**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: | **810-2021-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? | Yes  No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | Yes  No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | Yes  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | Yes  No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | Yes  No |
| Is your company a member of the UN Global Compact | Yes  No |
| Bank Information | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. |
| 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** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|  |  | **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - 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: | **810-2021-UNDP-UKR-RFQ-RPP** | Date: Click or tap to enter a date. |

***Table 1 – Conformity to the Specification***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of equipment**  *The characteristics should not be lower than are listed in the assignment* | **Conformity**  **(Yes/No)** | **Offered Brand, Model and Exact characteristics** |
|  | **Workbench, composite, two-bollard**  Dimensions, not less than, mm: 1800x620x1600  Table top:  Material: painted metal  Color: grey  Thickness, not less than, mm: 4  Accessories (for each workbench):   * Perforated rack with perforated panel, dimension, not less than, mm: 1500х620х850 * Hinged horizontal shelf * Led lighting set with LED daylight lamps * Block of sockets on 4 sockets (220 V) and 16A automatic switch |  |  |
|  | **Metal tool cabinet**  Dimensions, not less, mm: 1800х800х500  Number of shelves, not less: 4  Color: grey |  |  |
|  | **Tool cart**  Number of sections, not less: 2  Number of drawers, not less: 10  Type: movable, on rollers  Dimensions, not less, mm: 600х260х340  Color: grey |  |  |
|  | **Set of tools of electrician**  Each set consists of:   * 1 pliers (165 mm) * 1 side cutters (165 mm) * 1 pliers with nippers (150 mm) * 1 adjustable wrench 6” * 1 flat screwdriver with soft handle (3.0x100 mm) * 1 cross type screwdriver with soft handle (0x100 mm) * 1 cross type screwdriver with soft handle (2x100 mm) * 1 cross type screwdriver with soft handle (5x100 mm) * 1 cross type screwdriver with soft handle (1x100 mm) * 1 soldering iron gun, Voltage: 200 V * 1 tape - braid, solder absorber * 1 solder, 63% * 1 SN tweezers |  |  |
|  | **Insulating mites for electrical installations up to 1000 V**  To replace cylindrical fuses, diameter range, not less, mm: 8 – 23  Working temperature range, not less, °C: - 45 / +40 |  |  |
|  | **Input automatic 63A single pole circuit breaker**  Nominal current, A: 63  Number of poles: 1  Rated insulation voltage, V: 500  Working temperature range, not less, °C: - 25 / + 60 |  |  |
|  | **Magnetic starter**  Rated operating voltage, V: 230  Rated insulation voltage, V: 660  Rated voltage of the control coil, V: 230  Working temperature range, not less, °C: - 25 / + 50 |  |  |
|  | **Thermal Relay**  Number of poles: 3  Current overload range, A: 5.5 – 8 |  |  |
|  | **Button post with two controls**  Rated insulation voltage, V: 660  Rated conditional thermal current, A: 10  Contact: NO+NC  Degree of protection: IP54 |  |  |
|  | **Button post with three controls**  Rated insulation voltage, V: 660  Rated conditional thermal current, A: 10  Degree of protection: IP54 |  |  |
|  | **Electric motor on legs**  Power, kW: 0.18  Rotation frequency, rotations per minute: 3000  Voltage, V: 380 or 220 (with the use of condensors) |  |  |
|  | **DC electric motor with built-in reducer**  Rated voltage, V: 24  Rated power, W: 450  Permissible range of ambient temperatures, °C: 25 |  |  |
|  | **Step-down transformer in the case**  Power, kW: 0.25  Primary winding voltage, V: 230  Secondary winding voltage, V: 24  Purpose: converts voltage from 380 V to 220 V |  |  |
|  | **Current meter**  Rated voltage, V: 220  Maximum current, A: 60  Working temperature range, not less, °C: - 40 / + 55  Designed to measure electrical active energy, instantaneous values ​​of power, voltage, current in single-phase alternating current circuits |  |  |
|  | **Voltage indicator**  Designed to check presence or absence of voltage on conductive parts  Dielectric strength of box insulation, not less, V: 1000  Value of current flowing through the pointer at a voltage of 380 V + 20%, not more, mA: 10  Minimum AC voltage variable, not more, V: 24 |  |  |
|  | **Distribution cabinet (shield, point)**  Number of one-phase switches: 4  Number of three-phase switches: 2  Features:   1. Input circuit breaker, A: 50 2. 3-pole, 25 A automatic circuit breakers: 5 pcs 3. Moisture-proof panel: YES 4. Hinged-patch panel: YES |  |  |
|  | **Reversible magnetic starter with 36V coil**  Rated voltage of the pick-up coil, W: 220  Maximum switching frequency, switches per hour: 3600  Rated insulation voltage, W: 660  Main circuit rated current, A: 10  Engine power, kW: 0.5  Rated operational current, A: 10 |  |  |

***Table 2 – Financial offer for the supply of goods in accordance with the Specification***

**Considering that the purchase of services will be carried out within the framework of the international technical assistance project, quotations/invoices for payment should be submitted without VAT.**

**Bidders must submit their quotations in the following format:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Product name and specification requirements** | **Number of units** | **Unit price,  without VAT, indicate currency** | **TOTAL,  without VAT, indicate currency** |
| 1 | **Workbench, composite, two-bollard**  *Indicate Brand, Model and parameters* | **8** |  |  |
| 2 | **Metal tool cabinet**  *Indicate Brand, Model and parameters* | **2** |  |  |
| 3 | **Tool cart**  *Indicate Brand, Model and parameters* | **4** |  |  |
| 4 | **Set of tools of electrician**  *Indicate Brand, Model and parameters* | **9** |  |  |
| 5 | **Insulating mites for electrical installations up to 1000 V**  *Indicate Brand, Model and parameters* | **16** |  |  |
| 6 | **Input automatic 63A single pole circuit breaker**  *Indicate Brand, Model and parameters* | **8** |  |  |
| 7 | **Magnetic starter**  *Indicate Brand, Model and parameters* | **8** |  |  |
| 8 | **Thermal Relay**  *Indicate Brand, Model and parameters* | **8** |  |  |
| 9 | **Button post with two controls**  *Indicate Brand, Model and parameters* | **8** |  |  |
| 10 | **Button post with three controls**  *Indicate Brand, Model and parameters* | **8** |  |  |
| 11 | **Electric motor on legs**  *Indicate Brand, Model and parameters* | **2** |  |  |
| 12 | **DC electric motor with built-in reducer**  *Indicate Brand, Model and parameters* | **1** |  |  |
| 13 | **Step-down transformer in the case**  *Indicate Brand, Model and parameters* | **1** |  |  |
| 14 | **Current meter**  *Indicate Brand, Model and parameters* | **2** |  |  |
| 15 | **Voltage indicator**  *Indicate Brand, Model and parameters* | **16** |  |  |
| 16 | **Distribution cabinet (shield, point)**  *Indicate Brand, Model and parameters* | **1** |  |  |
| 17 | **Reversible magnetic starter with 36V coil**  *Indicate Brand, Model and parameters* | **4** |  |  |
| **Delivery** | | **1** |  |  |
| **TOTAL, without VAT, indicate 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 |  |  | Click or tap here to enter text. |
| Delivery Term (INCOTERMS 2020):  **DDP to the named place of destination - Mariupol Center of Vocational Education: 61 Mytropolytska Str., Mariupol, Donetsk Oblast)** |  |  | Click or tap here to enter text. |
| Delivery Lead Time (delivery of the equipment must be carried out within 60 calendar days from the date of signing the Contract as it is indicated in the Specification). |  |  | Click or tap here to enter text. |
| The warranty period for the equipment must be not less than twelve (12) months (where applicable). All equipment must have official warranty service in Ukraine (where applicable). |  |  | Click or tap here to enter text. |
| Delivery and unloading of the equipment must be provided by the Contractor. |  |  | Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) |  |  | Click or tap here to enter text. |
| Payment terms |  |  | 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 Authorised Signatory:  Click or tap here to enter text.  Email Address: Click or tap here to enter text. |