



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 640-2021-UNDP-UKR-RFQ-RPP	Date: 01 September 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **provision of 2 cars type freight passenger van for the provision of mobile medical services in Donetsk and Luhansk oblasts as detailed in Annex 1 of this RFQ.**

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Ms. Agnes Kochan

Title: UNDP Operations Manager in Ukraine

Date: 01 September 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>12:59 (Kyiv time), September 15, 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 checked="" type="checkbox"/> E-tendering <input 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: https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> ▪ File Format: .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
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, 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_an_dinvestigation.html#anti</p>

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars. Due to fluctuations in the national currency, it is recommended to indicate the price in dollars as risk mitigation measure.</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>
Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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: 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	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: All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes [according to Project Card Registration №]
Language of quotation	English or Ukrainian, or Russian All the documentation including catalogues, instructions and operating manuals should be in Russian or Ukrainian (additionally in English if present)
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate. <input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award). <input checked="" type="checkbox"/> Information about the vehicle supplier's company. Registration documents; <input checked="" type="checkbox"/> Two letters of recommendation from previous customers for the supply of similar goods; <input checked="" type="checkbox"/> List of works of a similar nature performed in the last 3 years <input checked="" type="checkbox"/> Certified copies of financial statements for 2018-2020 <input checked="" type="checkbox"/> Dealer certificate (optional, but will be an advantage)
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.

Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Procurement Unit, UNDP Ukraine, procurement.rpp.ua@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline. Responses to request for clarification will be communicated via 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	<p><u>Administrative Requirements:</u></p> <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. <p><u>Technical Requirements:</u></p> <input checked="" type="checkbox"/> The minimum annual turnover for any 2 years in the period from 2018 to 2020 - 200,000.00 USA dollars. <input checked="" type="checkbox"/> The company is an official dealer of the vehicle manufacturer (supplier)-will be an asset. <input checked="" type="checkbox"/> Experience in the supply of similar vehicles for at least 3 years. <input checked="" type="checkbox"/> Availability of qualified engineering and technical personnel to perform works in accordance with this TOR. <input checked="" type="checkbox"/> The company is an official dealer of the car manufacturer (supplier) - it will be an advantage
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	31 October 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	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS**TERMS OF REFERENCE**

Project Name: UN Recovery and Peacebuilding Program, Local Governance and Decentralization Reform Component

Task description: Purchase of 2 cars type freight passenger van for the provision of mobile medical services in Donetsk and Luhansk oblasts.

Customer: UN Recovery and Peacebuilding Program

Expected Delivery Date: December 2021.

Country / Place of work: Ukraine, Government-controlled area of Donetsk oblast.

1. BACKGROUND

The United Nations Development Programme (UNDP) has been actively working in eastern Ukraine for the past decade, prior to the armed conflict, focusing on community and civil society development, and environmental protection.

Since 2015, upon request from the government of Ukraine, UNDP started its work on addressing conflict-related challenges by early engagement, establishing partnerships through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme, jointly implemented by four UN partnering agencies: UNDP, UN Women, FAO, and UNFPA in cooperation with the government of Ukraine.

The UN RPP was designed to respond to and mitigate the causes and effects of the armed conflict. The UN RPP is an integral component of the UNDP Country Programme. It is fully aligned with the United Nations Partnership Framework (UNPF), closely interlinked with the Democratic Governance and Reform Programme, operating national wide and in all of Ukraine's regions.

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 Programme is pooling funds employing a multi-sectoral programme-based approach and is implementing using an area-based methodology and unifying interventions framework for 12 projects funded by 12 international partners.

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 April 2019, UNDP has launched a new project named "Mobile Service Delivery for Conflict Affected Population in Eastern Ukraine", funded by the Government of Canada. The Project will be implemented in the framework of UN RPP.

The Project's overall objective is to alleviate the hardships of conflict affected Ukrainian citizens, mainly women, who have to travel long distances in order to access and be provided administrative and legal aid services as well as information. The Project will continue to build on the work which has been already carried out by UNDP in developing a network of modern administration services providers, the Mobile Administrative service centres for Administrative Services Delivery (further referred to as ASCs) in conflict affected Government controlled areas (GCAs) of Donetsk and Luhansk oblasts by:

- developing effective gender-sensitive ASCs outreach facilities (through mobile service units) with the focus on providing access to services to the most disadvantaged groups such as: elderly, women with children, female headed households, women and men with disabilities;
- ensuring real-time localisation of these units to the target population;
- setting up an intuitive Information Platform (on all relevant administrative and legal aid services) to be accessed easily by target groups.

The Project is firmly focused on alleviating the unprecedented pressures and hurdles faced by citizens of this region, mainly women, to carry out their administrative tasks, due to difficult access to and protracted provision of administrative, legal-aid and information services. These challenges also prevent access to basic services, as well as hinder the human rights of the population, in particular, those of women

On 19 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.

The most vulnerable in the community are also the elderly. Serving single and disabled people requires significant costs and quality improvements. Therefore, it is important to find new forms of work that will not only reduce costs, but also significantly improve the quality and quantity of medical services by bringing them closer to the population.

For this purpose, it is planned to purchase 2 new vehicle such as a cargo-passenger van and equip them with the necessary equipment for providing medical services in remote settlements of Donetsk and Luhansk oblasts. Vehicles must meet the requirements of the manufacturer's specifications, have the relevant documents and warranty support, for a period specified by the manufacturer.

Vehicles must be cleared through customs and prepared for operation in accordance with Ukrainian standards.

2. SCOPE OF WORK

Supply of 2 new vehicles of the cargo-passenger van type for provision of medical services in remote settlements of Donetsk and Luhansk oblasts. Addressee: Kramatorsk city Donetsk oblast, Sievierodonetsk city Luhansk oblast.

Vehicles must be equipped in accordance with Annex 1 to this specification and be able to store and transport medical equipment. The list and quantity of equipment are given in Annex 2, the exact characteristics of the equipment will be provided to the supplier with whom the contract will be signed.

The vehicle must meet the specifications given in Table 1.

THE MAIN CHARACTERISTICS OF THE VEHICLE Table 1.

General characteristics		
1	Car model	Ford Transit L4H3, Mercedes-Benz Sprinter L4H3, VW Crafter L4H3, MAN TGE panel Van L4H3 (or equivalent)
2	Year of manufacture - not earlier	2021
3	Car condition	new
4	Car type	Freight and passenger van
5	Warranty (minimum)	2 years / 100,000 km
6	Number of seats	(6+1)
7	Dimensions (mm)	
7.1	Wheelbase, minimal	3 750
7.2	Total length, minimal	6700
7.3	Width / with mirrors	2040-2427
7.4	Ground Clearance (min)	160
8	Weight characteristics (kg)	
8.1	Total weight no more	3500
9	Engine:	
9.1	Engine volume, cm3	1995-2500
9.2	Max. power hp no less	125
9.3	Engine's type	diesel
9.4	Number of cylinders, type	4, in-line
9.5	Environmental standard, (minimum)	Euro-5
10	Fuel tank, l, not less	70
10.1	Fuel tank material	plastic
11	Clutch (preferred)	Single-disc with vacuum amplifier
12	Transmission	Mechanical or Automatic
13	Rear wheels (preferred)	single
14	Brake system	

14.1	Working, preferably	Hydraulic with vacuum booster
14.2	Front brakes / Rear brakes (preferred)	Disk / Disk
15	Wheels	
15.1	Wheel disks, not less	R16
15.2	Spare wheel	standard
16	Exterior mirrors with electric adjustment, heating and turn indicators	+
17	Cargo compartment, not less (V = m3)	12
17.1	Height, mm, not less	1955
17.2	Width, mm, not less	1700
17.3	Length, mm, not less	2600
18	Equipment:	
18.1	ABS (Anti-lock brake system)	+
18.2	ESP (Electronic Stabilization Program\system) or analogue	+
18.3	Front and rear anti-roll bars	+
18.4	Independent front suspension	+
18.5	Airbag for the driver	+
18.6	Electric windows	+
18.7	Fog lightning	+
18.8	LED daytime running lights	+
18.9	Multi-steering wheel	+
18.10	Enhanced corrosion protection	+
18.11	Central lock	+
19	Interior	
19.1	12V socket on the front console	+
19.2	Sun visors	+
19.3	Hooks for fastening of cargo in a floor of a cargo compartment	+
20	Security:	
20.1	Passenger seats are equipped with seat belts	+

21	Heating:	
21.1	Car heater for cab and passenger compartment.	+
22	Air condition	
22.1	Air condition for driver cabin and for passengers' compartment	
23	Standard equipment	
23.1	Jack and wheel wrench	+
24	Additional equipment	
24.1	First aid kit according to DSTU 3961-2000	+
24.2	fire extinguisher powder VP-1 or analog	+
24.3	Emergency stop sign	+
24.4	Cable for towing of BELAUTO BT65-6 tape of 6,5 t 6 m or analog	+

Requirements for the interior design of the passengers' compartment of the vehicle.

The passengers' compartment of the vehicle must be equipped with 4 passenger seats with seat belts, which must comply with current regulations for road transports in Ukraine.

Interior planning must be carried out in accordance with the plan-scheme contained in Annex 1.

The passenger compartment must have internal wall, ceiling and floor coverings, lighting, heating, air conditioning and ventilation. Finishing options are agreed with the Customer.

The passenger compartment must be equipped with a shelf for storing things and have windows, with the possibility of opening, on the right and left sides. Windows should be tinted.

Requirements for the interior design of the cargo compartment of the vehicle.

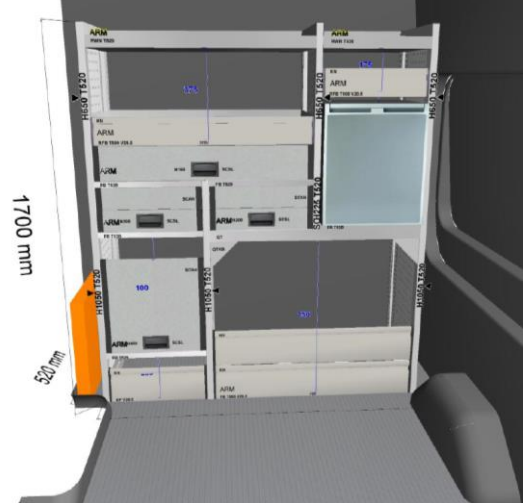
Interior planning should be done in accordance with the plan-scheme contained in Annex 1.

The supplier must complete the base vehicle with the storage and transport elements of the equipment, equipment specified in Annex 2.

The cargo compartment must meet the technical characteristics shown in table 2.

Table 2

Nº	Name / description	Quantity for 1 vehicle, (items.)	Total quantity (items)	Sample of appearance
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1	<p>Rack in the central part of the cargo compartment of the vehicle, manufactured by TM ALUCA (or equivalent) according to the drawings - Annex 1.</p> <p>The rack must be equipped with non-slip mats TM ALUCA (or equivalent) to prevent equipment from slipping.</p> <p>The rack is made of aluminum.</p> <p>The description of the rack in the cargo compartment is given in Annex 1.</p>	1	2	
2	Fastenings (Clamps) in the rack TM ALUCA (or equivalent) for positions 1, 2, 14 specified in Annex 2	2	4	
3	Fasteners (clamps) in the floor / wall TM ALUCA (or equivalent) for position 11 specified in Annex 2.	2	4	
4	Medical couch with a secure fixation to the floor and the ability to remove from the car	1	2	
5	Folding aluminum chairs. Must be fixed by fastening (clamps) of TM ALUCA (or equivalent).	3	6	
6	Production and installation of a floor (Moisture-resistant plywood (12 mm) anti-slip coating). Finishing materials should be agreed with the customer.	1	2	
7	Production and installation of side walls/maps (Aluminium composite plastic) Finishing materials should be agreed with the customer.	1	2	
8	Production and installation of the ceiling (Aluminium composite plastic). Finishing materials should be agreed with the customer.	1	2	
9	Installation of lighting lamps. Built-in lamps must provide illumination of at least 200 lux	3	6	

The interior planning of the cargo compartment must be performed in accordance with the plan-scheme contained in Annex 1 and should be agreed with the customer.

Body colour of the base vehicle is white with logos, banners and inscriptions according to the customer's template, full pasting of the car from 4 sides. Pasting and branding of vehicles with a special adhesive materials for vehicles.

Pasting and branding of the car is the responsibility of the Supplier and must be taken into account when preparing a financial proposal.

3. Qualification requirements for a successful supplier

- Company with valid registration (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).
- The minimum annual turnover for any 2 years in the period from 2018 to 2020 - 200,000.00 USA dollars.
- The company is an official dealer of the vehicle manufacturer (supplier)-will be an asset.
- Experience in the supply of similar vehicles for at least 3 years.
- Availability of qualified engineering and technical personnel to perform works in accordance with this TOR.

4. Warranty conditions

The warranty period of the vehicle begins from the date of transfer of the vehicle to the customer under the Act of acceptance-transfer.

All necessary technical documentation (product passport or instructions with basic technical characteristics in Ukrainian or Russian, certificates of quality and compliance with national standards), relevant originals or duly certified copies should be provided by the supplier on the day of delivery.

Warranties for tires, batteries, electrical appliances and other technical means with which the vehicle is equipped, are provided by the relevant manufacturer, in accordance with the approved standards and specifications.

Availability of an official service in Ukraine. The Supplier is obliged to indicate the addresses of the Warranty Service Station in the territory of Donetsk and neighbouring oblasts.

The technical acceptance of the delivered equipment will be carried out by the end user together with the UNDP representative. They will check the technical and working conditions, completeness, compliance with the specification, the availability of certificates, including warranty, manuals, etc.

5. Delivery time

Delivery must be made within 120 calendar days from the date of signing the contract. Date and time of delivery must be agreed with the customer.

6. Delivery address

Delivery must be carried out to the addressee: Kramatorsk city Donetsk oblast, Sievierodonetsk city Luhansk oblast.

7. Price offer and payment schedule

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

- Applicants must include all costs associated with the preparation and transportation of the vehicle and its equipment in their price offer.

- Payments should be made as follows:

100% of the total amount of the contract will be paid after signing the bilateral Act of acceptance - transfer.

8. The selection process

Applicants must provide detailed information on:

- 1 Information about the vehicle supplier's company. Registration documents;
- 2 Two letters of recommendation from previous customers for the supply of similar goods;
- 3 List of works of a similar nature performed in the last 3 years

Nº	Project name	Customer information, contact details	Description of works	Contract amount (USD)	Actual end date
1					
2					
3					

9. Estimated cost of the proposal.

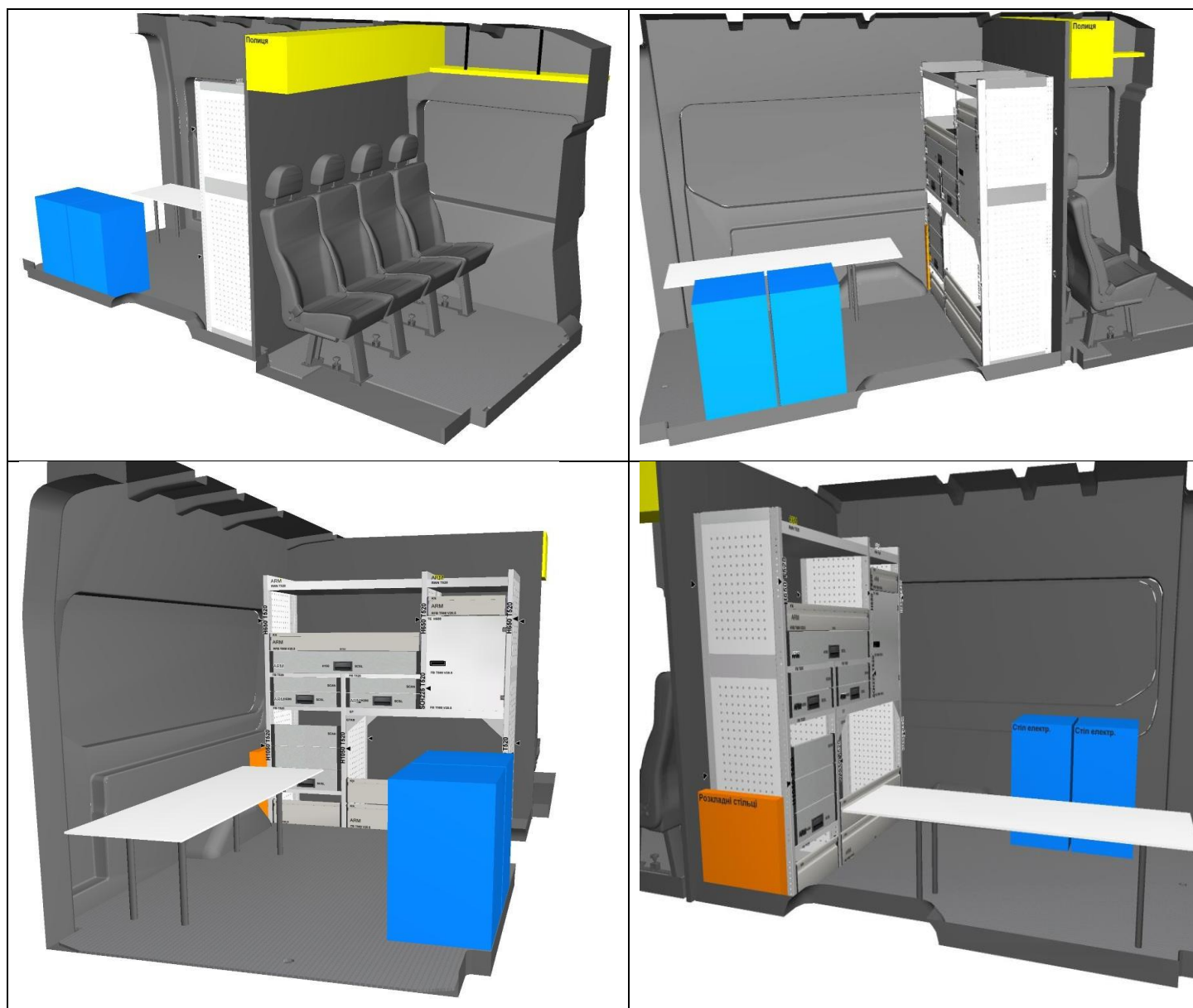
Applicants must submit their price offers in the following format. All costs associated with the execution of works should be included in the price offer (such as the purchase, installation of all products and equipment, electricity costs from connection points, transportation costs, per diem, staff salaries, office expenses, etc.). The price must be indicated on a DDP Kramatorsk and Sievierodonetsk bases.

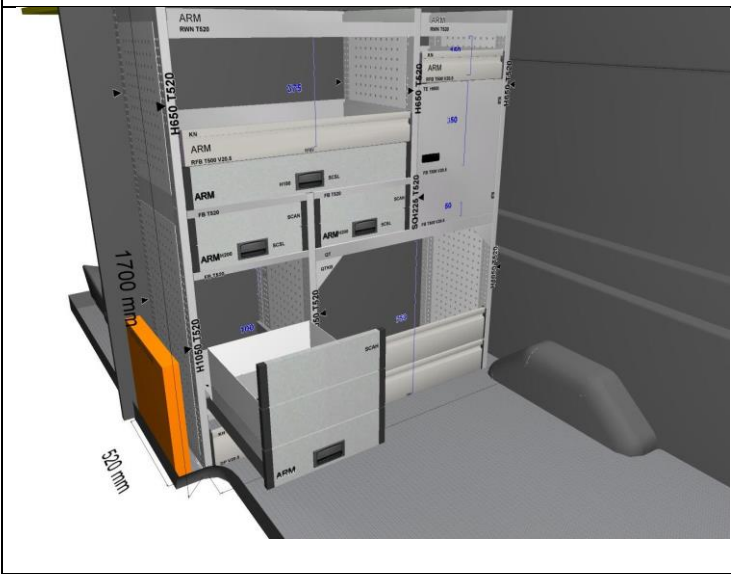
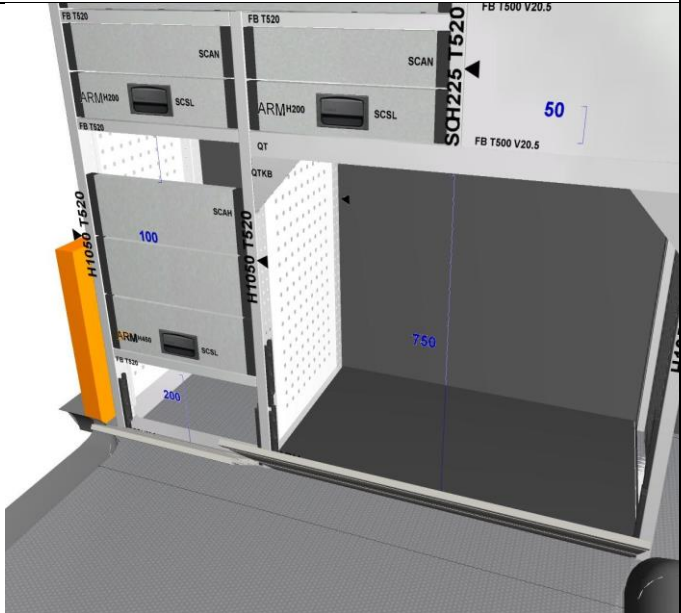
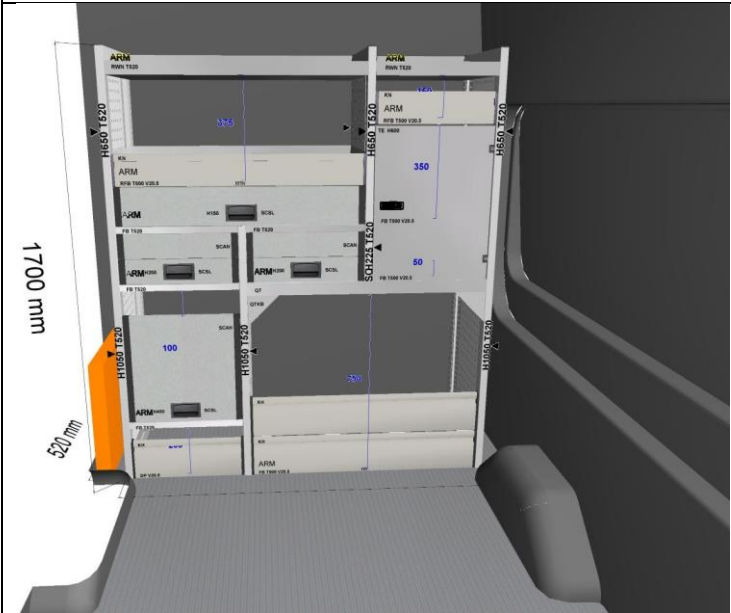
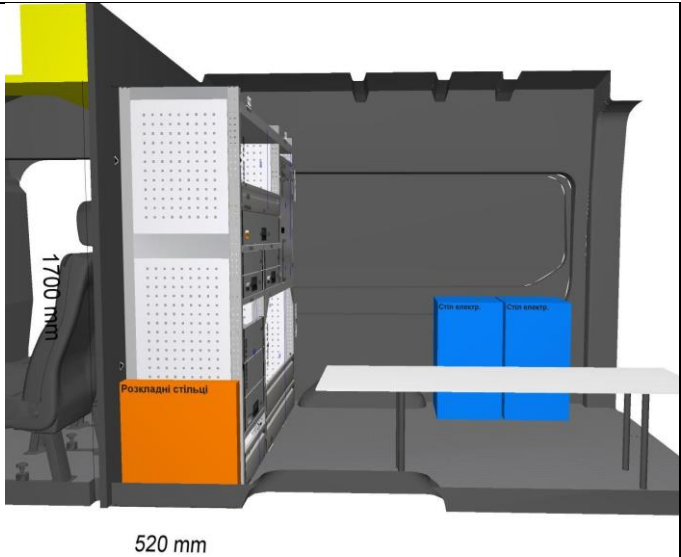
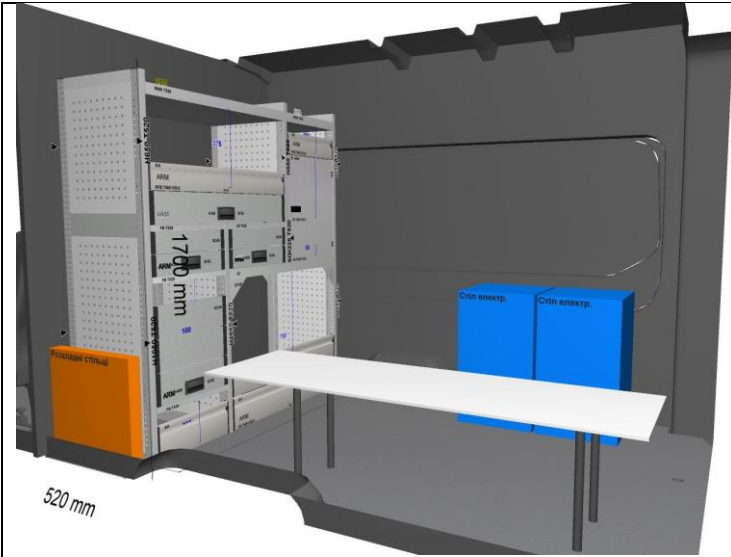
No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	2		
2	Re-equipment of the car (passenger, cargo compartments and necessary equipment, including racks of TM ALUCA (or analog), couch, chairs, pasting and branding of vehicles, etc.)	2		
Shipping cost (if applicable)				
Amount without VAT				
VAT				
In general, including VAT, currency				

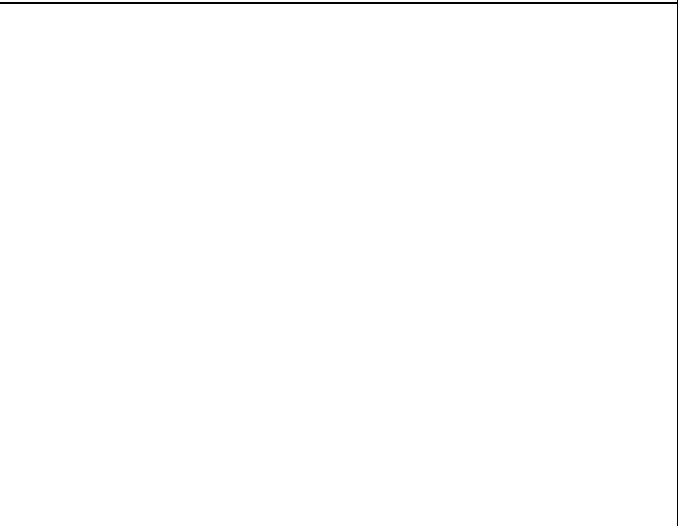
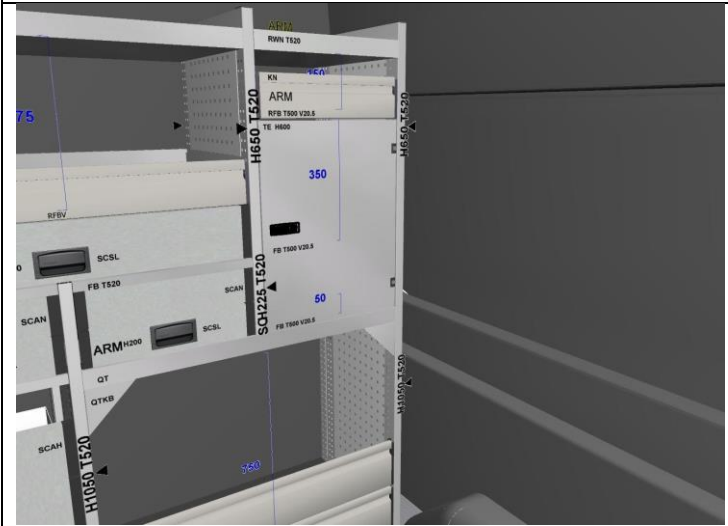
10. Selection of the supplier of the goods

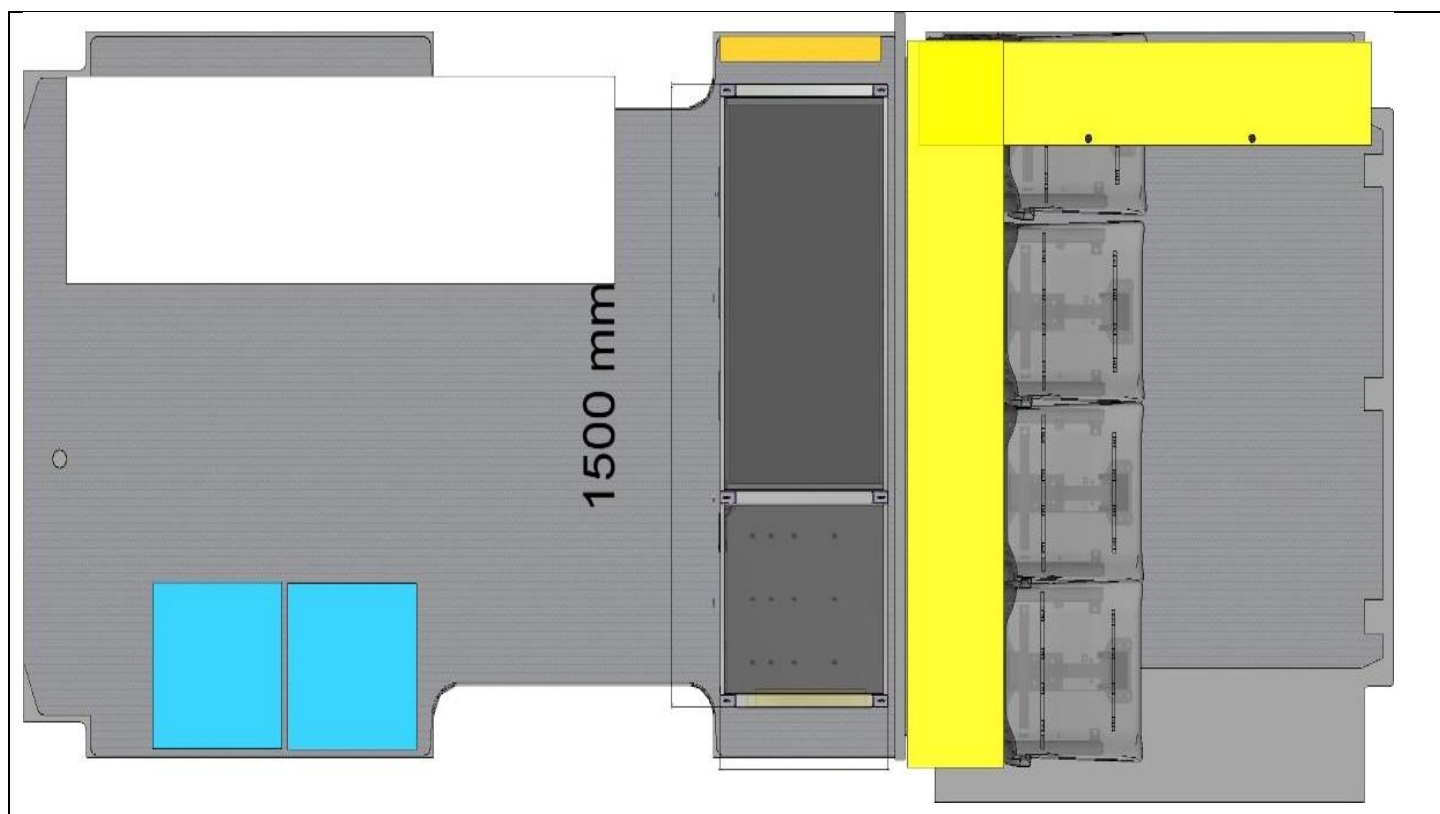
The company whose offer meets the qualification requirements and has the lowest price will be recognized as the winner and, accordingly, a contract for the supply of the vehicle will be signed.

Annex 1 - Drawings of the passenger compartment and the cargo compartment with a system for storage and transportation of medical equipment









Description of the rack in the cargo compartment, which is used for storage and transportation of medical equipment.

The TM ALUCA rack (or equivalent) is made of aluminium of 1,5 mm. Located in the cargo compartment along the partition separating the cargo and passenger zones.

Dimensions W * H * D - 1500 * 1700 * 520 mm.

Consists of:






- The compartment near a floor W * H * D - 460 * 225 * 520 mm closing with the folding valve 175 mm high - 1 piece
- The compartment at a floor W * H * D - 950 * 775 * 520 mm closing with the folding valve 350 mm high - 1 piece
- Drawer W * H * D - 460 * 450 * 520 mm - 1 pc
- Drawer W * H * D - 460 * 200 * 520 mm - 2 pcs
- Drawer W * H * D - 950 * 150 * 520 mm - 1 pc
- Shelf W * H * D - 950 * 350 * 520 mm, closing with the folding valve 125 mm high - 1 piece
- Shelf W * H * D - 460 * 150 * 520 mm, closing with the folding valve 125 mm high - 1 piece
- The top tray W * D - 950 * 520 mm - 1 piece
- The top tray W * D - 460 * 520 mm - 1 piece

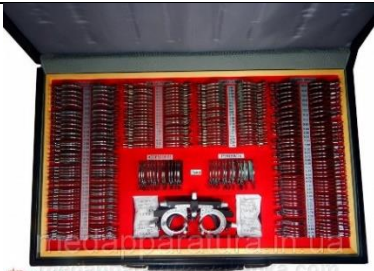




- The compartment closing by a door W* H * D - 460 * 600 * 520 mm, contains 2 regiments forming 2 zones (1 - W * H * D - 460 * 200 * 520 mm, 2 - 1 - W * H * D - 460 * 350 * 520 mm) - 1 pc.





All drawers and shelves are equipped with non-slip shock-absorbing mats

All drawers are mounted on steel guides full extension, maximum load 60 kg.

Appendix 2. The list of the medical equipment which will be transported in a cargo compartment of the vehicle (is not a subject of the given purchase).

	Name of the equipment	Sample of appearance
1	Autorefractor Keratometer – 1 pcs.	
2	Slit lamp – 1 pcs.	
3	Maklakov intraocular pressure tonometer – 1 pcs.	
4	Contact intraocular pressure tonometer – 1 pcs.	
5	Probe package for the contact intraocular pressure tonometer (100 pcs/box) – 1 pcs.	

6	Set of plastic optical trial lenses (266 pcs.) – 1 pcs.	
7	Optical trial frame – 1 pcs.	
8	Automatic sign projector – 1 pcs.	
9	The slit-lamp lens 90D with a compatible single-lens case – 1 pcs.	
10	The slit-lamp lens 90D with a compatible single-lens case – 1 pcs.	

11	Table for ophthalmic equipment with electric drive - 2 pcs.	
12	Ultrasound ophthalmic scanner – 1 pcs.	
13	Electrocardiograph 6/12 channels – 1 pcs.	
14	Ultrasound diagnostic medical system – 1 pcs.	

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:	640-2021-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? (If yes, provide a Copy)	<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 (If yes, provide a Copy)	<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-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.

Yes	No	
<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:	640-2021-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1. Conformity to the Specification

Name of equipment and Technical characteristics			Conformity (Yes/No)	Offered Brand, Model and Exact characteristics (Technical characteristics should not be less / worse than those listed in the assignment)
1	Car model	Ford Transit L4H3, Mercedes-Benz Sprinter L4H3, VW Crafter L4H3, MAN TGE panel Van L4H3 (or equivalent)		
2	Year of manufacture - not earlier	2021		
3	Car condition	new		
4	Car type	Freight and passenger van		
5	Warranty (minimum)	2 years / 100,000 km		
6	Number of seats	(6+1)		
7	Dimensions (mm)			
7.1	Wheelbase, minimal	3 750		
7.2	Total length, minimal	6700		
7.3	Width / with mirrors	2040-2427		
7.4	Ground Clearance (min)	160		
8	Weight characteristics (kg)			

8.1	Total weight no more	3500		
9	Engine:			
9.1	Engine volume, cm3	1995-2500		
9.2	Max. power hp no less	125		
9.3	Engine's type	diesel		
9.4	Number of cylinders, type	4, in-line		
9.5	Environmental standard, (minimum)	Euro-5		
10	Fuel tank, l, not less	70		
10.1	Fuel tank material	plastic		
11	Clutch (preferred)	Single-disc with vacuum amplifier		
12	Transmission	Mechanical or Automatic		
13	Rear wheels (preferred)	single		
14	Brake system			
14.1	Working, preferably	Hydraulic with vacuum booster		
14.2	Front brakes / Rear brakes (preferred)	Disk / Disk		
15	Wheels			
15.1	Wheel disks, not less	R16		
15.2	Spare wheel	standard		
16	Exterior mirrors with electric adjustment, heating and turn indicators	+		
17	Cargo compartment, not less (V = m3)	12		
17.1	Height, mm, not less	1955		
17.2	Width, mm, not less	1700		
17.3	Length, mm, not less	2600		
18	Equipment:			

18.1	ABS (Anti-lock brake system)	+		
18.2	ESP (Electronic Stabilization Program\system) or analogue	+		
18.3	Front and rear anti-roll bars	+		
18.4	Independent front suspension	+		
18.5	Airbag for the driver	+		
18.6	Electric windows	+		
18.7	Fog lightning	+		
18.8	LED daytime running lights	+		
18.9	Multi-steering wheel	+		
18.10	Enhanced corrosion protection	+		
18.11	Central lock	+		
19	Interior			
19.1	12V socket on the front console	+		
19.2	Sun visors	+		
19.3	Hooks for fastening of cargo in a floor of a cargo compartment	+		
20	Security:			
20.1	Passenger seats are equipped with seat belts	+		
21	Heating:			
21.1	Car heater for cab and passenger compartment.	+		
22	Air condition			
22.1	Air condition for driver cabin and for passengers' compartment			
23	Standard equipment			

23.1	Jack and wheel wrench	+		
24	Additional equipment			
24.1	First aid kit according to DSTU 3961-2000	+		
24.2	fire extinguisher powder VP-1 or analog	+		
24.3	Emergency stop sign	+		
24.4	Cable for towing of BELAUTO BT65-6 tape of 6,5 t 6 m or analog	+		

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

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	2		
2	Re-equipment of the car (passenger, cargo compartments and necessary equipment, including racks of TM ALUCA (or analog), couch, chairs, pasting and branding of vehicles, etc.)	2		
Shipping cost (if applicable)				
Amount without VAT				
VAT				
In general, including VAT, currency				

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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020): Kramatorsk city Donetsk oblast, Sievierodonetsk city Luhansk oblast.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Delivery Lead Time (Delivery of equipment must be carried out within 120 (one hundred twenty) calendar days from PO/Contact signature date)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
<p>The warranty period of the vehicle begins from the date of transfer of the vehicle to the customer under the Act of acceptance-transfer.</p> <p>All necessary technical documentation (product passport or instructions with basic technical characteristics in Ukrainian or Russian, certificates of quality and compliance with national standards), relevant originals or duly certified copies should be provided by the supplier on the day of delivery.</p> <p>Warranties for tires, batteries, electrical appliances and other technical means with which the vehicle is equipped, are provided by the relevant manufacturer, in accordance with the approved standards and specifications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of an official service in Ukraine. The Supplier is obliged to indicate the addresses of the Warranty Service Station in the territory of Donetsk and neighbouring oblasts.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 90 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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>