**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: | **145-2021-UNDP-UKR-RFQ-RPP** | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| 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 - 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: | **145-2021-UNDP-UKR-RFQ-RPP** | Date: Click or tap to enter a date. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of equipment**  *The characteristics should not be lower than are listed*  *in the assignment* | **Conformity**  **(Yes/No)** | **Offered Brand, Model and Exact characteristics** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | **Corner table** | Color: Birch  Material: Laminated chipboard | Size: main table  Height - 760 mm  Depth - 700 mm  Width - 1350 mm    Size: side table  Height - 728 mm  Depth - 450 mm  Width - 800 mm.  Features:  Edge PVC: 2 mm  Material thickness: 32 mm (16+16) Walls material thickness: 16 mm  Edge: 1 mm. |  |  |
| 2 | **Side table**  **“Ozone” series or similar** | Color: Birch  Material: Laminated chipboard  Metal | Size:  Height - 728 mm  Depth - 800 mm  Width - 550 mm.  Features:  Edge PVC: 2 mm  Material thickness: 22 mm  Table top stand: metal with the ability to adjust the height  Presence of mounting accessories to the table |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 | **Partition** | Color: Birch  Material: Laminated chipboard  Metal | Size:  Width - 1200 mm  Depth - 160 mm  Height - 350 mm  Features:  Material thickness: 16 mm  Edge PVC: 1 mm |  |  |
| 4 | **conference hall table** | Color: Birch  Material: Laminated chipboard | Size:  Height – 750 mm  Depth – 600 mm  Width – 1800 mm  Features:  The type of table: straight  Material thickness: 32 mm (16х16)  Edge PVC: 2mm  Walls material thickness: 16 mm  Edge: 1 mm. |  |  |
| 5 | **Side table (conference hall)** | Color: Birch  Material: Laminated chipboard | Size:  Height – 750 mm  Depth – 800 mm  Width – 1300 mm  Features:  The type of table: rounded  Material thickness: 32 mm (16х16)  Edge PVC: 2mm  Walls and pillars material thickness: 16 mm  Edge: 1 mm. |  |  |
| 6 | **Cabinet for Paper** **with transparent glass doors** | Color: Birch  Material: Laminated chipboard | A cabinet is divided into two sections:  - the upper section is equipped with 2 (two) shelves; (60% of the total height)  - the lower section is completed with the shelf (1 piece) and doors (2 pieces). (40% of the total height)  The glass is installed in the upper part of the cabinet.  Size: 800 \* 1978 \* 398  Features:  Top and shelves material thickness: 22 mm  PVC edge: 2 mm,  Walls material thickness: 16 mm  Edge: 1 mm.  **Requirements to fittings:**  *Glass*: transparent  Cabinet legs and pedestals: adjustable  *Handles*:  - metal for front sides of chipboard is mortise with L = 41/50 mm;  - for glass facades L = 45 mm |  |  |
| 7 | **Wardrobe with**  **Shelf for hats and**  **Barbell** | Color: Birch  Material: Laminated chipboard | Size: 800 \* 1978 \* 398  Features:  Top material thickness: 22 mm  PVC edge 2 mm,  Walls material thickness: 16 mm  Edge PVC: 1 mm. |  |  |
| 8 | **Office mobile stand** | Color: Birch  Material: Laminated chipboard | Size: 420 \* 518 \* 578  Features:  Top material thickness: 22 mm  Edge PVC: 2 mm shockproof  Walls material thickness: 16 mm  Edge PVC: 1 mm  Rail for drawers: ball hidden type  The upper box is with a lock |  |  |
| 9 | **Cabinet for Files** | Color: Birch  Material: Laminated chipboard | Size: 900 \* 500\* 1530  Material thickness: 18 mm  Edge PVC: 1 mm shockproof  It is completed with 8 drawers card files (guides of full extension).  The box is completed with a partition for placement of documents of the A5 format.  The case is completed with adjustable support. |  |  |
| 10 | **Reception** | Color: Birch  Material: Laminated chipboard | Size:  Length: 2800  Depth: 1000  Height: 1100  Features:  Material thickness: 22 mm Edge PVC: 2 mm shockproof  top work panel – 300 mm  Walls material thickness: 16 mm  Edge PVC: 1 mm  Working surface of the administrator:  Size:  Height: 750 mm  Depth: 600 mm  side right panel 1000  left side panel 700 |  |  |
| 11 | **Mirror** |  | Height: 50 mm  Width: 400 mm  Length 1500 mm  Edge: natural wood, 40\*40 mm, decorative milling. |  |  |
| 12 | **Children's corner**  **with composition not less, than:**  Little table  2 Chairs | Material: Certified chipboard. Color: natural wood or painted | Children's furniture (Cat and dog)  Size of a little table:  520 \* 580 \* 580  Size of chair:  280 \* 280 \* 525mm s  Seat height: 260 mm  Features:  Paints that are allowed for use on children's furniture |  |  |

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

**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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Product name and specification requirements** | **Quantity of units (pcs)** | **Unit price, without VAT, currency** | **Total price, without VAT, currency** |
| **1** | **Corner table**  *Indicate model and characteristics* | 36 |  |  |
| **2** | **Side table**  *Indicate model and characteristics* | 20 |  |  |
| **3** | **Partition**  *Indicate model and characteristics* | 4 |  |  |
| **4** | **conference hall table**  *Indicate model and characteristics* | 8 |  |  |
| **5** | **Side table (conference hall)**  *Indicate model and characteristics* | 2 |  |  |
| **6** | **Cabinet for Paper**  *Indicate model and characteristics* | 34 |  |  |
| **7** | **Wardrobe**  *Indicate model and characteristics* | 20 |  |  |
| **8** | **Office mobile stand**  *Indicate model and characteristics* | 38 |  |  |
| **9** | **Cabinet for File**  *Indicate model and characteristics* | 3 |  |  |
| **10** | **Reception**  *Indicate model and characteristics* | 1 |  |  |
| **11** | **Mirror**  *Indicate model and characteristics* | 7 |  |  |
| **12** | **Children's corner**  *Indicate model and characteristics* | 2 |  |  |
| **13** | **Assembly** | **1** |  |  |
| **14** | **Delivery** | **1** |  |  |
| **TOTAL, without VAT, 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 |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS 2020):  **DDP Ukraine, Luhansk oblast, Stanytsia Luhanska, 52, Tsentralna str.** |  |  | Click or tap here to enter text. |
| Delivery Lead Time (Delivery of equipment must be carried out within **50 (fifty)** calendar days from PO/Contact signature date) |  |  | Click or tap here to enter text. |
| The warranty period for all furniture must be not less than 12 (twelve) months. |  |  | Click or tap here to enter text. |
| Delivery and unloading and assembly of furniture must be provided by supplier |  |  | Click or tap here to enter text. |
| All equipment must have official warranty service in Ukraine. |  |  | Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| 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. |