



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>159-2022-UNDP-UKR-RFQ-RPP</b>	Date: 18 April 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of

**Accessibility Assessment of IDP Shelters in Dnipropetrovsk, Vinnytsia, Ivano-Frankivsk, Chernivtsi, Lviv and Zakarpattia 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:

DocuSigned by:

Signature:

  
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Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: **April 18, 2022**

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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p><b>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.</b></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>12:00 (Kyiv time), April 25, 2022</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>tenders.ua@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>.ZIP, .PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB</b></li> <li>▪ Mandatory subject of email: <b>159-2022-UNDP-UKR-RFQ-RPP</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>

	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars</p> <p>or</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>
<b>Joint Venture,</b>	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

<b>Consortium or Association</b>	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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	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.
<b>Duties and taxes</b>	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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b> [according to Project Card Registration]
<b>Language of quotation</b>	<b>English or Ukrainian, or Russian</b> All the documentation including catalogues, instructions and operating manuals should be in Russian or Ukrainian (additionally in English if present)
<b>Documents to be submitted</b>	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 taxpayers (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 five (5) years of experience in implementation of projects in protection of rights of persons with disabilities or related field supported by at least 3 accessibility assessments of public premises performed. <input checked="" type="checkbox"/> At least 2 (two) positive recommendation letters from previous clients as per conducting of similar to these Terms of Reference services.
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted: The offers may be submitted to different Lots.

<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <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, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other in accordance with the List of requirements described in Annex 1
<b>Conditions for Release of Payment</b>	<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]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>Procurement Unit, UNDP Ukraine, <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></b> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3 (three)</b> days before the submission deadline. Responses to request for clarification will be communicated via direct sharing the responses to requester’s email as well as announcement on UNDP Procurement Notices by <b>21 April 2022</b> .
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<p><b><u>Administrative Requirements:</u></b></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><b><u>Technical Requirements:</u></b></p> <input checked="" type="checkbox"/> The Contractor should have at least five (5) years of experience in implementation of projects in protection of rights of persons with disabilities or related field supported by at least 3 accessibility assessments of public premises performed.. <input checked="" type="checkbox"/> Availability of staff – -Team Leader with experience in protection of rights of persons with disabilities or related field of at least five years and Master’s/Specialist’s degree in law, social sciences or related fields. -Experts have experience in protection of rights of persons with disabilities and capacity to perform the assessment. Such specialists can be either employees of the Contractor or contracted ones or private entrepreneurs <input checked="" type="checkbox"/> At least 2 (two) positive recommendation letters from previous clients as per supplying of similar to these Terms of Reference goods.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (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"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<b>03 May 2022</b>
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000.00 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.
<b>Other</b>	<p>Bid recommended structure:</p> <p>Folder 1: Copies of latest registration Certificates and other relevant registration documents of company/organization.</p> <p>Folder 2: Properly filled Annex 2 and Annex 3.</p> <p>Folder 3: Recommendation letters from clients.</p> <p>Folder 4: Other documents (e.g., Company Profile, etc.)</p> <p><b>Documents should be named properly according to their content.</b></p>

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Terms of Reference

**Project Title:** UN Recovery and Peacebuilding Programme

**Description of the assignment:** Accessibility Assessment of IDP Shelters in Dnipropetrovsk, Vinnytsia, Ivano-Frankivsk, Chernivtsi, Lviv and Zakarpattia oblasts

**Country/place of implementation:** Dnipropetrovsk, Vinnytsia, Ivano-Frankivsk, Chernivtsi, Lviv and Zakarpattia oblasts

**Duration of initial contract:** April – June 2022

**Expected duration of assignment:** about 3 months

**Direct supervisor:** Community Security and Social Cohesion Specialist

#### I. Preamble

Russia launched military aggression in Ukraine on 24 February 2022, since then Ukraine has seen intense fighting throughout the country. This has led to a grave humanitarian crisis, with millions of people in dire need, including those who have fled across borders and many more who are on the move inside the country or unable to leave encircled towns and cities. The United Nations and partners have been assisting vulnerable communities in the conflict-torn eastern regions for the past eight years. Now the UN is collectively scaling up supplies and services to meet the massive and urgent relief and protection needs for civilians across the country, including people with disabilities.

Persons with disabilities are at higher risk during fighting in armed conflicts and the State is obligated to take all necessary precautions to protect people with disabilities under their control. Namely, persons with physical disabilities may struggle to flee and seek shelter without assistance and access to assistive devices. People who are blind or have low vision may require support from others to flee. Persons with hearing, developmental, or intellectual disabilities often cannot hear, know about, or understand what occurs during attacks.

With the scale and direction of the ongoing military operation, 18 million people are projected to become affected, including up to 6.7 million people projected to be newly internally displaced. Of the affected population, 12 million people are expected to need humanitarian assistance, and 6 million with the most urgent humanitarian needs.

In this regard, persons with disabilities displaced by armed conflict can face serious obstacles to meeting basic needs such as food, shelter, sanitation, and health care due to service provision by states, civil society and relief organizations, religious institutions, and local charities that are inaccessible.

The aim of this assignment is to conduct accessibility assessment of shelters in transit and host communities en route of evacuation from northern and eastern oblasts of Ukraine, analyze the needs and provide recommendations for improving living conditions for IDPs with disabilities.

#### II. Main Goals and Objectives

The main goal of the assessment is to identify the number of temporary shelters for IDPs with disabilities in Dnipropetrovsk, Vinnytsia, Ivano-Frankivsk, Chernivtsi, Lviv and Zakarpattia oblasts, collect data from regional authorities on number of IDPs with disaggregation on types of disability, conduct inspection of accessibility of at least 12 premises (2 in each oblast) available for IDPs with disabilities and prepare a report on accessibility of each shelter for persons with disabilities. This assessment will be the basis for further interventions of UN Recovery and Peacebuilding Programme in tailoring emergency response in the target oblasts of Ukraine.

#### III. Scope of Work and Expected Outcomes

The Contractor will be responsible for conducting accessibility assessment of at least 12 shelters in 6 oblasts of Ukraine to identify the needs to improve accessibility conditions for IDPs with disabilities in the transit and host communities and preparing a report on each object with recommendations on improvements.

For this, the Contractor will undertake the following activities:

a) Collecting data from the regional administrations of the six oblasts on the availability of accessible shelters for IDPs with disabilities.

The data should be collected through official information requests and contain the following information: availability of accommodation reserved for IDPs with disabilities, number of IDPs with disabilities which applied for temporary accommodation, number of IDPs with disabilities accommodated, correspondence of available accommodation to the national accessibility standards, needs of shelters to improve the living conditions of IDPs with disabilities, etc. A standard assessment form which will be used during the monitoring should be prepared and agreed with Supervisor.

b) Identifying shelters to be monitored according to the national accessibility standards and administrating accessibility assessment.

At least 12 shelters should be identified based on the number of IDPs, accessibility conditions, proximity to evacuation routes, etc. Premises should be monitored according to the national accessibility norms. Assessment should include recommendations on improvement, both of physical infrastructure and living conditions.

c) A comprehensive report with statistics on IDPs with disabilities, regional needs for improving conditions for IDPs with disabilities, accessibility of each monitored object and recommendations on possible improvements should be submitted to Supervisor.

## **RECOMMENDATIONS TO METHODOLOGY OF SERVICE PROVISION:**

### **General recommendations**

The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment. The assessment must not take place in the communities where hostilities take or took place, as its purpose is to identify safe locations suitable for IDPs with disabilities

### **Recommendations on the Contractor's team composition:**

To optimize the time of the assignment the composition of the project team should include, in addition to the Team Leader, a sufficient number of experts to conduct visits and accessibility assessments of shelters.

## **GENERAL OPERATIONS**

### **Deliverables to be provided for approval:**

- Copies of official requests to the regional administrations and copies of replies (.pdf format);
- Copies of filled out assessment forms based on the monitoring visits (.docx, .pdf format);
- Photos of shelters for IDPs with disabilities (.png, .jpg formats);
- Report on accessibility of shelters for IDPs with disabilities (.docx, .pdf format).

## **IV. Requirements for Monitoring / Reporting**

The Contractor will report to the Community Security and Social Cohesion Specialist. Payments will be made in three stages according to the proposed payment schedule below.



The Contractor must adhere to the system of monitoring, evaluation and quality control implemented by the UNDP and provide the necessary information, reports and statistics according to the preset schedule or as soon as possible (within a reasonable time).

All reports shall be transmitted electronically (Formats of: \*.docx, \*.xlsx, \*.pdf) on electronic source or in the form of electronic communication with the attached final product, which is also accompanied by an official letter in paper version of the Contractor/Implementer about the data transmission of products to the UNDP. The studies/research should be written in Ukrainian.

#### The proposed schedule of services and payments

Below is a description of the % of the total budget that will be paid after receipt of the following outputs:

# of output/ deliverable	Short description	Share (%)	Deadline, From the contract signing
1	Timeline of assessment prepared and approved with Supervisor. Text of official information requests prepared and approved with Supervisor. Information requests prepared and sent to the six oblast administrations. Standard assessment forms developed and submitted to Supervisor	20%	Up to 10 days
2	Copies of official replies submitted to Supervisor. Forms <u>Identifying shelters monitored, filled out assessment forms submitted to Supervisor</u>	60%	Up to 45 days
3	Final report on accessibility assessment with pictures, needs and recommendations prepared and submitted to Supervisor and approved.	20%	Up to 15 days
	Total	100%	

UNDP shall pay the negotiated contract fees for the services within 30 days after the services have been delivered and the Statistical Report has been submitted.

The payments will be processed upon the full completion and acceptance of contractual obligations whereupon the UNDP representative signs the certification of acceptance.

#### V. Experience and Qualification Requirements

- a) Officially registered organization or private entrepreneur.
- b) At least 5 years of experience in protection of rights of persons with disabilities or related field.
- c) At least 3 accessibility assessments of public premises performed, links to performed assessments included in the proposal.
- d) Availability of human resources that will ensure due quality and timely implementation of the contract; the team proposed for conducting this survey should include at least:
  - Team Leader with experience in protection of rights of persons with disabilities or related field of at least five years and Master's/Specialist's degree in law, social sciences or related fields;
  - Experts have experience in protection of rights of persons with disabilities and capacity to perform the assessment.
- e) At least 2 positive references from previous customers for similar projects should be provided.

CVs should be provided for each team member with proposal.

**Documents to be included when submitting the proposals:**

<input checked="" type="checkbox"/>	Letter of interest/letter of proposal, which briefly describes the organization's profile (date of creation, size, number of staff/consultants, description of key staff/consultants) and approach to the performance of work
<input checked="" type="checkbox"/>	CVs of the intended team members (leader, and/ all personnel involved which clear description of their roles and previous experience, as well as certification of their availability if selected for this project
<input checked="" type="checkbox"/>	Copies of the State and Tax payer registration certificates
<input checked="" type="checkbox"/>	Financial proposal

**Evaluation and contact award**

The contract shall be awarded to the offeror with the lowest price among technically responsive offers. Technical eligibility will be assessed on a pass/fail basis against the above criteria.

**VI. EVALUATION CRITERIA**

- ☒ Lowest price and technically compliant offer

Contract award shall be made to the Contractor whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, fully meeting qualification criteria below:
- Officially registered (on the Government-controlled territory of Ukraine) organization (commercial or non-profit) or private entrepreneur – Pass/Fail.
  - At least 5 years of experience in protection of rights of persons with disabilities or related field – Pass/Fail.
  - At least 3 accessibility assessments of public premises performed – Pass/Fail.
  - Availability of human resources – Pass/Fail.
  - At least 2 positive references for similar projects from previous Employers – Pass/Fail.
- b) offering the lowest price.

**VII. FINANCIAL PROPOSAL**

Bidders should submit their proposals in the following format. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

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

No.	Output description	Price, currency (excluding VAT)
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1	Timeline of assessment and assessment forms prepared and approved with Supervisor. Text of official information requests prepared and approved with Supervisor. Information requests prepared and sent to the six oblast administrations.	
2	Copies of official replies submitted to Supervisor. Monitoring of at least 12 shelters conducted and filled out forms submitted to Supervisor.	
3	Final report on accessibility assessment with pictures, needs and recommendations prepared and submitted to Supervisor and approved.	
<b>TOTAL:</b>		

**Cost breakdown by components:**

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

No.	Activities/costs	Measuring units	Number	Cost per unit, currency	Amount, currency excl. VAT
<b>1</b>	<b>Staff:</b>				
1.1	Project Team Leader	month	3		
1.2	Team member 1	day			
1.3	.....	day			
1.4	.....	day			
<b>2</b>	<b>Administrative costs (if necessary)</b>				
2.1	Travel expenses				
2.2	Accommodation				
2.3	Allowance				
2.4	Other administrative costs (if any, please, define clearly activities/costs)				
<b>3</b>	<b>Other (if any, please, define clearly activities/costs)</b>				
	<b>Total (please, indicate currency)</b>				

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>159-2022-UNDP-UKR-RFQ-RPP</b>	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Business Licenses – Registration Papers, Extract from the Register of VAT payers or single taxpayers, etc.	EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single taxpayers should be attached.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental Policy? <i>(If yes, provide a Copy)</i>	
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
References	Please provide at least 2 (two) positive recommendation letters from previous clients as per supplying of similar to these Terms of Reference and contact details of respective clients.

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - Services**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>159-2022-UNDP-UKR-RFQ-RPP</b>	Date: Click or tap to enter a date.

Relevant services carried out during the last 5 years:

Experience in protection of rights of persons with disabilities or related field works as a General Contractor::

#	Client' name and address	Project period		Project cost (USD)	Describe briefly type of service provided
		Start date	Finish date		

Proposed team members (CVs shall be attached):

#	Name of the staff member	Qualification	Years of relevant work experience	Status (permanent/temporary)
1				
2				
3				
4				
5				
6				
8				

**Financial proposal**

Applicants should submit their price offers in the following format (see below). All expenses related to performance of works (for example, business trips, accommodation, salaries of the employees etc.). Winning bidder price offer should be fixed and cannot be changed during the contract execution.

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

No.	Output description	Price, currency (excluding VAT)
1	Timeline of assessment and assessment forms prepared and approved with Supervisor. Text of official information requests prepared and approved with Supervisor. Information requests prepared and sent to the six oblast administrations.	
2	Copies of official replies submitted to Supervisor. Monitoring of at least 12 shelters conducted and filled out forms submitted to Supervisor.	
3	Final report on accessibility assessment with pictures, needs and recommendations prepared and submitted to Supervisor and approved.	
<b>TOTAL:</b>		

**Cost breakdown by components:**

The cost of works will remain unchanged for the entire period of the contract.

The applicants shall include all costs associated with the work execution in their financial proposal (e.g. travel, accommodation, staff salaries, etc.).

No.	Activities/costs	Measuring units	Number	Cost per unit, currency	Amount, currency excl. VAT
<b>1</b>	<b>Staff:</b>				
1.1	Project Team Leader	month	3		
1.2	Team member 1	day			
1.3	.....	day			
1.4	.....	day			
<b>2</b>	<b>Administrative costs (if necessary)</b>				
2.1	Travel expenses				
2.2	Accommodation				
2.3	Allowance				
2.4	Other administrative costs (if any, please, define clearly activities/costs)				
<b>3</b>	<b>Other (if any, please, define clearly activities/costs)</b>				
	<b>Total (please, indicate currency)</b>				

*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**

	You 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.
Location, In accordance with the Schedule of Requirements in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Delivery of services must be carried out within <b>3 (three)</b> months from PO/Contact signature date)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.