**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: | 251-2021-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. |
| Business Licenses – Registration Papers, Extract from the Register of VAT payers or single tax payers, etc. | EDRPOU, ID tax number.Copies of State registration and Extract from the Register of VAT payers or single tax payers should be attached |
| Latest Audited Financial Statement or Financial results for any 2 years (2017 - 2020) | Copies of income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation. |
| Are you a UNGM registered vendor? | [ ]  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. |
| Track Record performed within the last 5 years | Please indicate here the List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. |
| References | Please provide at least 2 (two) letters of recommendation from previous customers, reflecting the relevant to the Terms of Reference nature of the implemented projects, their results and the role of the applicant and contact details of respective customers. |

**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 – WORKS**

*Bidders are requested to complete this form, sign it and return it as part of their quotation 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: | **251-2021-UNDP-UKR-RFQ-RPP** | Date: Click or tap to enter a date. |

**Table 1. Estimated value of the offer**

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

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

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **Total, excluding VAT,** *please indicate the currency* |
| 1. | Reconstruction of a part of building to create the Communal Enterprise Media, European Integration, Methodical Center |  |

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 2. Work performed as a contractor for construction works of a similar nature in the last 3 years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Project name | Customer name and contact information | Description of works | Contract amount (USD) | Project realization period |
| Actual start date | Actual completion date |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

**Table 3. Current liabilities**

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

**Table 4. Availability of staff to perform the work (enough to perform works on each site)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Full names of the staff | Position | Qualification | Work experience, years  | Status: temporary/permanent |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| … |  |  |  |  |  |

**Table 5. List of equipment available for works (enough to perform works on each site)**

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

**Table 6.1. Works schedule – Reconstruction of a part of building to create the Communal Enterprise Media, European Integration, Methodical Center**

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

**Table 7. Compliance with Requirements**

|  |  |
| --- | --- |
|  | **You Responses** |
|  | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Compliance with the requirements of the Terms of Reference |[ ] [ ]  Click or tap here to enter text. |
| Products / materials meet the required quality standards |[ ] [ ]  Click or tap here to enter text. |
| Delivery Lead Time (Number of calendar days to complete construction works) should not be more than 90 (ninety) days from the date of the contract signing |[ ] [ ]  Click or tap here to enter text. |
| Warranty period for automatic and other equipment to be installed on site must be not less than 12 (twelve) months |[ ] [ ]  Click or tap here to enter text. |
| Availability of warranty service in Ukraine |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  |  |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Free of charge to the Customer to eliminate any defects, deficiencies, inconsistencies of design decisions, substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation |[ ] [ ]  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 NameClick 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. |

**ANNEX 4: PERFORMANCE SECURITY**

**PERFORMANCE SECURITY**

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

1. This document must be finalized **using the official letterhead of the Issuing Bank.**

2. Except for indicated fields, no changes may be made on this template.

3. The Performance Security that the Proposer’s Bank will issue shall be based on use the contents of this template. No change can be made to this template without the prior approval of the Legal Office, Bureau of Management Services, UNDP.

|  |  |  |
| --- | --- | --- |
|  | ***INSERT LETTERHEAD OF THE BANK*** |  |

**[date]**

To: Beneficiary

United Nations Development Programme (UNDP)

**[insert address]**

Contractor

**[insert information on contractor]**

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

Dear Sirs,

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

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor’s satisfactory compliance with its obligations under the Contract;

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

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

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

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

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

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

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

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Name of Bank:

Address: