1)
6	Air conditioner	
7	Dimensions (mm)	
7.1	Wheelbase, minimal	3435 mm or more
7.2	Overall length	5500 mm or more
7.3	Width / with mirrors	2400 mm or more
7.4	Ground Clearance (min)	160 mm or more
8	Weight characteristics (kg)	
8.1	Total weight no more	3500
9	Engine:	
9.1	Engine volume, cm3	Not less than 1995
9.2	Max. power hp no less	130
9.3	Engine's type	diesel

9.4	Number of cylinders, type	Minimum 4, in-line
9.5	Environmental standard, (minimum)	Euro-5
10	Fuel tank, l, not less	70
11	Clutch (preferred)	Single-disc with vacuum amplifier
12	Transmission	Mechanical or Automatic
13	Rear wheels (preferred)	single
14	Brake system	
14.1	Working, preferably	Hydraulic with vacuum booster
14.2	Front brakes / Rear brakes (preferred)	Disk / Disk
15	Wheels:	
15.1	Wheel disks, not less	R16
15.2	Spare wheel	standard
16	Exterior mirrors with electric adjustment, heating and turn indicators	+
17	Cargo compartment, not less (V = m3)	7.5
17.1	Height, mm, not less	1955
17.2	Width, mm, not less	1700
17.3	Length, mm, not less	2300
18	Equipment:	
18.1	ABS (Anti-lock brake system)	+
18.2	ESP (Electronic Stabilization Program\system) or analogue	+
18.3	Front and rear anti-roll bars	+
18.4	Independent front suspension	+
18.5	Airbag for the driver	+
18.6	Electric windows	+
18.7	Fog lightning	+
18.8	LED daytime running lights	+
18.9	Multi-steering wheel	+
18.10	Enhanced corrosion protection	+

18.11	Central lock	+
19	INTERIOR	
19.1	12V socket on the front console	+
19.2	Sun visors	+
19.3	Hooks for fastening of cargo in a floor of a cargo compartment	+
20	Security:	
20.1	Passenger seats are equipped with seat belts	+
21	Heating:	
21.1	Car heater for cab and passenger compartment	+
22	Standard equipment	
22.1	Jack and wheel wrench	+
23	Additional equipment	
23.1	First aid kit according to DSTU 3961-2000	+
23.2	Fire extinguisher powder VP-1 or analog	+
23.3	Emergency stop sign	+

Body colour of the base vehicle is any (white is preferable) **with logos, banners and inscriptions according to the customer's template, individual branding of each vehicle.** (Pasting and branding of vehicles with a special adhesive materials for vehicles).

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).
- The company is an official dealer of the vehicle manufacturer (supplier).
- Experience in the supply of similar vehicles for at least 3 years.

5. Warranty conditions

The warranty period of the vehicle begins from the date of transfer of the vehicle to the customer under the Act of acceptance-transfer.

Delivery must be accompanied by warranty certificates for the goods. Warranty obligations: for a period of at least 2 years or 100 thousand km. mileage (whichever comes first).

One copy of the owners and operators instruction and maintenance manual in English and Ukrainian.

All necessary technical documentation together with package of documents needed for registration of cars in MoI service centers must be provided by the supplier on the day of delivery.

Availability of an official service in Ukraine. The Supplier is obliged to indicate the addresses of the Warranty Service Station in the territory of Kherson and neighbouring oblasts.

6. Delivery time

Delivery must be made within 3 weeks from the date of signing the contract. Date and time of delivery must be agreed with the customer.

7. Delivery address

Delivery must be carried out to the addresses specified in Annex 1, to the GCA in Kherson oblast.

Delivery terms: Duty Paid DDP - Incoterms® 2020

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 vehicle and its equipment in their price offer.
- Payments should be made as follows:

100% of the total amount of the contract will be paid after signing the bilateral Act of acceptance - transfer.

9. The selection process

Applicants must provide detailed information on:

- 1 Information about the vehicle 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

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

2					
3					

10. 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 equipment, 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	Vehicle (specify brand and model)	2		
Shipping cost (if applicable)				
Amount without VAT				
VAT				
In general, including VAT, currency				

11. 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 vehicle will be signed.

Annex 1.

No	Delivery addresses:	Delivery date:
1.	Konstantynivska TC at Kherson oblast 66A, Shevchenko str., Kostiantynivka village	July 2021 (TBS)
2.	Velykokopanska TC at Kherson oblast 79, Karla Marksa str., Velyki Kopani village	July 2021 (TBS)

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:	553-2021-UNDP-UKR-RFQ-SCR	Date: Click or tap to enter a date.

Company Profile

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

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<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	<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.

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

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:	553-2021-UNDP-UKR-RFQ-SCR	Date: Click or tap to enter a date.

Table 1. Conformity to the requirements of Specification

#	Item	Specifications	Conformity (Yes/No, comments)
1	Car type	Freight and passenger van	
2	Year of manufacture - not earlier	2020	
3	Car condition	new	
4	Warranty (minimum)	2 years / 100,000 km	
5	Number of seats	5+1 (5+1)	
6	Air conditioner		
7	Dimensions (mm)		
7.1	Wheelbase, minimal	3435 mm or more	
7.2	Overall length	5500 mm or more	
7.3	Width / with mirrors	2400 mm or more	
7.4	Ground Clearance (min)	160 mm or more	
8	Weight characteristics (kg)		
8.1	Total weight no more	3500	
9	Engine:		
9.1	Engine volume, cm3	Not less than 1995	
9.2	Max. power hp no less	130	
9.3	Engine's type	diesel	
9.4	Number of cylinders, type	Minimum 4, in-line	
9.5	Environmental standard, (minimum)	Euro-5	
10	Fuel tank, l, not less	70	
11	Clutch (preferred)	Single-disc with vacuum amplifier	
12	Transmission	Mechanical or Automatic	
13	Rear wheels (preferred)	single	

14	Brake system		
14.1	Working, preferably	Hydraulic with vacuum booster	
14.2	Front brakes / Rear brakes (preferred)	Disk / Disk	
15	Wheels:		
15.1	Wheel disks, not less	R16	
15.2	Spare wheel	standard	
16	Exterior mirrors with electric adjustment, heating and turn indicators	+	
17	Cargo compartment, not less (V = m ³)	7.5	
17.1	Height, mm, not less	1955	
17.2	Width, mm, not less	1700	
17.3	Length, mm, not less	2300	
18	Equipment:		
18.1	ABS (Anti-lock brake system)	+	
18.2	ESP (Electronic Stabilization Program\system) or analogue	+	
18.3	Front and rear anti-roll bars	+	
18.4	Independent front suspension	+	
18.5	Airbag for the driver	+	
18.6	Electric windows	+	
18.7	Fog lightning	+	
18.8	LED daytime running lights	+	
18.9	Multi-steering wheel	+	
18.10	Enhanced corrosion protection	+	
18.11	Central lock	+	
19	INTERIOR		
19.1	12V socket on the front console	+	
19.2	Sun visors	+	
19.3	Hooks for fastening of cargo in a floor of a cargo compartment	+	
20	Security:		
20.1	Passenger seats are equipped with seat belts	+	

21	Heating:		
21.1	Car heater for cab and passenger compartment	+	
22	Standard equipment		
22.1	Jack and wheel wrench	+	
23	Additional equipment		
23.1	First aid kit according to DSTU 3961-2000	+	
23.2	Fire extinguisher powder VP-1 or analog	+	
23.3	Emergency stop sign	+	

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

Description of goods, services	Amount (currency), with VAT
(Please include all price components in accordance with the requirements of Specification)	
Warranty	
Transportation	
Please add other expenses required, with detailed description	
Total amount	

Table 3. Relevant projects implemented during the last 3 years:

#	Client' name and address	Project period		Project cost (USD)	Describe briefly the nature of supply
		Start date	Finish date		

Table 4. Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery terms (INCOTERMS-2020 DDP Konstantynivska TC at Kherson oblast 66A, Shevchenko str., Kostiantynivka village and	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Velykokopanska TC at Kherson oblast 79, Karla Marksa str., Velyki Kopani village)			
Delivery Time (no later than in 3 weeks after signing the contract)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and after sell services (not less than 2 years or 100 thousand km. mileage (whichever comes first) and official service centres in Ukraine	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)			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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>