



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 554-2021-UNDP-UKR-RFQ-RPP	Date: 21 July 2021
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SECTION 1: REQUEST FOR QUOTATION

UNDP kindly requests your quotation for the **procurement of the medical equipment for the Municipal institutions "Territorial centers of social services (provision of social services)" of the territorial hromadas of Donetsk and Lugansk oblasts – automatic external defibrillators**, 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 in Ukraine**

Date: 21 July 2021

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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), August 04, 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> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>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: 554-2021-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	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.
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either 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.</p>
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	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. <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.
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> <input checked="" type="checkbox"/> United States Dollars (USD) – recommended for local contractors to reduce or mitigate the risk of a country's currency devaluation. Contract payments of due amounts expressed in the USD equivalent will be made in the local currency based on the UN Operational Exchange Rate effective at the date of payment. For details please refer to http://treasury.un.org <input checked="" type="checkbox"/> Local Currency: UAH
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,</p>

	<p>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 № 4019-04]</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 available)</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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.</p> <p><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate.</p> <p><input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</p> <p><input checked="" type="checkbox"/> Company Profile, indicating at least two (2) years of experience in the field of supply of similar products.</p> <p><input checked="" type="checkbox"/> At least two (2) recommendation/reference letters from previous customers / clients on similar projects.</p>
Quotation validity period	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted: The offers may be submitted to different Lots.</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>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, UNDP 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”</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% of the total contract amount will be paid by UNDP within 30 (thirty) calendar days from the date of the furniture acceptance by the UNDP at the addresses according to Annex 1 and submission of originals of invoice, act of acceptance and tax invoice (if applicable).</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Conditions for Release of Payment	<p><input type="checkbox"/> Passing Inspection [specify method, if possible]</p> <p><input type="checkbox"/> Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>

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 email procurement.rpp.ua@undp.org by Procurement Unit, UNDP Ukraine.
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"/> At least two (2) years of experience in the field of supply of similar products. <input checked="" type="checkbox"/> Technical responsiveness to the stipulated specification requirements. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients. <input checked="" type="checkbox"/> Delivery of the equipment must be done within 60 calendar days from the date of signing the contract. <input checked="" type="checkbox"/> The warranty period for all equipment must be not less than 12 months. <input checked="" type="checkbox"/> All equipment must have an official warranty service in Ukraine
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 is 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	01 September 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.

Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

SPECIFICATION

for the procurement of the medical equipment for the Municipal institutions "Territorial centers of social services (provision of social services)" of the territorial hromadas of Donetsk and Lugansk oblasts – automatic external defibrillators.

1. Background information

The ongoing armed conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, resilience, livelihoods, community security, and the rule of law. Recognising the need to urgently address reconstruction, economic recovery, and peacebuilding needs in areas affected both directly and indirectly by the armed 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 (UN), the World Bank (WB), and the European Union (EU) conducted a Recovery and Peacebuilding Assessment, which was endorsed by the Cabinet of Ministers in mid-2015.

The United Nations Development Programme (UNDP) has been active and present in eastern Ukraine for the past decade, prior to the armed conflict, with a focus 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, established partnerships, and started in 2015 through the UN Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated in collaboration with the Government of Ukraine and jointly implemented by four partnering UN agencies (UNDP, UN Women, UNFPA and FAO).

The UN RPP was designed to respond to, and mitigate, the causes and effects of the armed conflict. It is based on findings of the Recovery and Peacebuilding Assessment (RPA) and is aligned to the State Target Programme for Recovery as well as to the oblasts' development strategies. It takes into account 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 July 2020) and is also fully adjusted to the humanitarian-development nexus. It is an integral component of the UNDP Country Programme and is therefore fully aligned with the United Nations Partnership Framework (UNPF). It is closely interlinked with the Democratic Governance and Reform Programme, operating nationally and in all of Ukraine's regions, and is consistent with the SDGs, in particular SDG 16 (Peace, Justice and Strong institutions).

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 Decentralisation Reform

Component III: Community Security and Social Cohesion.

The United Nations Recovery and Peacebuilding Programme (UN RPP) is being implemented by four United Nations agencies: 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 Organization of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden & Switzerland.

In October 2018, four UN agencies (UNDP, UN Women, UNFPA and FAO) have countersigned a new joint project document, funded by the EU. The overall objective of the project is to restore effective governance and promote reconciliation in the crisis-affected communities of Donetsk and Luhansk oblasts of Ukraine, thereby enhancing the credibility and legitimacy of local governments in the government-controlled areas. It will contribute to peacebuilding and prevent further escalation of the armed conflict in eastern Ukraine through effective and accountable decentralisation, gender-responsive recovery planning and equal access to services, as well as enhanced community security and social cohesion.

This endeavour will be achieved through the pursuit of the following specific objectives:

- 1.To enhance local capacity for gender-responsive decentralisation and administrative reforms to improve governance, local development, and the delivery of services.
- 2.To stimulate employment and economic growth by assisting to Micro-, Small, and Medium-sized Enterprise (MSME) development through demand-driven business development services and professional skills training.
- 3.To enhance social cohesion and reconciliation through promotion of civic initiatives.
- 4.To support sector reforms and structural adjustments in healthcare, education, and critical public infrastructure to mitigate direct impacts of the armed conflict.
- 5.To support the implementation of the Early Recovery Programme in cooperation with the European Investment Bank.

The main goal of the fourth objective is to build capacity at the local level during gender-responsive healthcare reforms.

On the 19th of October 2017, Ukraine's Parliament approved draft law No. 6327 "On state financial guarantees for the provision of medical services and medicines," which gave a start to important and long-awaited healthcare reform in Ukraine. During the practical implementation of the reform, the Government of Ukraine faced many political, economic, and technical challenges, aggravated due to the backdrop of the coronavirus pandemic outbreak that came to Ukraine last year.

UNDP analyzed the existing resources, tools, and capabilities of partners to implement the objectives of the Concept for the development of the emergency medical care system of May 22, 2019 N383-r within the National Strategy for Health Care Reform in Ukraine for 2015-2020 and supports local initiatives to integrate new approaches in terms of the organization of the emergency medical care at the pre-hospital level. Since Basic Life Support knowledge and availability of first aid kits and defibrillators to non-medical employees is an indisputable advantage in assistance in emergency cases, enhancing the chances for the positive outcome, UNDP considers purchasing medical devices with further training of the staff of the Municipal institutions "Territorial centers of social services (provision of social services)" of the territorial hromadas of Donetsk and Lugansk oblasts.

In this regard, it is planned to select a qualified contractor to distribute and install the automatic external defibrillators in premises of the Municipal institutions "Territorial centers of social services (provision of social services)" of the territorial communities of Donetsk and Lugansk oblasts.

2. Scope of work

The Contractor will be responsible for preparing and implementing the following objectives:

1. Consolidating equipment, following the technical documentation contained in **Table 1**.
2. Delivering equipment for equipping the Municipal institutions "Territorial centers of social services (provision of social services)" of the enlisted authorized bodies (exact addresses given in **Annex 1**):
 - Ukraine, Luhansk oblast, *Bilovodsk Settlement Council*;
 - Ukraine, Luhansk oblast, *Popasna Military-Civil Administration*;
 - Ukraine, Luhansk oblast, *Rubizhne City Council*;
 - Ukraine, Luhansk oblast, *Shchastya Military-Civil Administration*;
 - Ukraine, Donetsk oblast, *Kramatorsk City Council*;
 - Ukraine, Donetsk oblast, *Novogrodivka City Council*.

3. Specifications

3.1 Technical specifications for equipping the Municipal institutions "Territorial centers of social services (provision of social services)" of the selected territorial hromadas

Goods delivery quantity - 6 sets of automatic external defibrillators with metal storage cases distributed per 1 item to each of the the enlisted authorized bodies (exact addresses given in **Annex 1**).

General medical and technical requirements:

1. The equipment must be new, not used before, of the model produced not earlier than 2020, and not used as a demonstration sample (please provide a warranty letter).

2. The equipment has to be put into operation in accordance with the legislation on the technical regulation and conformity assessment and in the manner prescribed by law.

2.1. With the purpose of confirming the procurement subject compliance with regulatory and technical documentation and technical and qualitative properties, the bidder shall provide the following information within the scope of the bid:

- The goods offered by the bidder must be entered into the State Register of Medical Equipment and Medical Devices in the manner prescribed by law and permitted for use in medical practice in Ukraine. (For confirmation, the bidder must provide a copy(-ies) of Declarations of Conformity or a Certificate of state registration or a copy of the Certificate of conformity assessment).
- To confirm compliance with the technical, qualitative, and quantitative characteristics of the subject of the procurement, it is necessary to provide the following documents in the proposal:

- a copy certified by the participant or the original operating documentation (passport, instructions, etc.) in Ukrainian.

- To prevent the purchase of counterfeits and compliance with guarantees for timely delivery of goods in quantity, quality and with a warranty period, the bidder provides the original Letter of guarantee of the manufacturer (representative office, branch of the manufacturer, if their respective powers extend to Ukraine) or representative, dealer, a distributor authorized by the manufacturer, which confirms the possibility of delivery of goods that are the subject of procurement of these tenders and offered by the bidder, in quantity, with a warranty period and delivery time specified in the announcement of this simplified procurement.

3. Each set shall have a metal case for wall storage in public places with lighting, alarm lamp, sound siren at opening.

4. The subject of procurement shall meet the following medical and technical specifications:

Table 1.

Medical and technical specification of a set of automatic external defibrillators with metal storage cases
1. General requirements
Purpose: for use in adults and children in case of sudden cardiac arrest
The equipment must be used in public places and institutions by persons who have been trained to use it
Defibrillation mode is fully automatic
Voice instructions accompany the entire defibrillation procedure
Voice prompts in Ukrainian (also in Russian and English) are available
Real-time CPR information is available
Status indicator is available
Speaker with the automatical adjustment of the volume, depending on the default ambient noise level is available
Storage space for electrode plates is available
Mode switch adults and children is available
Language button with the switch between configured languages is available
USB Port is available
Micro USB Port is available

Disposable electrodes 2 sets for adults and 2 sets for children are available
Shockproof case on 6 sides from a height of 1.5 meters is available
Metal case for wall storage in public places with lighting, alarm lamp, sound siren at opening, and mounting kit is available
2. Technical requirements
Degree of protection against ingress of solid harmful substances IP5X
Degree of protection against harmful ingress of water IPX5
Weight (including one battery) 2.0 ± 0.5 kg
Disposable battery
Battery capacity 4200 m A * year
Operating time ≥ 15 hours
300 bits 200 J
190 bits 360 J
510 bits 150 J (without CPR)
400 bits 200 J (without CPR)
200ts 360 J (without CPR)
Increased shelf life of electrodes and batteries to 5 years is available
3. Data storage
Graphs Up to 5 hours of ECG graphs
Events Up to 400 events
Voice recording Up to 1 hour
CPR data Up to 5 hours
Self-test reports of 1000 records
Special software to integrate defibrillators into a single system and simultaneous centralized monitoring is available
4. Defibrillator
Defibrillation curve graph is two-phase truncated exponential (VTE) curve with autocompensation according to the patient's impedance
Energy range to choose for adults: 100 J, 150 J, 170 J, 200 J, 300 J, 360 J
Energy range to choose for children: 10 J, 15 J, 20 J, 30 J, 50 J, 70 J, 100 J
Patient impedance range, not narrower than the specified range from 25 Ohms to 300 Ohms
QShocktm technology that allows to discharge less than 8 seconds (time from opening the defibrillator cover to impact) is available
Charge time (from opening the lid to completing charging) < 8 s to 200 J, < 15 s to 360 J
5. Supportive documents
User manual in Ukrainian is available
Declaration of Conformity of products to the requirements of technical regulations for medical devices or Certificate of State registration or Certificate of conformity assessment (a copy) are available
The original Letter of guarantee of the manufacturer (representative office, branch of the manufacturer, if their respective powers extend to the territory of Ukraine) or a representative, dealer, distributor authorized by the manufacturer, which confirms the possibility of delivery of goods subject to procurement and offered by the bidder, with a warranty period and delivery time specified in the announcement are available

4. Additional requirements

- 4.1 Delivery of equipment must be completed within 60 calendar days from the contract signing date. Contractor should notify UNDP regarding expected delivery date within at least 2 weeks prior delivery.
- 4.2 The functionality, performance, and appearance should match the characteristics and delivery must be made in accordance with the requirements in the **Table 1**.
- 4.3 The Supplier shall ensure that the equipment is delivered in sufficient quantity to the addresses given in **Annex 1**.
- 4.4 Delivery must be accompanied by mandatory warranty documentation.
- 4.5 All necessary technical documentation must be provided by the supplier on the day of delivery.
- 4.6 The warranty period for all equipment must be not less than 12 months.
- 4.7 All equipment must have an official warranty service in Ukraine.
- 4.8 Equipment delivery and unloading required.

5. Experience and Qualification Requirements

- a) Officially registered company (for Ukrainian companies – a company should be registered in the territory controlled by the government of Ukraine).
- b) At least 2 years of experience in the field of similar goods supply;
- c) At least 2 positive references on supply of similar goods from previous customers/clients.

The Contract will be awarded to the technically compliant offer with the lowest price

6. Price offer and payment schedule

- The contract value must remain fixed for the duration of the contract.
- Applicants must include all associated costs in their price quotation (such as the supply of equipment, transportation costs, unloading at the site of delivery, etc).
- Payments should be arranged as follows:
-100% of the unit cost of the delivered goods will be paid by UNDP during 30 (thirty) days from the date of receipt of the original invoice, tax invoice (if applicable), and Act of acceptance of services/goods rendered/delivered signed by both parties.

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

The financial offer for the equipment should be submitted in the form below and might be indicated in UAH or US Dollars:

Technical specifications for equipping the Municipal institutions "Territorial centers of social services (provision of social services)" of the selected territorial hromadas

No.	Description/Specification of Goods (please specify model)	Quantity of units (pcs)	Unit price, without VAT, currency	Total price, without VAT, currency
1	Medical and technical specification of a set of automatic external defibrillators with metal storage cases	6		
	Add : Cost of Transportation/other (DDP, address as indicated above)			
	Total amount excl. VAT			

Annex 1. Delivery address

No.	Oblast	Territorial unit	Delivery address	Number of items of the medical equipment
1	Luhansk	Bilovodsk settlement	<i>Bilovodsk Settlement Council</i> 92801, Bilovodsk, 105, Centralna, str. Contact person: Tetiana Zaremba 050 772 07 60	1
2	Luhansk	Popasna city	<i>Popasna Military-Civil Administration</i> 93300, Popasna, 3, Hertsen str., Contact person: Dmytro Selegen 093 566 49 31	1
3	Luhansk	Rubizhne city	Rubizhne City Council 93009, Rubizhne, 25, Stroiteley str., Contact person: Tetiana Zelenska 050 027 06 91	1
4	Luhansk	Shchastya city	<i>Shchastya Military-Civil Administration</i> 91480 Shchastya, 9, Myra sq. Contact person: Natalia Palaguta 099 075 3659	1
5	Donetsk	Kramatorsk city	Kramatorsk City Council 84333, Kramatorsk, 24 Mayakovsky, str. Contact person: Vadym Gridasov 095 577 02 11	1
6	Donetsk	Novogrodivka city	Novogrodivka City Council 85483, Novogrodivka, 24, Turgeniev, str. Contact person: Iryna Shurueva 050 4226659	1

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:	554-2021-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?	<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	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	
<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-

Yes	No	
		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.
<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:	554-2021-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1. Conformity to the Specification

Medical and technical specification of a set of automatic external defibrillators with metal storage cases	Compliance with the requirements (Yes / No) Indicator	Offered Brand, Model and Exact characteristics (Technical characteristics should not be less / worse than those listed in the assignment)
1. General requirements		
Purpose: for use in adults and children in case of sudden cardiac arrest		
The equipment must be used in public places and institutions by persons who have been trained to use it		
Defibrillation mode is fully automatic		
Voice instructions accompany the entire defibrillation procedure		
Voice prompts in Ukrainian (also in Russian and English) are available		
Real-time CPR information is available		
Status indicator is available		
Speaker with the automatical adjustment of the volume, depending on the default ambient noise level is available		
Storage space for electrode plates is available		
Mode switch adults and children is available		
Language button with the switch between configured languages is available		
USB Port is available		
Micro USB Port is available		
Disposable electrodes 2 sets for adults and 2 sets for children are available		
Shockproof case on 6 sides from a height of 1.5 meters is available		
Metal case for wall storage in public places with lighting, alarm lamp, sound siren at opening, and mounting kit is available		
2. Technical requirements		

Degree of protection against ingress of solid harmful substances IP5X		
Degree of protection against harmful ingress of water IPX5		
Weight (including one battery) 2.0 ± 0.5 kg		
Disposable battery		
Battery capacity 4200 m A * year		
Operating time ≥ 15 hours 300 beats 200 J 190 beats 360 J 510 beats 150 J (without CPR) 400 beats 200 J (without CPR) ts 360 J (without CPR)		
Increased shelf life of electrodes and batteries to 5 years is available		
3. Data storage		
Graphs Up to 5 hours of ECG graphs		
Events Up to 400 events		
Voice recording Up to 1 hour		
CPR data Up to 5 hours		
Self-test reports of 1000 records		
Special software to integrate defibrillators into a single system and simultaneous centralized monitoring is available		
4. Defibrillator		
Defibrillation curve graph is two-phase truncated exponential (VTE) curve with autocompensation according to the patient's impedance		
Energy range to choose for adults: 100 J, 150 J, 170 J, 200 J, 300 J, 360 J		
Energy range to choose for children: 10 J, 15 J, 20 J, 30 J, 50 J, 70 J, 100 J		
Patient impedance range, not narrower than the specified range from 25 Ohms to 300 Ohms		
QShock™ technology that allows to discharge less than 8 seconds (time from opening the defibrillator cover to impact) is available		
Charge time (from opening the lid to completing charging) < 8 s to 200 J, < 15 s to 360 J		
5. Supportive documents		
User manual in Ukrainian is available		
Declaration of Conformity of products to the requirements of technical regulations for medical devices or Certificate of State registration or Certificate of conformity assessment (a copy) are available		
The original Letter of guarantee of the manufacturer (representative office, branch of the manufacturer, if their respective powers extend to the territory of Ukraine) or a representative, dealer,		

distributor authorized by the manufacturer, which confirms the possibility of delivery of goods subject to procurement and offered by the bidder , with a warranty period and delivery time specified in the announcement are available		
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Table 2. Financial offer for the supply of goods in accordance with the technical specification and requirements –

No.	Description/Specification of Goods (please specify model)	Quantity of units (pcs)	Unit price, without VAT, currency	Total price, without VAT, currency
1	Medical and technical specification of a set of automatic external defibrillators with metal storage cases	6		
	Add : Cost of Transportation/other (DDP, address as indicated above)			
	Total amount excl. VAT			

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

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications as per Annex 1, Schedule of Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020) Delivery and unloading of goods to addresses: <ul style="list-style-type: none"> • Ukraine, Luhansk oblast, Bilovodsk Settlement Council; • Ukraine, Luhansk oblast, Popasna Military-Civil Administration; • Ukraine, Luhansk oblast, Rubizhne City Council; • Ukraine, Luhansk oblast, Shchastya Military-Civil Administration; • Ukraine, Donetsk oblast, Kramatorsk City Council; • Ukraine, Donetsk oblast, Novogrodivka City Council. 	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: delivery shall be carried out within 60 (sixty) calendar days from PO/Contact signature date in compliance with	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

the schedules of delivery pre-agreed with the customer.			
The supplier must provide a specification with all the necessary documents for the supplied goods.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period for all equipment must be not less than 12 months	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All equipment must have an official 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.	
<i>Exact name and address of company</i> 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.