



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 318-2021-UNDP-UKR-RFQ-RPP	Date: 18 October 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **provision of underwater search complex for divisions of Main Department of State Emergency Service in Zaporizhzhia Oblast, working in water area of Azov sea** 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: _____

A handwritten signature in blue ink, appearing to read 'Agnes Kochan'.

Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager in Ukraine**

Date: 18 October 2021

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>NB. If after deadline the number of bids is not enough to proceed with evaluation process, the decision about deadline prolongation can be made. For security point of view It is recommended to create 2 archive files (*.zip format only!): one should include technical proposal, another one should include financial proposal and be encrypted with password. Both files should be attached to the email letter. Herewith, absence of archives protected <u>does not lead</u> to rejection of bids.</p> <p>During evaluation process companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.</p>
Deadline for the Submission of Quotation	<p>23:59 (Kyiv time), November 01, 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> <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 Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: .ZIP, .PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: 318-2021-UNDP-UKR-RFQ-RPP Lot 2 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<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,	<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>

Fraud, Corruption,	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
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>

	<input checked="" type="checkbox"/> Local Currency: UAH
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>[according to Project Card Registration № 4019-04]</p>
Language of quotation	<p>English or Ukrainian, or Russian</p> <p>All the documentation including catalogues, instructions and operating manuals should be in Russian or Ukrainian (additionally in English if present)</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <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"/> Company Profile, indicating at least 3 (three) years of experience in the field of supply of similar products. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients. <input checked="" type="checkbox"/> A list of available service centres with indication of their addresses
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	<u>Administrative Requirements:</u> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline. <input checked="" type="checkbox"/> Offers must meet required Offer Validity. <input checked="" type="checkbox"/> Offers have been signed by the proper authority. <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section. <input checked="" type="checkbox"/> Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine). <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <u>Technical Requirements:</u> <input checked="" type="checkbox"/> At least 3 years of experience in the field of supply of similar products (communication equipment, underwater equipment, IT equipment, electronic equipment etc.); <input checked="" type="checkbox"/> Technical responsiveness to stipulated requirements in specification. <input checked="" type="checkbox"/> At least 2 (two) positive references from previous clients. <input checked="" type="checkbox"/> Warranty for all equipment must be at least 12 (twelve) months. All equipment must have official warranty service in Ukraine.

	<p><input checked="" type="checkbox"/> The warranty period for all equipment must be at least 12 months. All equipment must have official warranty service in Ukraine.</p> <p><input checked="" type="checkbox"/> The presence of service centres for post-warranty service of equipment on the territory of Ukraine is desirable and will be considered as an advantage. The supplier should provide the list of available service centres with indication of their addresses together with the bid proposal.</p> <p><input checked="" type="checkbox"/> The company is an official dealer of the manufacturer (supplier)-will be an asset.</p> <p><input checked="" type="checkbox"/> Delivery of all equipment must be accompanied by manufacturer's warranty certificates. All necessary technical documentation (product passport or instructions with basic technical characteristics, certificates of quality and compliance with national standards) must be attached by the supplier to the offer, respective documents' originals or duly certified copies must be provided by the supplier on the day of delivery.</p>
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	<p><input type="checkbox"/> Purchase Order</p> <p><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.)</p> <p><input type="checkbox"/> Contract for Works</p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p>
Expected date for contract award.	30 November 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

**SPECIFICATIONS
for equipment for
divisions of Main Departments of State Emergency Service in
Zaporizhzhia Oblast**

Project Name: UN Recovery and Peacebuilding Program, Community Security and Social Cohesion Component

Task description: Delivery of underwater search complex for divisions of Main Department of State Emergency Service in Zaporizhzhia Oblast, working in water area of Azov sea

Country / Place of work: Ukraine.

1. Project Description

The current armed conflict in eastern Ukraine has had a direct and extremely negative impact on social cohesion, community security and the rule of law. While accepting the urgent need to address the challenges of restoration, economic recovery and peacebuilding in the areas directly and indirectly affected by the conflict in late 2014, the Government of Ukraine requested the international community to provide technical assistance and financial support to assess priority recovery needs. At the end of 2014, the United Nations, the World Bank and the European Union assessed the recovery and peacebuilding later approved by the Cabinet of Ministers in mid-2015.

Before the conflict over the last decade, UNDP had been actively represented in eastern Ukraine, with a focus on community development, civil society development and environmental protection. The work to address the specific development challenges occurring from the conflict and the above-mentioned is based on previous work and established partnership relations. It was initiated in 2015 through the United Nations Recovery and Peacebuilding Programme, which is a multilateral donor framework program jointly implemented by four UN partner agencies in cooperation with the Government of Ukraine.

Four United Nations agencies are implementing the United Nations Recovery and Peacebuilding Programme (UN RPP): 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.

The United Nations Recovery and Peacebuilding Programme is implemented to address and mitigate the causes and effects of the conflict. It is based on the results of the Assessment of Recovery and Peacebuilding and is consistent with the State Target Reconstruction and Peacebuilding Programme in the Eastern Regions of Ukraine, as well as with two regional development strategies until 2020. The United Nations Recovery and Peacebuilding Programme (UN RPP) provides for three main areas of activity: (i) supporting economic recovery in conflict-affected communities; (ii) promoting decentralisation and health care reform; (iii) strengthening public safety and social cohesion. The Programme is strongly consistent with the Framework Programme for Partnership between the Government of Ukraine and the United Nations. The Programme is closely associated with the Democratic Governance and Reform Programme which is implemented nationwide in all regions of Ukraine and complies with the Sustainable Development Goals (SDGs), in particular, SDG 16 (Peace, Justice and Strong Institutions).

As a territorial programme designed specifically for conflict-affected areas in eastern Ukraine, the United Nations Recovery and Peacebuilding Programme is focused on the main priority needs for stabilisation, peace development, economy and governance in eastern Ukraine after the outbreak of the conflict. It takes into account the opportunities provided by the Minsk Protocol

dated September 2014 and revival of its cease-fire provisions and is fully adapted to create a link between humanitarian and developmental needs.

The Programme activities are grouped according to the following key components of the Programme, which reflect the priority needs of the region:

Component I: Economic Recovery and Restoration of Critical Infrastructure;

Component II: Local Governance and Decentralisation Reform;

Component III: Community Security and Social Cohesion.

State Emergency Service of Ukraine is one of the key providers of security services, and is responsible for prevention and responding to emergencies, including those occurring in the sea.

As a part of agreed plan of action for 2021, UNDP is to procure equipment to strengthen capacity of divisions of Main Departments of State Emergency Service in Zaporizhzhia oblasts in emergency and crisis response situations.

2. Scope of work

- Provision of required goods by the Contractor in accordance with Specification.
- Delivery of goods to the address: 65 Fortechna str., Zaporizhzhia, 69061. Incoterms: DDP

3. Specification

Underwater search complex

No	Product name and specification requirements	Quantity of units of goods` components (units / set)	Quantity of units with content of all components
1	Search complex with sonar Set:		
	1.1. Surface control unit or laptop Housing material: impact-resistant plastic or other material with similar or better characteristics Screen: anti-glare, not less than 11,6 inches Display resolution: not worse than 1920 x1080 Processor: not worse than Intel® Core™ i5-8250U or AMD Ryzen 5 Pro 3500U (Zen+) Operating system: any preinstalled free software Hard disk capacity, GB, not less than: 256 RAM: not less than 8 GB Battery life, hours, not less than: 10 Water protection, not worse than IP53	1	
	1.2. Side scan sonar Frequency: 1 MHz (CHIRP) Inclined diapason (channel): 35 m Immersion depth, not less than: 15 m Horizontal beam width, not less : 0.3° Vertical beam width, not less : 60° Arrangement: Dual fin mounted transducers with 30° down angle from horizontal. Connector: Impulse , 5 pin (MCIL-5-FS) Hull material: reinforced polyurethane caoutchouc or other material with analogue or better characteristics Underwater electronic unit:	1	

Power supply: 90-264V AC, 47-63Hz or 9-28VDC Power consumption: 6 W (500 mA at 12 VDC) PC Interface: USB 2.0 connector Sonar Interface : 6-pin Souriau UTS female connector Water and dust protection class, not worse than: IP50 Cable rope: Length, not less: 50 m Destructive force:> 150 kg Minimum bend radius: 30 mm Connector : Impulse , 5 pin (MCIL-5-FS)		
1.3. Surface buoy to register the location of the object; Type: inflatable Material: PVC or other material with similar or better characteristics	1	
1.4. Software adapted for search services; Package dedicated to marine search and recovery operations. Software should be compatible with sonar, described in p. 1.2, and should allow for real-time mosaicking and targeting of side scan data.	1	
1.5. GPS receiver and mounting bracket; Category: universal GPS receiver GPS receiver interface: USB	1	
1.6. Cable drum with a cable compatible with the surface control unit, not less than 20 m long;	1	
1.7. Shockproof and moisture-proof case;	1	
1.8. Set of operating documentation.	1	

4. Additional requirements:

- 1) Delivery of all equipment must be accompanied by manufacturer's warranty certificates. All necessary technical documentation (product passport or instructions with basic technical characteristics, certificates of quality and compliance with national standards) must be attached by the supplier to the offer, respective documents' originals or duly certified copies must be provided by the supplier on the day of delivery. The warranty period for all equipment must be at least 12 months. All equipment must have official warranty service in Ukraine.
- 2) The presence of service centres for post-warranty service of equipment on the territory of Ukraine is desirable and will be considered as an advantage. The supplier should provide the list of available service centres with indication of their addresses together with the bid proposal.
- 3) Delivery must be carried out during 60 days from the contract signing date.

5. Experience and Qualification Requirements

- a) Officially registered company (for Ukrainian companies – company should be registered in the territory controlled by the government of Ukraine).
- b) At least 3 years of experience in the field of supply of similar products (communication equipment, underwater equipment, IT equipment, electronic equipment etc.);
- c) At least 2 positive references from previous clients
- d) The company is an official dealer of the manufacturer (supplier)-will be an asset.

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

6. Price offer and payment schedule

- The contract value must remain fixed for the duration of the contract.
- Applicants must include all costs associated with the work in their price quotation (such as the supply of all materials and equipment, transportation costs, staff salaries, office expenses, etc.).
- Payments should be arranged as follows:
-100% of the unit cost of the product - as soon as they are accepted by UNDP by signing of the bilateral Transfer and Acceptance Act. Payment for goods/services shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of receipt of the original invoice, registered tax certificate and Act of acceptance of services/goods rendered/delivered signed by both parties.

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

Bidders must submit their price offers in the following format:

No	Product name and specification requirements	Quantity of goods	Unit price, without VAT, currency	Total price, without VAT, currency
1	Search complex with sonar <i>Please indicate brand, model and characteristics</i>	1		
1.1	Surface control unit or laptop <i>Please indicate brand, model and characteristics</i>	1		
1.2	Sonar <i>Please indicate brand, model and characteristics</i>	1		
1.3	Surface buoy <i>Please indicate brand, model and characteristics</i>	1		
1.4	Software adapted for search services <i>Please indicate software name</i>	1		
1.5	GPS receiver and mounting bracket <i>Please indicate brand, model and characteristics</i>	1		
1.6	Cable drum	20 m		
1.7	Shockproof and moisture-proof case			
2	Costs of delivery			
Total, without VAT, currency				

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:	318-2021-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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Please provide contact details of at least 2 (two) previous clients for reference and attach the signed reference letters.

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-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:	318-2021-UNDP-UKR-RFQ-RPP	Date: Click or tap to enter a date.

Table 1. Conformity to the Specification

No	Product name and specification requirements	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics (Technical characteristics should not be less / worse than those listed in the assignment)
1	Search complex with sonar Set:		
	1.2. Surface control unit or laptop Housing material: impact-resistant plastic or other material with similar or better characteristics Screen: anti-glare, not less than 11,6 inches Display resolution: not worse than 1920 x1080 Processor: not worse than Intel® Core™ i5-8250U or AMD Ryzen 5 Pro 3500U (Zen+) Operating system: any preinstalled free software Hard disk capacity, GB, not less than: 256 RAM: not less than 8 GB Battery life, hours, not less than: 10 Water protection, not worse than IP53		
	1.2. Side scan sonar Frequency: 1 MHz (CHIRP) Inclined diapason (channel): 35 m Immersion depth, not less than: 15 m Horizontal beam width, not less : 0.3° Vertical beam width, not less : 60° Arrangement: Dual fin mounted transducers with 30° down angle from horizontal. Connector: Impulse , 5 pin (MCIL-5-FS) Hull material: reinforced polyurethane caoutchouc or other material with analogue or better characteristics Underwater electronic unit: Power supply: 90-264V AC, 47-63Hz or 9-28VDC Power consumption: 6 W (500 mA at 12 VDC) PC Interface: USB 2.0 connector Sonar Interface : 6-pin Souriau UTS female connector		

Water and dust protection class, not worse than: IP50 Cable rope: Length, not less: 50 m Destructive force:> 150 kg Minimum bend radius: 30 mm Connector : Impulse , 5 pin (MCIL-5-FS)		
1.3. Surface buoy to register the location of the object; Type: inflatable Material: PVC or other material with similar or better characteristics		
1.4. Software adapted for search services; Package dedicated to marine search and recovery operations. Software should be compatible with sonar, described in p. 1.2, and should allow for real-time mosaicking and targeting of side scan data.		
1.5. GPS receiver and mounting bracket; Category: universal GPS receiver GPS receiver interface: USB		
1.6. Cable drum with a cable compatible with the surface control unit, not less than 20 m long;		
1.7. Shockproof and moisture-proof case;		
1.8. Set of operating documentation.		

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

No	Product name and specification requirements	Quantity of goods	Unit price, without VAT, currency	Total price, without VAT, currency
1	Search complex with sonar <i>Please indicate brand, model and characteristics</i>	1		
1.1	Surface control unit or laptop <i>Please indicate brand, model and characteristics</i>	1		
1.2	Sonar <i>Please indicate brand, model and characteristics</i>	1		
1.3	Surface buoy <i>Please indicate brand, model and characteristics</i>	1		
1.4	Software adapted for search services <i>Please indicate software name</i>	1		
1.5	GPS receiver and mounting bracket <i>Please indicate brand, model and characteristics</i>	1		
1.6	Cable drum	20 m		
1.7	Shockproof and moisture-proof case			
2	Costs of delivery			
Total, without VAT, currency				

Dear Partners!

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- *the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- *Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- *in column 2 of section B – supplier's (seller's) services nomenclature;*
- *in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- *in columns 4 and 5 - unit of services measurement;*
- *in column 6 - quantity (volume) of services delivery;*
- *in column 7 - the price of the service unit supply, excluding VAT;*
- *in column 8 - VAT rate code 903;*
- *in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- *in column 10 - supply volume, excluding VAT (prepayment amount).*

Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

Table 3. Compliance with Requirements

	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):DDP Delivery of goods to the address: 65 Fortechna str.,Zaporizhzhia, 69061	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Delivery must be carried out during 60 days from the contract signing date;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery of all equipment must be accompanied by manufacturer's warranty certificates. All necessary technical documentation (product passport or instructions with basic technical characteristics, certificates of quality and compliance with national standards) must be attached by the supplier to the offer, respective documents' originals or duly certified copies must be provided by the supplier on the day of delivery.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The warranty period for all equipment must be at least 12 months. All equipment must have official warranty service in Ukraine.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The presence of service centres for post-warranty service of equipment on the territory of Ukraine is desirable and will be considered as an advantage. The supplier should provide the list of available service centres with indication of their addresses together with the bid proposal	<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.	
Exact name and address of company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.