**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? | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | [ ]  Yes [ ]  No  |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | [ ]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [ ]  Yes [ ]  No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | [ ]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [ ]  Yes [ ]  No |
| Bank Information | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| 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** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|[ ] [ ]  **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|[ ] [ ]  **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER**

*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 = 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 | + |  |

***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 |[ ] [ ]  Click or tap here to enter text. |
| Delivery terms (INCOTERMS-2020 DDP Konstantynivska TC at Kherson oblast 66A, Shevchenko str., Kostiantynivka village and Velykokopanska TC at Kherson oblast 79, Karla Marksa str., Velyki Kopani village) |[ ] [ ]  Click or tap here to enter text. |
| Delivery Time (no later than in 3 weeks after signing the contract) |[ ] [ ]  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 |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  | Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. |
| *Exact name and address of company*Company Name: Click or tap here to enter text.Address: Click or tap here to enter text. Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature :Date: Click or tap here to enter text.Name: Click or tap here to enter text.Functional Title of Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |