



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>449-2021-UNDP-UKR-RFQ-EUP</b>	Date: 23 August 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **procurement of equipment for the Parliamentary Training Class** 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: **Operations Manager UNDP**

Date: **August 23, 2021**

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## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>11:59 AM (Kyiv time), September 05, 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>tenders.ua@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>.ZIP, .PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB</b></li> <li>▪ Mandatory subject of email: <b>449-2021-UNDP-UKR-RFQ-EUP</b></li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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</p>

	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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<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>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure.</p> <p>Payments will be provided in local currency according to the UNORE currency rate for the date of payment, following the link: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></p> <p><input checked="" type="checkbox"/> or Local Currency: UAH</p>
<b>Joint Venture, Consortium or Association</b>	<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>

	Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	<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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<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"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p> <p>[according to Project Card Registration, that will be attached to the Contract]</p>
<b>Language of quotation</b>	<p><b>Technical and Financial Offer shall be submitted in English or Ukrainian</b></p> <p>Other documentation including registration documents, instructions and policy can be in Ukrainian (additionally in English if present)</p>
<b>Documents to be submitted</b>	<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 3 (three) years of experience in the field of supply of similar products.</p> <p><input checked="" type="checkbox"/> Certificates for equipment (copies).</p> <p><input checked="" type="checkbox"/> Warranty – at least 12 months from the date of supply</p> <p><input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients in the past 2 years.</p> <p><input checked="" type="checkbox"/> Official dealership authorization of the manufacturer will be an advantage</p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted: The offers may be submitted to different Lots.</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</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, <a href="#">Click or tap here to enter text.</a> 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”
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> UNDP will pay the negotiated amount based on provided financial offer and actual number of executed activities in a month.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection [Joint quality assurance team of UNDP (Project Coordinator, EU-UNDP Parliamentary Reform Project) and representatives of the organizational department of the Secretariat of the Verkhovna Rada of Ukraine should accept installed equipment. Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation.] <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"/> Signed act of acceptance of goods, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>Procurement Unit, UNDP Ukraine, <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a></b> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>2 (two)</b> days before the submission deadline. Responses to request for clarification will be communicated <b>via email <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a> by Procurement Unit, UNDP Ukraine.</b>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<b><u>Administrative Requirements:</u></b> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers must be submitted in English/Ukrainian. <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. <input checked="" type="checkbox"/> Equipment must have official warranty service centers in Ukraine; <input checked="" type="checkbox"/> Supplier/s must provide after-sale services <b><u>Technical Requirements:</u></b> <input checked="" type="checkbox"/> At least 3 years of experience in supply of similar equipment. <input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements in TOR. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract

<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<b>15 September 2021</b>
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **Specification**

On the procurement of equipment for the Parliamentary Training Class

EU-UNDP Parliamentary Reform Project (PRP)

### **Background Information**

The EU-UNDP Parliamentary Reform Project (PRP) is aimed at strengthening the functioning of the Ukrainian Parliament, the Verkhovna Rada of Ukraine, its working bodies, MPs and Secretariat of the Verkhovna Rada of Ukraine (VRU Secretariat), to become a progressively more effective, accountable and transparent institution in carrying out its constitutional responsibilities of legislation, oversight, and representation with positive influence on the overall process of EU-Ukraine Association Agreement implementation. The project strategy is aligned with the priorities of the EU's Single Support Framework for Ukraine 2018 – 2020, the Government of Ukraine – UN Partnership Framework 2018–2022, and the UNDP Country Programme Document 2018 – 2022. It is built on achievements and lessons learnt of the EU-UNDP Rada for Europe project (2016-2018) and will continue to support parliamentary reform, including through promoting the implementation of the recommendations of the 2016 Needs Assessment Mission (NAM). For the continuation of parliamentary reform, top level leadership and political ownership is key, which will be assured through continuous high-level consultations with relevant stakeholders and full transparency of project implementation.

The project is an EU-funded initiative strongly connected to UNDP's Democratic Governance Programme and comprises of three components. Component One, #Rada4Reforms, will focus on fostering the parliament's role in the overall reform process with a particular emphasis on improvement of the legislative process and parliamentary oversight, by providing comprehensive expert support to the implementation of the VRU Roadmap for Internal Reform and Capacity Building, improving the quality draft law expertise and impact assessment, and enhancing parliamentary monitoring.

Component Two, #RadaPro, will support the professional modernization of the parliamentary Secretariat, through the finalisation and implementation of its strategic development plan and comprehensive human resource development, including in the Committee Secretariats, along the lines of broader public administration reform (PAR) and the Law of Ukraine "On Civil Service".

Component Three, #Transparent&Service-OrientedRada, by making use of new technologies for communications, civic education and participation in coherence will build stronger transparency and accountability links between parliament and citizens with special focus of increasing public trust to the Ukrainian Parliament.

In the context of Component 2 and according to the Strategy for Human Resource Development of the VRU Secretariat up to 2022 approved by the Order of the Head of the VRU Secretariat No 3359-k of 05 December 2019, and the Action Plan for 2020 on its realization, approved by the Order of the Head of the VRU Secretariat No 358-k of 20 February 2020 as well as taking into account priority recommendations based on institutional and functional analysis of the VRU Secretariat regarding the

establishment of new Parliamentary Training Centre in the VRU Secretariat. As the Training Centre still not established at the VRU Secretariat, PRP provides technical assistance in purchase of the equipment for the Parliamentary Training Class, listed in the Technical Specification. the training class will be the foundation for the further establishment of a Parliamentary Training Centre.

**Delivery Terms:**

DDP, Kyiv, Ukraine.

Address of delivery: Verkhovna Rada of Ukraine, 3a Sadova str., Kyiv, Ukraine

Delivery procedure details will be provided to contract awarded bidder.

**Latest expected delivery date:**

Items should be delivered no later than 30 September 2021. Shorter delivery terms are highly desirable.

**Additional requirements:**

- The price of the goods must include the cost of delivery of all goods to the above mentioned address;
- Warranty period for the equipment should be not less than 12 months after delivery;
- Equipment must have official warranty service centres in Ukraine;
- Supplier/s must provide after-sale services.

**Quality assurance and acceptance:**

Joint quality assurance team of UNDP (Project Coordinator, EU-UNDP Parliamentary Reform Project) and representatives of the VRU Secretariat should accept delivery equipment. Acceptance acts to be signed by both UNDP and Supplier upon quality assurance team confirmation. Certificates on equipment and warranty certificates should be checked before acceptance.

**Requirements to the organization/company**

- Duly registered company/organization
- At least 3 years of experience in supply of similar products
- Full acceptance of UNDP General Terms and Conditions
- At least 2 positive references from previous clients in past 2 years.

**Payment terms**

- Upon delivery and acceptance of items by UNDP;
- Delivery in several stages may be considered in terms of established deadline upon confirmation by UNDP, payments linked to delivered goods cost.



### Technical Specification

No	Item	Specifications	Q-ty
1.	Short-focus Laser projector	<p>Short-focus laser projection (able to reach maximum projected image size no further than 50 centimetres from the wall).</p> <p>Resolution of projected image 1920x1080 pixels or higher.</p> <p>Size of projected image – changeable, maximum 150 inches in diagonal is required.</p> <p>1500 lumens of brightness (or more) 3000:1 contrast (or more).</p> <p>Built-in stereo speakers.</p> <p>At least 2 HDMI ports.</p> <p>3.5 jack audio output.</p> <p>Ethernet port.</p> <p>WI-FI and Bluetooth on-board.</p> <p>Wireless (either IR/radio/Bluetooth/WI-FI) remote control.</p> <p>Ceiling mountable</p>	1
2.	Motorized projector screen	<p>Screen size: 150 inches.</p> <p>Screen aspect ratio: 16:9.</p> <p>White matte screen surface with fiberglass fabric layer.</p> <p>At least 160 degrees viewing angle.</p> <p>Cleanable screen surface.</p> <p>Motorized operation with synchronized tubular motor.</p> <p>Wireless (either IR/radio/Bluetooth/WI-FI) remote control.</p> <p>Ceiling and wall mountable.</p> <p>Steel case in white colour</p>	1
3.	Multimedia speakers	<p>Two-channel, 2.0, active stereo speakers system with wired connection to the sound source via 3.5 mm audio jack.</p> <p>Main driver diameter: 4-5 inches.</p> <p>Twitter driver diameter: 1-1.5 inches.</p> <p>Output power: 24-30 Watts.</p> <p>Frequency response: 75-18000 Hz.</p> <p>Power supply: wired.</p>	1
4.	Ethernet HDMI Signal Extender	<p>One Ethernet port signal extender with support of CAT 6, CAT 6A and CAT 7 Ethernet cables.</p> <p>Supported video transfer resolution: 1920x1080@60 Hz.</p> <p>EDID support.</p> <p>Uncompressed audio signal transfer ability.</p> <p>Signal extension range: 50 meters.</p> <p>PoE support, to power the receiving unit.</p>	1

		HDCP 1.2a or higher	
5.	PTZ Conference Camera	<p>Video output: 1920x1080@30 Hz (or more), H.264 codec with SVC.</p> <p>Motorized pan (<math>\pm 90^\circ</math> or more), tilt (<math>\pm 35^\circ/45^\circ</math> or more) and optical zoom (10x or more zoom).</p> <p>Field of view, at least: <math>90^\circ</math>.</p> <p>Video mute/unmute LED indicator.</p> <p>Connection type: USB, with at least 3 m cable length.</p> <p>IR remote controller with the ability to control pan, tilt, zoom, mute and unmute video and programmable camera position presets.</p> <p>Wall (mounting kit included) and tripod (standard tripod thread) mountable</p>	1
6.	Computer monitor	<p>Screen diagonal: 23.5-24"</p> <p>Screen aspect ratio: 16:9.</p> <p>Screen resolution: 1920x1080@60 Hz.</p> <p>Screen type: LCD screen with IPS matrix, matte, or antiglare coating.</p> <p>Touchscreen: no.</p> <p>Screen brightness: 250 nits or higher.</p> <p>Screen contrast: 1000:1 or higher.</p> <p>Ports, at least one of each: DisplayPort, HDMI.</p> <p>Built-in USB 3.2 gen. 1 hub with at least 2 USB Type-A ports.</p> <p>Stand: with height, pan and tilt adjustments.</p> <p>Support of VESA 100 mounting standard</p>	1
7.	Desktop Computer	<p>Case type: midi-tower with at least USB 3.2 gen. 1 (or higher) Type-A and Type-C (one of each) ports on the front/top panel.</p> <p>Power supply: 80 Plus rating, adequate to the system's power consumption.</p> <p>CPU: 10th or 11th gen. Intel Core i5 6-core CPU, at least.</p> <p>CPU cooler: tower CPU air cooler with copper heat pipes.</p> <p>RAM: 16 GB DDR4, 2800 MHz or higher.</p> <p>SSD: SATA3 or PCIe NVMe SSD, 240-256 GB.</p> <p>HDD: SATA3 3.5" 1 TB 7200 rpm HDD.</p> <p>Motherboard requirements: solid electrolytic capacitors, at least 4 SATA3 ports, built-in sound card with optical and 3.5 mm 5.1 audio outputs and microphone input, at least 6 USB 3.2 gen. 1 (or higher) Type-A ports and 1 USB Type-C port.</p> <p>GPU: at least nVidia GeForce GTX1650 or AMD RX580, with at least 4 GB of video memory, with DisplayPort and HDMI (at least one of each) outputs.</p>	1

		<p>Network interfaces: Gigabit Ethernet, WI-FI 2.4 and 5 GHz n/ac/ax, Bluetooth 5.0 or higher – preferably on motherboard.</p> <p>Optical drive: no optical drive.</p> <p>Operating system: Windows 10 Pro 64-bit Ukrainian.</p> <p>Warranty: 36 months</p>	
8.	All-in-one computer	<p>Screen diagonal: 23.8-24"</p> <p>Screen aspect ratio: 16:9.</p> <p>Screen resolution: 1920x1080@60 Hz.</p> <p>Screen type: LCD screen with IPS matrix, matte, or antiglare coating.</p> <p>Touchscreen: no.</p> <p>CPU: 10th or 11th gen. Intel Core i3 4-core CPU, at least.</p> <p>RAM: 8 GB DDR4, 2666 MHz or higher.</p> <p>SSD: PCIe NVMe SSD, 512 GB.</p> <p>GPU: integrated Intel UHD Graphics 630 (or higher).</p> <p>Network interfaces: Gigabit Ethernet, WI-FI 2.4 and 5 GHz n/ac/ax, Bluetooth 5.0 or higher – preferably on motherboard.</p> <p>USB ports: at least 4 USB Type-A ports and 1 Type-C port.</p> <p>Sound card: integrated, with 3.5 mm combo headset port.</p> <p>Speakers: yes, integrated.</p> <p>Microphone: yes, integrated microphones array.</p> <p>Built-in web-camera: yes, 1920x1080 (2 megapixels).</p> <p>Optical drive: no optical drive.</p> <p>Operating system: Windows 10 Pro 64-bit Ukrainian.</p> <p>Keyboard and mouse: included.</p> <p>Warranty: 36 months</p>	25
9.	Interactive board	<p>Board diagonal: 80"</p> <p>Board aspect ratio: 4:3.</p> <p>Board surface: ceramics, matte, or antiglare coating, with the ability to write on it using dry erase markers.</p> <p>Board bezels material: aluminum/aluminum alloy.</p> <p>Mount type: wall mountable.</p> <p>Touch controls: yes, 10 points multi touch using IR sensors, with single and double click recognition.</p> <p>Connection to the computer: over USB.</p> <p>Warranty: 12 month or more</p>	1
10.	Radio microphones system	<p>Number of microphones: 4.</p> <p>Number of supported connection channels: 100.</p> <p>Number of channels that can be used simultaneously: 10.</p> <p>Ability to connect conference mic and belt transmitter: yes.</p> <p>Microphones power source: 2 AA batteries.</p> <p>Receiver and microphones synchronization: manual and automatic, over wireless connection.</p>	1

		<p>Reception radius: 50 meters in the plain sight.</p> <p>Frequency response: 60-18000 Hz.</p> <p>Signal/noise ratio: 98 dB-A or better.</p> <p>Receiver with LCD display for displaying system information at status.</p> <p>THD at 1 kHz 0.5 % or better.</p> <p>Transmitter output power range: 3mW-15mW.</p> <p>Warranty: 12 month or more</p>	
11.	Presenter	<p>Laser pointer: yes, built-in.</p> <p>LCD screen: yes, backlit.</p> <p>Presentation time countdown on LCD screen: yes.</p> <p>Presentation time reminder: yes, over built-in vibration motor.</p> <p>Control buttons: "Start presentation" button, "Blank screen" button, previous/next slide buttons, timer/vibro-notification on/off button, laser pointer activation button.</p> <p>Operational range: 10-15 meters.</p> <p>Presenter power source: 2 AAA batteries.</p> <p>Warranty: 12 month or more</p>	1
12.	Multi-function printer	<p>Printing type: laser, colour.</p> <p>MFP controls: via built LCD screen and via WEB-interface.</p> <p>Warm-up time: from full shut-down - 30 seconds (or less); from sleep mode - 10 seconds (or less).</p> <p>Fully automatic duplexer: yes, for print, copy and scan functions.</p> <p>Maximum printouts size: A3.</p> <p>Maximum printing resolution: 1200x1200 DPI.</p> <p>Maximum monochrome print speed: 25 ppm for A4 and 15 ppm for A3 formats.</p> <p>Copier resolution: 600x600 DPI.</p> <p>Maximum monochrome copy speed: 25 ppm for A4 and 15 ppm for A3 formats.</p> <p>Copy magnification: 25% to 400% with 1% increments.</p> <p>Scanner resolution: 600x600 DPI or higher.</p> <p>Scan area size: A3, A4, A5, A6, custom area.</p> <p>Output tray capacity: 250 pages or more.</p> <p>Number of trays: 2 main trays (500 pages each) and 1 bypass tray with automatic paper feeder (100 pages or more).</p> <p>Connection interfaces: USB, Ethernet, WI-FI.</p> <p>Print from or scan to USB storage media: yes.</p> <p>Toner cartridges capacity: at least 20000 pages (or more) for black toner, 15000 pages (or more) for colour toner cartridges.</p> <p>Send specifications: E-mail (SMTP), SMB, FTP.</p>	2

		<p>Communication protocols: TLS 1.2 (minimum), FTP, SMB v3.1.</p> <p>Scan formats: TIFF, JPEG, PDF (Compact, Searchable PDF).</p> <p>Warranty: 12 month or more</p>	
13.	DSLR camera body	<p>Photographic objective lens included: no, only camera body.</p> <p>Camera type: digital, AF/AE single-lens reflex camera with built-in flash.</p> <p>Image sensor: CMOS, 24 megapixels, pixel unit approx. 3.72 <math>\mu\text{m}</math> square, aspect ratio 3:2.</p> <p>Image format/size: 22.5 mm x 15.0 mm (APS-C).</p> <p>Low pass filter: fixed position in front of the image sensor.</p> <p>Colour space: sRGB, Adobe RGB.</p> <p>Recording media: SD, SDHC and SDXC memory cards, UHS speed class compatibility.</p> <p>Image formats: JPEG, RAW, M-RAW, S-RAW, RAW+JPEG, M-RAW+JPEG, S-RAW+JPEG, MOV (Full HD Movie: MPEG4 AVC/H.264*; Audio: Linear PCM), MP4 (Movie: MPEG4 AVC/H.264*; Audio: AAC)</p> <p>Viewfinder: eye-level SLR (with fixed pentaprism).</p> <p>Autofocus type: TTL secondary image-forming phase-difference detection system with AF-dedicated CMOS sensor.</p> <p>Autofocus points: 35-45 points.</p> <p>Shutter type: vertical-travel, mechanical, focal-plane shutter with all speeds electronically controlled.</p> <p>Shutter speed: 1/8000 to 30 sec.</p> <p>Shutter timer: 2-10 seconds.</p> <p>ISO sensitivity: 100-25600.</p> <p>Built-in flash: auto pop-up, retractable, built-in flash at the pentamirror.</p> <p>Drive modes: single shooting, high-speed continuous shooting, low-speed continuous shooting, silent single shooting, silent continuous shooting, 10-sec. self-timer/remote control, 2-sec. self-timer/remote control.</p> <p>LCD screen diagonal: 3", articulating flip-screen.</p> <p>Interface languages: Ukrainian.</p> <p>Power source: built-in battery.</p> <p>Tripod mount: yes, compatible with the standard tripod thread.</p> <p>Warranty: 12 month or more</p>	1
14.	MicroSD memory card	<p>Capacity: 128 GB.</p> <p>Form factor: MicroSD.</p> <p>Speed class: U3.</p> <p>Write speed: 90 MB/sec or higher.</p> <p>Read speed: 170 MB/sec or higher.</p>	2

		MicroSD to SD adapter included: yes. Warranty: 60 months or more	
15.	DSLR camera photographic objective wide angle lens	Image size: APS-C. 35mm film equivalent focal length (mm): 16-29. Angle of view: horizontal - 97°10' - 64°30', vertical - 74°10' - 45°30', diagonal - 107°30' - 74°20'. Lens construction (elements/groups): 14/11. No. of diaphragm blades: 7 Minimum aperture: 22-29. Closest focusing distance (m): 0.22. Maximum magnification (times): 0.15x (at 18mm). Distance information: provided. Image stabilizer: 4.0. Autofocus actuator: STM. Warranty: 12 months or more	1
16.	Power cord extender	Cable length: 10 meters. Number of power outlets: 5. Electric grounding: yes. Supported electric current parameters: 10A/220V. On/Off button: yes. Electrical overload protection circuit breaker: yes. Warranty: 12 months or more	10
17.	Telecamera	Photographic objective lens included: yes, kit photographic lens. Camera type: digital, AF/AE single-lens reflex camera with built-in flash. Image sensor: CMOS, 24 megapixels, APS-C. Recording media: SD, SDHC and SDXC memory cards, UHS speed class compatibility. Video capture formats: MPEG-4, AVCHD, XAVC S / H.264. Video capture resolution: 3840x2160@30 FPS at 100 Mbit/sec. Photo capture resolution: 6000x4000 pixels. Serial photo capture: 11 shots per second. Viewfinder: eye-level SLR (with fixed pentaprism). Autofocus: yes. ISO sensitivity: 100-25600. Built-in flash: auto pop-up, retractable, built-in flash at the pentamirror. Drive modes: single shooting, high-speed continuous shooting, low-speed continuous shooting, silent single shooting, silent continuous shooting, 10-sec. self- timer/remote control, 2-sec. self-timer/remote control. LCD screen diagonal: 3" (or bigger), articulating flip- screen. Interface languages: Ukrainian. Power source: built-in battery.	1

		<p>Tripod mount: yes, compatible with the standard tripod thread.</p> <p>Warranty: 12 months or more.</p>	
18.	Camera tripod with telescopic legs	<p>Design/configuration: tripod.</p> <p>Maximum height, when extended: 165-185 cm.</p> <p>Minimum height, when collapsed: 40-45 cm.</p> <p>Minimum supported weight: 5 kg.</p> <p>Head included: yes.</p> <p>Head type: ball.</p> <p>Removable head: yes.</p> <p>Built-in water level for calibration: yes.</p> <p>Number of leg sections: 3-5.</p> <p>Leg materials: aluminum/aluminum-magnesium alloy.</p> <p>Carrying case included: yes.</p> <p>Warranty: 12 months or more</p>	1
19.	Softbox light	<p>Size: 60x90 cm.</p> <p>Diffuser: yes.</p> <p>Lamp holder: 4 lamps.</p> <p>Stand height: adjustable height 70-210 cm.</p> <p>Warranty: 12 months or more.</p> <p>LED floodlight permanent studio lighting for video recording.</p> <p>Colour temperature: 5600K (Daylight) with CRI ≥95.</p> <p>Lighting level up to 39,500 lux at a distance of 1 meter with a reflector.</p> <p>Smooth brightness adjustment from 0 to 100%.</p> <p>There are built-in effects, quiet active cooling</p>	1
20.	Conference Headset	<p>Wired stereo headset with microphone on stem or built-in into the cable.</p> <p>Microphone with noise cancellation.</p> <p>Ear cushion material: artificial leather or similar, non-porous, material for easy cleaning.</p> <p>Wear and fit type: on-ear with a head band.</p> <p>Connection to the sound source: USB.</p> <p>Cable length: 1.8-2 meters</p>	30
21.	LED studio projector for video shooting	<p>Colour temperatures: 5600K, CRI ≥95.</p> <p>Lighting level: 39500 lux at 1 meter, with a reflector.</p> <p>Smooth brightness regulation from 0% to 100%.</p> <p>Built-in effects.</p> <p>Silent active cooling.</p> <p>Stand with adjustable height: included.</p> <p>Warranty: 12 months or more</p>	1
22.	Soundbar	<p>Connection type: wired (AUX and optical inputs) and wireless (Bluetooth 5.0).</p> <p>Wireless connection range: 10 meters.</p> <p>Sound channels: 2.0, dual sound drivers.</p>	1

		Output power: 30W. Frequency response: 80-20000 Hz. Mount type: wall mountable or desktop placement. Warranty: 12 months or more	
23.	Microsoft Office 2016 License	License for the governmental institution or box licenses.	26
24.	Uninterruptible power supply	Type: online. Output waveform: pure sine wave. Mount type: rack mount and tower mount. PC connection interface: USB/RS232. Input voltage: 220-230V. Power input frequency: 45-65Hz. Power: 1500VA. Active power: 1000W or more. Nominal output voltage: 220-230V. Type of built-in power sockets: IEC 320 C13. Number of built-in power sockets: 4 or more. Battery type: sealed lead acid. Battery hot swap: yes. Ability to extend battery capacity: yes, via connection of external battery cabinets. Battery charging time: 1.5-2 hours. Power conversion efficiency: 95% or better. Short circuit and overload protection: yes. Warranty: 12 months or more.	1
25.	CISCO C9200L-48T-4G switch	With "Prime Infrastructure" license to connect to an existing monitoring and management system ( <i>analogue is not suitable as they will not be compatible with the infrastructure of the existing system</i> ).	1
26.	Software for creating and editing distance learning courses	iSpring Suite software suits with perpetual licenses.	1
		Articulate 360 software suits with perpetual licenses.	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:	<b>449-2021-UNDP-UKR-RFQ-EUP</b>	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental Policy? <i>(If yes, provide a Copy)</i>	
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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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**

*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:	<b>449-2021-UNDP-UKR-RFQ-EUP</b>	Date: Click or tap to enter a date.

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

#	Item	Proposed Specifications	Q-ty	Conformity (Yes/No, comments)

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

Description of goods, services	Amount (currency), without VAT
(Please include all price components in accordance with the requirements of Specification)	
Warranty	
Transportation	
Please add other expenses required, with detailed description	
<b>Total amount</b>	

**Table 3. Relevant projects implemented during the last 3 years:**

#	Client' name and address	Project period		Project cost (USD)	Describe briefly the nature of supply
		Start date	Finish date		

**Table 4. Compliance with Requirements**

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery terms (INCOTERMS-2020 DDP Verkhovna Rada of Ukraine, 3a Sadova str., Kyiv, Ukraine)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Time (no later than 30 September, 2021)			
Warranty and after sell services (not less than 12 months after installation and official warranty service centres in Ukraine)			
Validity of Quotation (min. 60 days)			
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.

<b><i>Exact name and address of company</i></b> 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.	<b>Authorized Signature:</b> 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.
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*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.*