



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 536-2021-UNDP-UKR-RFQ-RPP	Date: 24 June 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Procurement of furniture to support multiple activities in target hromadas of Dnipropetrovsk, Zaporizhzhia and Zhytomyr oblasts** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: **June 23, 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> <p>NB. If after deadline the number of bids is not enough to proceed with evaluation process, the decision about deadline prolongation can be made. For security point of view It is recommended to create 2 archive files (*.zip format only!): one should include technical proposal, another one should include financial proposal and be encrypted with password. Both files should be attached to the email letter. Herewith, absence of archives protected <u>does not lead</u> to rejection of bids.</p> <p>During evaluation process companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.</p>
Deadline for the Submission of Quotation	<p>23:59 (Kyiv time), July 08, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: 536-2021-UNDP-UKR-RFQ-RPP ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct,	<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>

Fraud, Corruption,	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
Gifts and Hospitality	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.
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</p> <p>or</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to Project Card Registration № 4204-02]</p>
Language of quotation	<p>English or Ukrainian, or Russian</p> <p>All the documentation including catalogues, instructions and operating manuals should be in Russian or Ukrainian (additionally in English if present)</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate. <input checked="" type="checkbox"/> Extract from the Register of VAT payers or single taxpayers (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 2 (two) years of experience in the field of supply of similar to these Terms of Reference goods. <input checked="" type="checkbox"/> At least 2 (two) positive recommendation letters from previous clients as per supplying of similar to these Terms of Reference goods. <input checked="" type="checkbox"/> Quality certificates for goods/materials to be supplied. <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer) – will be an advantage.
Quotation validity period	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>

Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input 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 and submission of payment documentation, in accordance with requirements stipulated in Annex 1. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Procurement Unit, UNDP Ukraine, procurement.rpp.ua@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated via direct sharing the responses to requester's email as well as announcement on UNDP Procurement Notices by 05 July 2021 .
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section. <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <u>Technical Requirements:</u> <input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements in specification. <input checked="" type="checkbox"/> At least 2 (two) years of experience in the field of supply of similar to these Terms of Reference goods. <input checked="" type="checkbox"/> At least 2 (two) positive recommendation letters from previous clients as per supplying of similar to these Terms of Reference goods. <input checked="" type="checkbox"/> Quality certificates for goods/materials to be supplied.

	<input checked="" type="checkbox"/> Warranty for all goods must be at least 12 (twelve) months. All goods must have official warranty service in Ukraine. <input checked="" type="checkbox"/> Delivery of the goods must be done within 60 (sixty) calendar days from the date of signing the Contract.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	26 July 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000.00 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.
Other	<p>Bid recommended structure:</p> <p>Folder 1: Copies of latest registration Certificates and other relevant registration documents of company/organization.</p> <p>Folder 2: Properly filled Annex 2 and Annex 3.</p> <p>Folder 3: Quality certificates for goods/materials to be supplied.</p> <p>Folder 4: Recommendation letters from clients.</p> <p>Folder 5: Other documents (e.g., Company Profile, Manufacturer's Authorization of the Company as a Sales Agent, etc.)</p> <p>Documents should be named properly according to their content.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS



SPECIFICATIONS

for furniture to support multiple activities in target hromadas of Dnipropetrovsk, Zaporizhzhia and Zhytomyr oblasts

1. PROJECT DESCRIPTION

Project Name: The United Nations Recovery and Peacebuilding Programme, Community Security and Social Cohesion Component

Task description: to purchase and deliver furniture to equip veteran spaces in Dnipropetrovsk and Zhytomyr oblasts, to equip youth and ATO and JFO veterans' centres in target hromadas in Zhytomyr oblasts, to equip offices of the Ministry of Veterans regional departments in Dnipropetrovsk, Zaporizhzhia and Zhytomyr oblasts (as part of the agreed with the Ministry capacity building plan).

Country / Place of work: Ukraine

2. PROJECT BACKGROUND

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. In late 2014, the United Nations, the World Bank and the European Union conducted a Recovery and Peacebuilding Assessment, which the Cabinet of Ministers in mid-2015 endorsed.

UNDP has been active and present in eastern Ukraine for the past decade, before the conflict, focusing 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 jointly implemented by four UN partnering agencies (UNDP, UN Women, FAO, UNFPA) in cooperation with the Government of Ukraine.

Four United Nations agencies are implementing the UN RPP: 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 Organisation of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland & the UK.

As an area-based programme specifically developed for the conflict-affected areas of eastern Ukraine, the UN RPP addresses the critical stabilization, peacebuilding, economic and governance priority needs in the east of Ukraine following the conflict's start. It considers 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 fully adjusted to the humanitarian-development nexus.

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).

The Programme, which operates based on a pooled funding arrangement, follows a multi-sectoral programme-based approach and is implemented using an area-based methodology. The current project is a unifying interventions framework for 13 projects funded by 12 international partners. The management of the following assignment is entrusted to the UNDP (within the UN RPP). The Netherlands finances this particular assignment.

Component III of the UN RPP Community Security and Social Cohesion (CSSC) aims to reach some of its goals by supporting the reintegration of ex-combatants of ATO and JFO and their families. In broader terms, the Component III activities directed at enhancing community security, civic mobilization and empowerment of communities, reconciliation, and social cohesion restoration.

There are around 400 000 ATO and JFO ex-combatants in Ukraine, not including veterans' families. On the oblast level and hromada level, there are many efforts to meet the needs of ex-combatants and their families. To support daily activities of various community-based veterans' civic initiatives and activities of veteran spaces, to build technical capacities of the regional territorial departments of the Ministry of Veterans, UNPD will procure office furniture.

UNDP will procure office furniture in line with the planned 2021 activities.

3. SCOPE OF WORK


- 1) To provide required goods according to the Specifications.
- 2) To deliver the goods to the designated addresses.
- 3) To assembly delivered furniture.




No	No according specification	Product name	Quantity
1	<i>Dnipro, 55, Starovokzalna str.</i>		
	7	Corner office table	3
	1	Office chairs	6
	2	Office wardrobe	1
2	<i>Dnipropetrovsk obl., Kryvyi Rih, 7, Polia str.</i>		
	7	Corner office table	2
	1	Office chairs	4
	2	Office wardrobe	1




3	Zaporizhzhia, 75, Sobornyi boulevard		
	3	Office table (rectangular)	2
	4	Office chair	1
	1	Office chairs	5
	2	Office wardrobe	1
4	Zhytomyr, 3/14 Koroliova square, office 114		
	3	Office table	3
	4	Office chair	3
	1	Office chairs	7
	2	Office wardrobe	1
	5	Wardrobe	1
5	12700, Zhytomyr oblast, Baranivka, 40, Soborna str.		
	3	Office table (rectangular)	2
	1	Office chairs	2
	2	Office wardrobe	1
6	Zhytomyr, 4, Pokrovska str		
	10	Pear shaped chair	5
	11	Cocoon chair	2
7	12341, Zhytomyr oblast, Vysoke, 34, Cheska str.		
	6	Office conference table	1
	3	Office table (rectangular)	1
	1	Office chairs	20
	4	Office chair	1
	8	Office furniture set (along the wall)	1
	9	Hanger	1
8	Zhytomyr oblast, Chervone, 3, Kooperativna str.		
	1	Office chairs	20
	6	Office conference table	1
	12	Closet	1
	13	Corner sofa	1
9	Dnipropetrovsk obl., Novomoskovsk, 29, Hetmanska str., build. 2		
	14	Office table (simple)	2
	15	Office (computer) chair	2
	16	Meeting chairs (plastic conferece room chairs)	15
	17	Coffee table	1
	18	Sofa	1
	10	Pear shaped chairs	2
10	Dnipropetrovsk obl., Pavohrad, 155, Horkoho str.		
	14	Office table (simple)	2
	15	Office (computer) chair	2
	16	Meeting chairs (plastic conferece room chairs)	15
	17	Coffee table	1
	18	Sofa	1
	10	Pear shaped chairs	2
11	Zhytomyr obl., Berdychiv, 20, Hrushevskoho str., room 3		
	14	Office table (simple)	2
	15	Office (computer) chair	2
	16	Meeting chairs (plastic conferece room chairs)	15

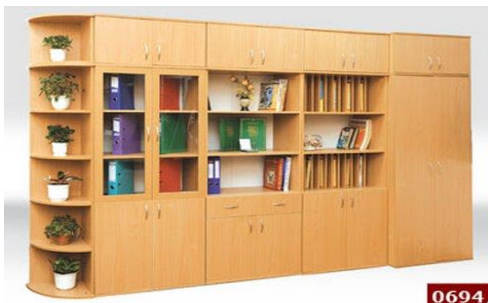


	17	Coffee table	1
	18	Sofa	1
	10	Pear shaped chairs	2
12	Zhytomyr obl., Novohrad-Volynskyi, 16, Shevchenka str.		
	14	Office table (simple)	2
	15	Office (computer) chair	2
	16	Meeting chairs (plastic conferece room chairs)	15
	17	Coffee table	1
	18	Sofa	1
	10	Pear shaped chairs	2


4. TECHNICAL SPECIFICATION



No	Product name and the specifications requirements	Unit measure	Required quantity
1	<p>Office chairs</p> <p>Frame material metal; upholstery material - fabric and imitation leather</p> <p>Dimensions: height 80 cm, width 54 cm, depth 60 cm (all measurements + -10%)</p> <p>Maximum load not less than 120 kg</p> <p>The rigidity of the chair is soft</p> <p>Without armrest, stacking</p> <p>Colour - dark grey or similar</p> 	item	64
2	<p>Office wardrobe</p> <p>Type - pencil case; Door and body material - chipboard</p> <p>Has shelves, hinged</p> <p>Number of doors - 2</p> <p>Width - 60/70/80 cm (all measurements $\pm 10\%$)</p> <p>Depth of the product 33 cm (all measurements $\pm 10\%$)</p> <p>Product height 180 cm (all measurements $\pm 10\%$)</p> <p>Body color beech or similar</p> <p>Facade color light birch or similar</p>	item	5



			
3	<p>Office table (rectabgular)</p> <p>Tabletop and frame material - chipboard Shape - rectangular With drawers Parameters: height 75 cm, depth 60 cm, width 120 cm (all measurements $\pm 10\%$) Color - light birch or similar</p> 	item	5
4	<p>Office chair</p> <p>Upholstery material - leatherette The armrests have a soft pad Cross material - polyamide Product height (lower and upper position) 119 cm - 132 cm (all measurements $\pm 10\%$) Product width 63 cm, product depth 70 cm, seat width 51 cm, seat depth 49 cm (all measurements $\pm 10\%$) Maximum load not less than 120 kg There is a headrest There is a swing mechanism with fixation in one position Color - brown or similar</p> 	item	5
5	<p>Wardrobe</p> <p>Type - straight wardrobe Door and body material - chipboard Doors - swing</p>	item	1



	<p>There is a shelf and a hanger bar</p> <p>Number of doors - 2</p> <p>Parameters - width 72 cm, depth 58 cm, height 182.5 cm (all measurements $\pm 10\%$)</p> <p>Color - light, birch or similar</p> 		
6	<p>Office conference table</p> <p>Office table for conferences</p> <p>Chipboard laminated 32 mm (not worse),</p> <p>Width 3000 mm, depth 1000 mm (all measurements $\pm 10\%$)</p> <p>black metal legs</p> <p>Color – alder</p> 	item	2
7	<p>Corner office table</p> <p>Width: 150 cm, height 75 cm, depth: 130 cm (all measurements $\pm 10\%$)</p> <p>Swivel: angular</p> <p>Extension without extension</p> <p>Availability of boxes: with boxes</p> <p>Chipboard fabric</p> <p>Pull-out keyboard shelf</p> <p>telescopic guides</p> <p>Technical hole for wires</p> <p>Wheels</p> 	item	5

8	<p>Office furniture set (along the wall)</p> <p>Bookcase semi-closed 2 pcs., 4 doors (802x403x1816 mm) (can be adjusted to a greater or lesser extent, +-10%) 2-door wardrobe with niches and shelves (402x403x1816 mm, +-10%) Rack 2pcs. 802x403x1816 mm, +-10%). Color - alder Material – chipboard</p> 	item	1
9	<p>Hanger</p> <p>Type - gender metal pipe rack</p> 	item	1
10	<p>Pear shaped chairs</p> <p>Color: yellow, green, red, orange (or other bright colors). Size: 130 × 90 cm (+ 10%) Chair weight 3-4 kg Maximum chair load: 150 kg (at least) Package Contents: Variable Zipper Pouch, Carrying Handle Filling: wear-resistant polystyrene foam</p> 	item	13

11	<p>Cocoon chair</p> <p>Chair type: hanging chair Occupancy: single Additional equipment: with pillow Seat height: 120 cm Chair material: artificial rattan Base material: metal Brown color Maximum load: 100kg (minimum) Weight: 32.2 kg Height: 190 cm Width: 105 cm Length: 90cm (all indicated measurements \pm 10%).</p> 	item	2
12	<p>Closet</p> <p>Height 2250 mm, Width 1800 mm, Depth 600 mm (all measurements \pm 10%) Number of doors 3 Facade material chipboard Color - Silver Profile material aluminum Light color birch or similar Chipboard frame material Equipment Body, door, set of fasteners, guide rails set top and bottom</p>	item	1

			
13	<p>Corner sofa</p> <p>Width 2500 mm, depth 1900mm (all measurements $\pm 10\%$) Color gray or similar Filler - spring block, Polyurethane foam Niche - yes Transformation Mechanism – Dolphin or other suitable for the corner sofa</p> 	item	1
14	<p>Office table (simple)</p> <p>Tabletop material - not less than a medium-density fiberboard with a resistant coating / tabletop shape - rectangle, without partitions / carcass material - shaped pipe, pipe section 55 - 25. Without drawers / tabletop thickness - minimum 18cm / dimensions: height 74-76 cm, length 100-120 cm, width 65-75cm / color scheme - light tones for example light birch.</p> <p>Other characteristics - tabletop cover is heat-resistant, moisture-resistant, with good wear resistance / table is made in loft style.</p> 	item	8
15	Office (computer) chair	item	8

	<p>With adjustable seat height and backrest angle; dimensions - product width 55-65 cm - product depth 55-65 cm / design and color - for example black, gray; the color can be combined (the seat is made in black, the back is made in bright colors, for example, orange, green, etc.).</p> <p>Upholstery material - mesh, fabric, leatherette.</p> <p>Back material - fabric mesh, 100% polyester with a density of at least 500 g / sq.</p> <p>Seat material - mesh fabric, duplicated, made of 100% polyester with a density of at least 350 g / sq.</p> <p>The crosspiece is plastic.</p> <p>There is no headrest.</p>		
			
16	<p>Meeting chairs (plastic conferece room chairs)</p> <p>Carcass material - metal and wood; material of casing - plastic; seat - solid cast durable plastic; chair legs material - metal / dimensions: width 44 - 45 cm, depth 48-50cm, heighth incl back of the chair - 80-82 cm, height of the seat - 40 - 45 cm / color scheme of a seat - light tones, for example green, orange etc.</p>	item	60
			

17	Coffee table Tabletop material is not less than a medium-density fiberboard with a resistant coating / table legs - wood / color and design - light tone of light birch for example; color scheme of table top - light tones, white for example / dimensions: width 50-60 cm; length 100-120 cm, height 50-60 cm. 	item	4
18	Sofa standard (not a corner sofa) / static / has min 2 pillows / carcass material - coniferous trees, particleboard / material of a soft part (filling) - spring block and high density polyurethane foam, or slats and polyurethane foam / material of sofa upholstery - fabric possibly with artificial leather at armrests / dimensions: height 980-990 mm; 2150-2400mm; depth 1400-1500 mm / metal legs, painted / color scheme of a seat - saturated tones. 	item	4

5. ADDITIONAL REQUIREMENTS:

- 1) Delivery of goods should be accompanied by manufacturer's quality / conformity certificates. All necessary documentation must be provided by the supplier on the day of delivery. The supplier must include all warranties for at least one year for fastening mechanisms and furniture facades. All furniture must have official warranty service in Ukraine in case of factory defects detected.
- 2) Delivery must be carried out during 60 (sixty) days from the contract signing date.
- 3) Furniture assembly must be done upon the day of delivery.

6. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- a) Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).
 - b) At least 2 years of experience in the field of supply/manufacturing of similar products.
 - c) At least 2 positive reference/recommendation letters from previous clients.
- The Contract will be awarded to the technically compliant offer with the lowest prices

7. PRICE OFFER AND PAYMENT SCHEDULE

- The contract value must remain fixed for the duration of the contract.

•Applicants must include all costs associated with the work in their price quotation (such as the supply of all materials and equipment, transportation costs, staff salaries, office expenses, furniture assembly, etc.).

•Payments should be arranged as follows:

- 100% of the unit cost of the goods shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, Act of acceptance of goods rendered/delivered signed by both parties and registered VAT certificate, if applicable.

However, it is possible to arrange partial payment, upon delivery and acceptance the set of furniture to locations in one city/oblast.

Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.

Bidders must submit their price offers in the following format:

Currency of the Quotation: Click or tap here to enter text. INCOTERMS: DDP					
Item No.	Description	UOM	Q-ty	Unit price, without VAT*, indicate currency	Total cost, without VAT*, indicate currency
1	Office chairs <i>Please indicate Brand, Model and parameters</i>	item	64		
2	Office wardrobe <i>Please indicate Brand, Model and parameters</i>	item	5		
3	Office table (rectangular) <i>Please indicate Brand, Model and parameters</i>	item	5		
4	Office chair <i>Please indicate Brand, Model and parameters</i>	item	5		
5	Wardrobe <i>Please indicate Brand, Model and parameters</i>	item	1		
6	Office conference table <i>Please indicate Brand, Model and parameters</i>	item	2		
7	Corner office table <i>Please indicate Brand, Model and parameters</i>	item	5		
8	Office furniture set (along the wall) <i>Please indicate Brand, Model and parameters</i>	item	1		
9	Hanger <i>Please indicate Brand, Model and parameters</i>	item	1		
10	Pear shaped chairs <i>Please indicate Brand, Model and parameters</i>	item	13		
11	Cocoon chair <i>Please indicate Brand, Model and parameters</i>	item	2		
12	Closet <i>Please indicate Brand, Model and parameters</i>	item	1		
13	Corner sofa <i>Please indicate Brand, Model and parameters</i>	item	1		

14	Office table (simple) <i>Please indicate Brand, Model and parameters</i>	item	8		
15	Office (computer) chair <i>Please indicate Brand, Model and parameters</i>	item	8		
16	Meeting chairs (plastic conferece room chairs) <i>Please indicate Brand, Model and parameters</i>	item	60		
17	Coffee table <i>Please indicate Brand, Model and parameters</i>	item	4		
18	Sofa <i>Please indicate Brand, Model and parameters</i>	Item	4		
Total Price					
Transportation and assembling cost (if not included in the price of items)					
Other Charges (specify if needed)					
Total Final and All-inclusive Price					

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods within 60 (sixty) calendar days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERMS 2020)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	In accordance with the Schedule of Requirements in Annex 1.
Distribution of shipping documents (if using freight forwarder)	n/a
Packing Requirements	Packaging must comply with the rules for the safe transport of goods offered.
Training on Operations and Maintenance	n/a
Warranty Period	Not less than 12 (twelve) months of official warranty service in Ukraine.
After-sales service and local service support requirements	Availability of official service in Ukraine.
Preferred Mode of Transport	Land

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:	Click or tap here to enter text.	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.
Business Licenses – Registration Papers, Extract from the Register of VAT payers or single taxpayers, etc.	EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single taxpayers should be attached.
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? <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	<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 at least 2 (two) positive recommendation letters from previous clients as per supplying of similar to these Terms of Reference and contact details of respective clients.

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 - GOODS



Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.


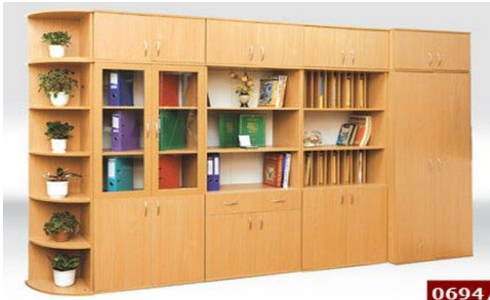

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.



Table 1. Conformity to the Specification



#	Name of equipment and Technical characteristics	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics (Technical characteristics should not be less / worse than those listed in the assignment)
1.	Office chairs Frame material metal; upholstery material - fabric and imitation leather Dimensions: height 80 cm, width 54 cm, depth 60 cm (all measurements + -10%) Maximum load not less than 120 kg The rigidity of the chair is soft Without armrest, stacking Colour - dark grey or similar 		
2.	Office wardrobe Type - pencil case; Door and body material - chipboard Has shelves, hinged Number of doors - 2 Width - 60/70/80 cm (all measurements ± 10%) Depth of the product 33 cm (all measurements ± 10%) Product height 180 cm (all measurements ± 10%) Body color beech or similar Facade color light birch or similar		



			
3.	<p>Office table (rectabgular)</p> <p>Tabletop and frame material - chipboard Shape - rectangular With drawers Parameters: height 75 cm, depth 60 cm, width 120 cm (all measurements $\pm 10\%$) Color - light birch or similar</p> 		
4.	<p>Office chair</p> <p>Upholstery material - leatherette The armrests have a soft pad Cross material - polyamide Product height (lower and upper position) 119 cm - 132 cm (all measurements $\pm 10\%$) Product width 63 cm, product depth 70 cm, seat width 51 cm, seat depth 49 cm (all measurements $\pm 10\%$) Maximum load not less than 120 kg There is a headrest There is a swing mechanism with fixation in one position Color - brown or similar</p> 		
5.	Wardrobe		

	<p>Type - straight wardrobe Door and body material - chipboard Doors - swing There is a shelf and a hanger bar Number of doors - 2 Parameters - width 72 cm, depth 58 cm, height 182.5 cm (all measurements $\pm 10\%$) Color - light, birch or similar</p> 		
6.	<p>Office conference table</p> <p>Office table for conferences Chipboard laminated 32 mm (not worse), Width 3000 mm, depth 1000 mm (all measurements $\pm 10\%$) black metal legs Color – alder</p> 		
7.	<p>Corner office table</p> <p>Width: 150 cm, height 75 cm, depth: 130 cm (all measurements $\pm 10\%$) Swivel: angular Extension without extension Availability of boxes: with boxes Chipboard fabric Pull-out keyboard shelf telescopic guides Technical hole for wires Wheels</p>		

			
8.	<p>Office furniture set (along the wall)</p> <p>Bookcase semi-closed 2 pcs., 4 doors (802x403x1816 mm) (can be adjusted to a greater or lesser extent, +-10%) 2-door wardrobe with niches and shelves (402x403x1816 mm, +-10%) Rack 2pcs. 802x403x1816 mm, +-10%). Color - alder Material – chipboard</p> 		
9.	<p>Hanger</p> <p>Type - gender metal pipe rack</p> 		
10.	<p>Pear shaped chairs</p> <p>Color: yellow, green, red, orange (or other bright colors). Size: 130 × 90 cm (+ 10%) Chair weight 3-4 kg Maximum chair load: 150 kg (at least) Package Contents: Variable Zipper Pouch, Carrying Handle</p>		

	<p>Filling: wear-resistant polystyrene foam</p> 		
11	<p>Cocoon chair</p> <p>Chair type: hanging chair Occupancy: single Additional equipment: with pillow Seat height: 120 cm Chair material: artificial rattan Base material: metal Brown color Maximum load: 100kg (minimum) Weight: 32.2 kg Height: 190 cm Width: 105 cm Length: 90cm (all indicated measurements \pm 10%).</p> 		
12	<p>Closet</p> <p>Height 2250 mm, Width 1800 mm, Depth 600 mm (all measurements \pm 10%) Number of doors 3 Facade material chipboard Color - Silver Profile material aluminum Light color birch or similar Chipboard frame material Equipment Body, door, set of fasteners, guide rails set top and bottom</p>		

			
13	<p>Corner sofa</p> <p>Width 2500 mm, depth 1900mm (all measurements $\pm 10\%$) Color gray or similar Filler - spring block, Polyurethane foam Niche - yes Transformation Mechanism – Dolphin or other suitable for the corner sofa</p> 		
14	<p>Office table (simple)</p> <p>Tabletop material - not less than a medium-density fiberboard with a resistant coating / tabletop shape - rectangle, without partitions / carcass material - shaped pipe, pipe section 55 - 25.</p> <p>Without drawers / tabletop thickness - minimum 18cm / dimensions: height 74-76 cm, length 100-120 cm, width 65-75cm / color scheme - light tones for example light birch.</p> <p>Other characteristics - tabletop cover is heat-resistant, moisture-resistant, with good wear resistance / table is made in loft style.</p> 		

15	<p>Office (computer) chair</p> <p>With adjustable seat height and backrest angle; dimensions - product width 55-65 cm - product depth 55-65 cm / design and color - for example black, gray; the color can be combined (the seat is made in black, the back is made in bright colors, for example, orange, green, etc.). Upholstery material - mesh, fabric, leatherette. Back material - fabric mesh, 100% polyester with a density of at least 500 g / sq. Seat material - mesh fabric, duplicated, made of 100% polyester with a density of at least 350 g / sq. The crosspiece is plastic. There is no headrest.</p> 		
16	<p>Meeting chairs (plastic conferece room chairs)</p> <p>Carcass material - metal and wood; material of casing - plastic; seat - solid cast durable plastic; chair legs material - metal / dimensions: width 44 - 45 cm, depth 48-50cm, heigth incl back of the chair - 80-82 cm, height of the seat - 40 - 45 cm / color scheme of a seat - light tones, for example green, orange etc.</p> 		
17	<p>Coffee table</p> <p>Tabletop material is not less than a medium-density fiberboard with a resistant coating / table legs - wood / color and design - light tone of light birch for example; color scheme of table top - light tones, white for example / dimensions: width 50-60 cm; length 100-120 cm, height 50-60 cm.</p>		



			
18	<p>Sofa</p> <p>standard (not a corner sofa) / static / has min 2 pillows / carcass material - coniferous trees, particleboard / material of a soft part (filling) - spring block and high density polyurethane foam, or slats and polyurethane foam / material of sofa upholstery - fabric possibly with artificial leather at armrests / dimensions: height 980-990 mm; 2150-2400mm; depth 1400-1500 mm / metal legs, painted / color scheme of a seat - saturated tones.</p> 		

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

No.	Product name and specification requirements	Quantity of units (pcs)	Unit price, without VAT*, indicate currency	Total cost, without VAT*, indicate currency
1.	Office chairs Indicate Brand, Model and parameters	64		
2.	Office wardrobe Indicate Brand, Model and parameters	5		
3.	Office table (rectangular) Indicate Brand, Model and parameters	5		
4.	Office chair Indicate Brand, Model and parameters	5		
5.	Wardrobe Indicate Brand, Model and parameters	1		
6.	Office conference table Indicate Brand, Model and parameters	2		
7.	Corner office table Indicate Brand, Model and parameters	5		
8.	Office furniture set (along the wall) Indicate Brand, Model and parameters	1		
9.	Hanger Indicate Brand, Model and parameters	1		
10.	Pear shaped chairs Indicate Brand, Model and parameters	13		

11.	Cocoon chair Indicate Brand, Model and parameters	2		
12.	Closet Indicate Brand, Model and parameters	1		
13.	Corner sofa Indicate Brand, Model and parameters	1		
14.	Office table (simple) Indicate Brand, Model and parameters	8		
15.	Office (computer) chair Indicate Brand, Model and parameters	8		
16.	Meeting chairs (plastic conferece room chairs) Indicate Brand, Model and parameters	60		
17.	Coffee table Indicate Brand, Model and parameters	4		
18.	Sofa Indicate Brand, Model and parameters	4		
11.	Delivery			
TOTAL, without VAT*, indicate currency				

**Dear Partners!*

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- in column 2 of section B – supplier's (seller's) services nomenclature;*
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- in columns 4 and 5 - unit of services measurement;*

- in column 6 - quantity (volume) of services delivery;
- in column 7 - the price of the service unit supply, excluding VAT;
- in column 8 - VAT rate code 903;
- in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".
- in column 10 - supply volume, excluding VAT (prepayment amount).

Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

Table 3. Compliance with Requirements

	You 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 Term (INCOTERMS 2020): 1. DDP, In accordance with the Schedule of Requirements in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Delivery of goods must be carried out within 60 (sixty) calendar days from PO/Contact signature date)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period for all goods must be not less than 12 (twelve) months.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of warranty service in Ukraine	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name: Click or tap here to enter text. 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.

<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>Functional Title of Authorised</p> <p>Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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