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Resilient nations.*

#### INVITATION TO BID

**Supply of of 8 Vehicles for the provision of social services (Mobile Social Services), 4 vehicles for provision of psychosocial support (Mobile emergency psychological response services) and 4 vehicles for provision technical inspection of Buildings (Regional Mobile Group for the Technical inspection of Buildings, Structures, and Engineering Systems Destroyed by the Armed Aggression of the Russian Federation) for war conflict affected population in Ukraine (4 Lots):**

**Lot 1: 4 vehicles for Sumska oblast**

**Lot 2: 4 vehicles for Chernihivska oblast**

**Lot 3: 4 vehicles for Mykolaivska oblast**

**Lot 4: 4 vehicles for Kharkivska oblast**

ITB No.: **278-2022-UNDP-UKR-ITB-RPP**  
Project: Recovery and Peacebuilding Programme  
Country: Ukraine  
Issued on: 24 June 2022

## Contents

Section 1. Letter of Invitation .....	4
Section 2. Instruction to Bidders.....	5
A. GENERAL PROVISIONS .....	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility.....	5
4. Conflict of Interests.....	5
B. PREPARATION OF BIDS.....	6
5. General Considerations.....	6
6. Cost of Preparation of Bid.....	6
7. Language.....	6
8. Documents Comprising the Bid.....	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	6
10. Technical Bid Format and Content.....	7
11. Price Schedule.....	7
12. Bid Security.....	7
13. Currencies.....	7
14. Joint Venture, Consortium or Association.....	7
15. Only One Bid.....	8
16. Bid Validity Period.....	8
17. Extension of Bid Validity Period.....	9
18. Clarification of Bid (from the Bidders) .....	9
19. Amendment of Bids.....	9
20. Alternative Bids.....	9
21. Pre-Bid Conference.....	9
C. SUBMISSION AND OPENING OF BIDS.....	10
22. Submission.....	10
Hard copy (manual) submission.....	10
Email and eTendering submissions.....	10
23. Deadline for Submission of Bids and Late Bids.....	10
24. Withdrawal, Substitution, and Modification of Bids.....	10
25. Bid Opening.....	11
D. EVALUATION OF BIDS. ....	11
26. Confidentiality.....	11
27. Evaluation of Bids.....	11
28. Preliminary Examination.....	11
29. Evaluation of Eligibility and Qualification.....	11
30. Evaluation of Technical Bid and prices.....	12
31. Due diligence.....	12
32. Clarification of Bids.....	12
33. Responsiveness of Bid.....	12
34. Nonconformities, Reparable Errors and Omissions.....	12
E. AWARD OF CONTRACT.....	13
35. Right to Accept, Reject, Any or All Bids.....	13
36. Award Criteria.....	13
37. Debriefing.....	13
38. Right to Vary Requirements at the Time of Award.....	13
39. Contract Signature.....	13
40. Contract Type and General Terms and Conditions.....	13
41. Performance Security.....	13
42. Bank Guarantee for Advanced Payment.....	13
43. Liquidated Damages.....	14
44. Payment Provisions.....	14
45. Vendor Protest.....	14
46. Other Provisions.....	14
Section 3. Bid Data Sheet.....	15
Section 4. Evaluation Criteria .....	18
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities .....	20

Section 5b: Other Related Requirements ..... 20

Section 6: Returnable Bidding Forms / Checklist ..... 38

    Form A: Bid Submission Form ..... 39

    Form B: Bidder Information Form..... 1

    Form C: Joint Venture/Consortium/Association Information Form..... 3

    Form D: Eligibility and Qualification Form ..... 4

    Form E: Technical Bid FORMAT ..... 5

## Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [procurement.rpp.ua@undp.org](mailto:procurement.rpp.ua@undp.org), indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system <https://etendering.partneragencies.org>, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by

DocuSigned by:

*Oleksii Nosov*

Name: Mr. Oleksii Nosov

Title: Procurement Associate

Date: **June 24, 2022**

Approved by:

DocuSigned by:

*Agnes Kochan*

Name: Ms. Agnes Kochan

Title: UNDP Operations Manager in Ukraine

Date: **June 24, 2022**

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## Section 2. Instruction to Bidders

GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 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 ITB.</p> <p>1.3 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>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid 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.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 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 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_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 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 or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(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;</p> <p>(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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which 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>
<b>3. Eligibility</b>	<p>3.1 A vendor should 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.</p> <p>3.2 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>
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p>

	<p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <p>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 ITB; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 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 ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
<b>6. Cost of Preparation of Bid</b>	<p>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents Comprising the Bid</b>	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Bid;</p> <p>c) Price Schedule;</p> <p>d) Bid Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Bid.</p>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>

<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 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</p>

	<p>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.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) 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 ITB process;</li> <li>e) 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 some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul> <p><b>NB. No multiple bids are allowed. Bids from connected companies (same owner/beneficiary) will be disqualified.</b></p>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>



<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid”</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to ITB.</p>

**C. SUBMISSION AND OPENING OF BIDS**

<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>Bear the name of the Bidder;</li> <li>Be addressed to UNDP as specified in the BDS; and</li> <li>Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
<b>Email and eTendering submissions</b>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</a></p>
<b>23. Deadline for Submission of Bids and Late Bids</b>	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly</p>

	<p>marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP’s decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination including Eligibility</li> <li>Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>Qualification assessment (if pre-qualification was not done)</li> </ol> <ol style="list-style-type: none"> <li>Evaluation of Technical Bids</li> <li>Evaluation of prices</li> </ol> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> </ol>

	<ul style="list-style-type: none"> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p>

	<p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Bids</b>	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, 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>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://poppp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://poppp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD

	<p>30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at  <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English, Ukrainian or Russian
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed under the following conditions: If the Contractor fails to complete the specified Works within the time period(s) stipulated in the Contract, UNDP may without prejudice to its other remedies under the contract, deduct 0.5% of the total amount for each day of delay until actual completion, up to maximum deduction of 10% of the value of the Contract. Once the maximum is reached, UNDP may consider termination of the Contract.
9	40	Performance Security	Not Required
10	12	Currency of Bid	Local currency UAH or USD (strongly advised to use USD as a risk mitigation measure against the impact of the local currency devaluation. To local companies UNDP will execute payments in UAH based on UN Operational Exchange Rate. For determining UN Operational Exchange Rate pls. refer to <a href="https://treasury.un.org">treasury.un.org</a> )s at the date of payment.
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit E-mail address: procurement.rpp.ua@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Bidders by email or fax, and Posting on the website <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a> , <a href="https://www.ungm.org">https://www.ungm.org</a> , Posted directly to eTendering
14	23	Deadline for Submission	July 12, 2022, 11:59 (Kyiv time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	Only through e-tendering system <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  278-2022-UNDP-UKR-ITB-RPP <u>Please note that bids received through any other address will not be considered.</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</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: 20 MB</li> <li>▪ Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</li> </ul>
17	25	Date, time and venue for the opening of bid	Public Opening will not be conducted. Bidders will receive notification through e-tendering when bids are opened. Once the event deadline has closed, UNDP prepare Bids opening record with indication Bidders names and prices for it Lots. This Record will be sent shortly to all Bidders to email address provided when registering in eTendering system.
18	27, 36	Evaluation Method for the Award of Contract	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements. <input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid <input checked="" type="checkbox"/> UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported programmes or projects if the Offeror in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Offeror and their affiliates are disqualified from subsequently providing goods and civil works under UNDP financing for the same project.
19		Expected date for commencement of Contract	August 15, 2022



20		Maximum expected duration of contract	5 months
21	35	UNDP will award the contract to:	<p>One or more Proposers, depending on the following factors :</p> <p>a) Respectively per each Lot.</p> <p>b) The general combination of the lowest prices for all lots, based on different combinations of award contracts.</p> <p>c) Regardless of the ability to execute work on more than one lot, UNDP can at its discretion to award a contract to other parties for the purpose of reduce the risk of work.</p> <p>d) If the bidder submits an offer more, than 1 lot, UNDP reserves the right to request additional information from the participant confirming the ability to deliver goods on both Lots.</p>
22	39	Type of Contract	<p>Contract for Goods and/or Services to UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Works</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
24		Other Information Related to the ITB	<p>Contact Person for Inquiries (Written inquiries only):</p> <p>Procurement Unit</p> <p>UNDP Ukraine</p> <p>procurement.rpp.ua@undp.org</p>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Full compliance and agreement with UNDP General terms and conditions available by the link:  
[https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)
- Bid Security (if required) submitted as per ITB requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ The supplied materials and equipment should be confirmed by quality certificates.</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.</li> <li>▪ The company is an official dealer of the vehicle manufacturer (supplier)</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Previous Experience</b>	At least 2 (two) years of experience in the field of supply of similar products.	Form D: Qualification Form
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	Form F: Price Schedule Form

## Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

## TERMS OF REFERENCE

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

**Task description: Purchase of 8 Vehicles for the provision of social services (Mobile Social Services), 4 vehicles for provision of psychosocial support (Mobile emergency psychological response services) and 4 vehicles for provision technical inspection of Buildings (Regional Mobile Group for the Technical inspection of Buildings, Structures, and Engineering Systems Destroyed by the Armed Aggression of the Russian Federation) for war conflict affected population in Ukraine.**

**Customer: UN Recovery and Peacebuilding Program**

**Expected Delivery Date: November, 2022**

**Country / Place of work: Chernihivska, Kharkivska, Mykolaivska and Sumska, oblasts of Ukraine.**

## 1. BACKGROUND

The United Nations Development Programme (UNDP) works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals. In Ukraine, UNDP operates along three programmatic areas of support: Inclusive development, recovery and peacebuilding; Democratic governance; and Energy and environment.

The war in Ukraine has already resulted in significant loss of life, unprecedented displacement, internally and towards neighbouring countries, and devastating destruction of infrastructure. Early UNDP projections suggest that if the war deepens and expands, up to 90 percent of the population of Ukraine could be facing poverty and vulnerability to poverty by the end of 2022, and 30 percent of the population are likely to require life-saving humanitarian assistance. Eighteen years of socio-economic achievements in Ukraine are at risk. UNDP's core engagement is to preserve development gains as fully as possible, and to return Ukraine to pathways achieving the Sustainable Development Goals (SDGs) as quickly as possible.

UNDP has been active and present in eastern Ukraine for the past decade, prior to the conflict which started in 2014, with a focus on community development, civil society development, and environmental protection. Work on addressing the specific conflict-related development challenges built on this earlier engagement, established partnerships, and started in 2015 through the United Nations Recovery and Peacebuilding Programme (UN RPP). The UN RPP is a multi-donor funded framework programme formulated and led by the UNDP in collaboration with the Government of Ukraine and in cooperation with a number of partnering UN agencies (UN Women, FAO, UNFPA).

UN RPP's interventions are grouped under the following key Programme components, which reflect women's and men's priority needs in the region:

Component 1: Economic Recovery and Restoration of Critical Infrastructure

Component 2: Local Governance and Decentralization Reform

Component 3: Community Security and Social Cohesion.

In October 2018, UNDP signed an agreement for a multi-year project under the EU Support to the East of Ukraine programme. In 2021, the EU-funded project was amended to extend its scope through the EU4Resilient Regions programme. It has recently been amended to ensure that the approach implemented under UN RPP can help address the devastation and increased needs of the civilian population as a result of the ongoing war, and where it will be required. The project has the following specific objectives:

- 1) To enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.
- 2) To stimulate employment and economic growth by providing assistance to Micro, Small and Medium Enterprises (MSMEs) development through demand-driven business development services and professional skills training.
- 3) To enhance social cohesion and reconciliation through promotion of civic initiatives.
- 4) To support sector reforms and structural adjustments in health, education and critical public infrastructure to mitigate direct impacts of the conflict.

One of the priorities of the objective 1 is to enhance local capacity for gender-responsive decentralization and administrative reforms to improve governance, local development and the delivery of services.

In April 2019, UNDP launched a new project called "Mobile Service Provision for the Conflict-Affected Population of Eastern Ukraine" funded by the Government of Canada. It has recently been amended to ensure that the approach implemented under UN RPP can

help address the devastation and increased needs of the civilian population as a result of the ongoing war, and where it will be required.

As of the exigency situation caused by military offensive of Russian Federation, many cities and communities of Ukraine suffered from the war. Some communities in Western oblasts have been targeted and have been under the shelling, some have military basis, that might become a target. Under the conditions of the military conflict, the need for the provision of social services, provision of psychosocial support and provision of technical inspection of Destroyed Buildings by Mobile Brigades has sharply escalated.

The most vulnerable in the communities are also the elderly. Serving single, IDPs and disabled people requires significant costs and quality improvements. Therefore, it is important to provide timely, emergency social care and psychosocial support for people who suffer from military conflict on a daily basis, in addition, it is necessary to significantly improve the quality and quantity of public services, bringing them closer to the population.

For this purpose, it is planned to purchase 8 Vehicles for the provision of social services (Mobile Social Services), 4 vehicles for provision of psychosocial support (Mobile emergency psychological response services) and 4 vehicles for provision technical inspection of buildings (Regional Mobile Group for the Technical inspection of Buildings, Structures, and Engineering Systems Destroyed by the Armed Aggression of the Russian Federation) for war conflict affected communities of Ukraine. Vehicles must meet the requirements of the manufacturer's specifications, have the relevant documents and warranty support, for a period specified by the manufacturer.

## 2. SCOPE OF WORK,

Supply of brand new Vehicles for communities of **Chernihivska, Kharkivska, Mykolaivska and Sumska, oblasts of Ukraine.**

Addresses and delivery: Sumska oblast (4 vehicles), Chernihivska oblast (4 vehicles), Kharkivska oblast (4 vehicles) and Mykolaivska oblast (4 vehicles) of Ukraine, to be discussed with the winner.

The vehicle must meet the specifications given in Table 1. The following characteristics are desirable, some minor deviations may be considered and accepted.

## 3. THE MAIN CHARACTERISTICS OF THE VEHICLE

**Table 1.**

General characteristics		
1	Year of manufacture - not earlier	2020
2	Car condition	new
3	Car type	Freight and passenger van
4	Warranty (minimum)	2 years / 100,000 km
5	Number of seats (not less)	5+1
<b>6</b>	<b>Dimensions (mm)</b>	
6.1	Total length (minimum)	5400
6.2	Width / with mirrors	2400-2550
6.3	Ground Clearance (min)	160
6.4	Total height	2500- 3000
6.5	Wheel formula (preferred)	4x4 (4x2 acceptable)
<b>7</b>	<b>Exterior features</b>	
7.1	Day time running lights (preferred)	+
7.2	Door mirrors, with heating	+
7.3	Fog lightning	+
<b>8</b>	<b>Interior features</b>	
8.1	Armrest for driver's seat (preferred)	+
8.2	Electrically operated front windows (preferred)	+
8.3	Cover of walls and ceiling in passenger's compartment (special plastic or easy-clean textile)	+
8.4	Easy-clean floor covering (for all vehicle)	+
8.5	Heated windshield	+
8.6	Multi-steering wheel	+
<b>9</b>	<b>Comfort</b>	
9.1	Air condition for driver cabin and for passengers' compartment	+
9.2	Car heater for driver cabin and passenger compartment.	+

<b>10</b>	<b>Engine:</b>	
10.1	Engine volume, cm3	1800-3000
10.2	Max. power hp no less	125
10.3	Engine's type	diesel
10.4	Environmental standard, (minimum)	Euro-5
<b>11</b>	<b>Fuel tank, l, not less</b>	70
11.1	Fuel tank material	Plastic or metal
<b>12</b>	<b>Clutch (preferred)</b>	Single-disc with vacuum amplifier
<b>13</b>	<b>Transmission</b>	Mechanical or Automatic
<b>14</b>	<b>Brake system</b>	
14.1	Working, preferably	Hydraulic with vacuum booster
14.2	Front brakes / Rear brakes (preferred)	Disk / Disk
<b>15</b>	<b>Wheels</b>	
15.1	Wheel disks, not less	R16,
15.2	Spare wheel	full size
<b>16</b>	<b>Security:</b>	
16.1	ABS (Anti-lock brake system) ESP	+
16.2	Front and rear anti-roll bars	+
16.3	Airbag for the driver	+
16.4	Front Electric windows	+
16.5	Passenger seats are equipped with seat belts	+
<b>17.</b>	<b>Standard equipment</b>	
17.1	Jack and wheel wrench	+
<b>18</b>	<b>Additional equipment</b>	
18.1	First aid kit according to DSTU 3961-2000	+
18.2	fire extinguisher powder VP-1 or analogue	+
18.3	Emergency stop sign	+
18.4	Tow rope, 6 meters length and 6,5 t rolling load capacity	+
18.5	Hooks for fastening of cargo in a floor of a cargo compartment	+
18.6	Enhanced corrosion protection	+

**Requirements for the interior design of the passengers' compartment of the vehicle. Applicable for all 16 vehicles.**

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

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

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

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

**Requirements for the interior design of the cargo compartment of the vehicle. Applicable for 12 vehicles (Mobile Social Services + Regional Mobile Group for the Technical inspection).** (Sumsk oblast (3 vehicles), Cherkivska oblast (3 vehicles), Kharkivska oblast (3 vehicles) and Mykolaivska oblast (3 vehicles) of Ukraine.

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

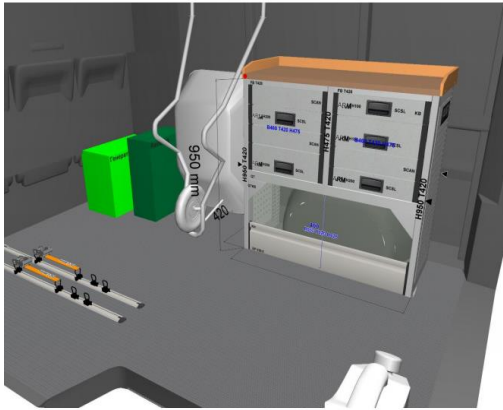
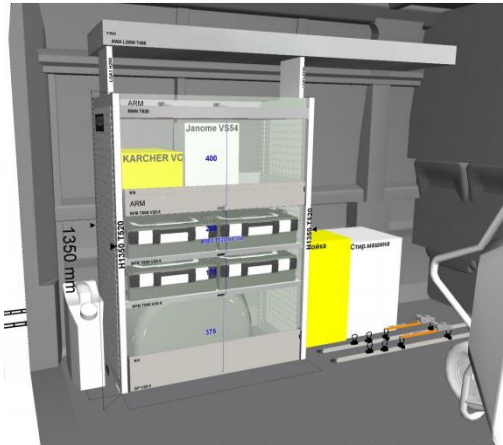

The supplier must complete the base vehicle with the storage and transport elements of the equipment, equipment specified in Annex 2.


**The cargo compartment must meet the technical characteristics shown in table 2. The specified characteristics are desirable, other options or sizes may be considered and accepted.**

**Table 2**

Table 2

No	Name / description	Quantity per 1 car (pcs.)	Total number	Sample of appearance
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1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	1	12	
2	Rack in the right-side incl. Dimensions W * H * D - 1010 * 950 * 420 mm. (+/-10%)	1	12	
	- 2.1 Anti-slip mat 420 x 368 mm for a drawer 460 * 420 (+/-10%).	5	60	
	- 2.2 Plastic inserts/organizer for a drawer 460 * 420 (+/-10%)	1	12	
3	Rack in the left-side incl. Dimensions W * H * D - 1010 * 1350/1550 * 520 mm (+/-10%)	1	12	
	- 3.1 Partition of 500 mm for the shelf	2	24	
	- 3.2 Partition for a tray 520 * 950 G: 520 (+/-10%)	2	24	
	- 3.3 Anti-slip. mat 944 x 508 mm for tray 950 x 520 mm (+/-10%)	1	12	
	- 3.4 Anti-slip. mat 944 x 491 mm for the shelf 950 (1 piece) (+/-10%).	1	12	
	- 3.5 Anti-slip. mat for a sliding tray, G: 392 mm (+/-10%)	1	12	
4	<b>BOX system allowable sizes +/- 3% (removable plastic suitcases), incl.</b>	1	12	
	- 4.1 (suitcase) WxDxH: 442x357x151 mm (+/-10%)	1	12	
	- 4.2 Double guide limiter	2	24	
	- 4.3 Single guide limiter	4	48	
	- 4.4 Guide for suitcases	6	72	
	- 4.5 (suitcase) with foam insert	1	12	
	- 4.6 (suitcase) with insert for hand tools	2	24	

5	<b>Fastening accessories incl.</b>	<b>1</b>	<b>12</b>	
	- 5.1 Rubber fastening tape D = 2000, with 2 wall hooks	2	24	
	- 5.2 Universal wall holder for tools and accessories (set)	1	12	
	- 5.3 Fittings for aluminium accessories with a ring for tightening belts	4	48	
	- 5.4 Aluminium guide for belts, D-1995 mm	2	48	
	- 5.5 Cap for aluminium guide	4	48	
	- 5.6 Tightening belt with snoring mechanism 2000x25 mm	2	24	
6	Production and installation of a floor using durable unslipping materials (Finishing materials should be agreed with the customer).	1	12	


**Requirements for the interior design of the cargo compartment of the vehicle. Applicable for 4 vehicles (Mobile emergency psychological response services) (Table 3).** (Sumska oblast (1 vehicles), Chernihivska oblast (1 vehicles), Kharkivska oblast (1 vehicles) and Mykolaivska oblast (1 vehicles) of Ukraine.

Interior planning should be done in accordance with the plan-scheme contained in Annex 2.


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

The cargo compartment must meet the technical characteristics shown in table 3. The specified characteristics are desirable, other options or sizes may be considered and accepted.

**Table 3**

№	Name / description	Quantity per 1 car (pcs.)	Total number	Sample of appearance
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	1	4	
2	Rack in the left-side. Dimensions W * H * D - 1745* 1250/1550 * 420 mm (+/- 10%).  incl. Anti-slip mats	1	4	



2	BOX system allowable sizes +/- 3% (removable plastic suitcases), incl.	1	4	
2.1	suitcase WxDxH: 442x357x151 mm (+/-10%)	2	8	
3	Production and installation of a floor using durable unslipping materials (Finishing materials should be agreed with the customer).	1	4	
4	Manufacturing and installation of side maps in the cargo part of the vehicle.	1	4	
5	Electrical equipment ( ) in the cargo area of the vehicle external input 220V internal socket 220V lighting 12V LED	1	4	

Body colour of the base vehicle is white. Pasting and branding of vehicles with a special adhesive materials for vehicles is required.

Pasting and branding of the car is the responsibility of the Supplier and must be taken into account when preparing a financial proposal (pasting up to 90% of Vehicle).

The specification will be divided between 4 lots according to delivery addresses.

#### 10. Qualification requirements for a successful supplier

- Company with valid registration (for Ukrainian companies, registration must be obtained in the territory controlled by the Government of Ukraine).
- The company is an official dealer of the vehicle manufacturer (supplier) -will be an asset
- Experience in the supply of similar vehicles for at least 2 years.
- At least 2 positive references from previous clients.

Minimum annual turnover for any 2 years between 2019 and 2021:

- 300,000.00 USD for each lot. In case of bidding for several lots, annual turnover requirements should be summed up.

#### 11. Warranty conditions

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

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

Warranty for all equipment must be not less than 12 months.

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

#### 12. Delivery time and terms

Delivery must be made within 120 calendar days from the date of signing the contract and this item is to be additionally discussed due to war in Ukraine. Date and time of delivery must be agreed with the customer.

Step-by-step delivery is allowed depending on the readiness of the vehicles.

The vehicles must be delivered under Incoterms DDP Ukraine, the exact addresses indicated below.

International suppliers (registered outside Ukraine) may provide they offers under Incoterms DAP Lviv however, preference may be given to suppliers delivering under DDP terms as specified in the TOR.

### 13. Delivery address

**Vehicles:** Sumskaya oblast (4 vehicles), Chernihivskaya oblast (4 vehicles), Kharkivskaya oblast (4 vehicles) and Mykolaivskaya oblast (4 vehicles) of Ukraine . To be discussed with the winner.

### 14. Price offer and payment schedule

- The contract price must remain fixed for the duration of the contract.
- Applicants must include all costs associated with the preparation, branding and transportation for vehicles and its equipment in their price offer - Sumskaya oblast (4 vehicles), Chernihivskaya oblast (4 vehicles), Kharkivskaya oblast (4 vehicles) and Mykolaivskaya oblast (4 vehicles) of Ukraine .
- Payments should be made as follows:

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

- The advance payment (not exceeding 20% of the total contract amount, or USD 30,000, whichever is less) may be considered should this requirement be clearly indicated in the proposal. The payment may be provided upon the contract signature.
- Partial delivery is acceptable. Step-by-step payment can be provided after delivery and acceptance of the vehicles.

### 15. The selection process

Applicants must provide detailed information on:

- 1 Information about the vehicle supplier's company. Registration documents;
- 2 Two letters of recommendation from previous customers for the supply of similar goods;
- 3 Dealership certificate;
- 4 Financial statements for any two (2) years within a period from 2019 to 2021
- 5 Addresses of the Warranty Service Station in the territory of Ukraine
- 5 List of works of a similar nature performed in the last 3 years

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

### 16. Estimated cost of the proposal.

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

Depending on their capacity the bidders allowed to submit partial quotation for the Lot 1 according to the following Lots.

Lot 1 Sumskaya oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
2	Vehicle for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Total Amount without VAT				
VAT				
Total Amount with VAT				

### Cost by components:

No	Product name and technical characteristics	Number of units	Unit price without VAT,	Total price without VAT, currency
----	--	-----------------	-------------------------	-----------------------------------

		(units)	currency	
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>	1		
Shipping cost (if applicable)				
Amount without VAT				
VAT				
<b>In general, including VAT, currency</b>				

Lot 2 Chernihivska oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
2	Vehicle <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>	1		
Shipping cost (if applicable)				
<b>Total Amount without VAT</b>				
VAT				
<b>Total Amount with VAT</b>				

**Cost by components:**

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>	1		
Shipping cost (if applicable)				
Amount without VAT				
VAT				
<b>In general, including VAT, currency</b>				

Lot 3 Mykolaiv oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
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1	Vehicle <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
2	Vehicle <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>	1		
Shipping cost (if applicable)				
<b>Total Amount without VAT</b>				
<b>VAT</b>				
<b>Total Amount with VAT</b>				

**Cost by components:**

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <b>currency</b>	Total price without VAT, <b>currency</b>
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>	1		
Shipping cost (if applicable)				
Amount without VAT				
VAT				
<b>In general, including VAT, <b>currency</b></b>				

Lot 4 **Kharkivska** oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <b>currency</b>	Total price without VAT, <b>currency</b>
1	Vehicle <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
2	Vehicle <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>	1		
Shipping cost (if applicable)				
<b>Total Amount without VAT</b>				
<b>VAT</b>				
<b>Total Amount with VAT</b>				

**Cost by components:**

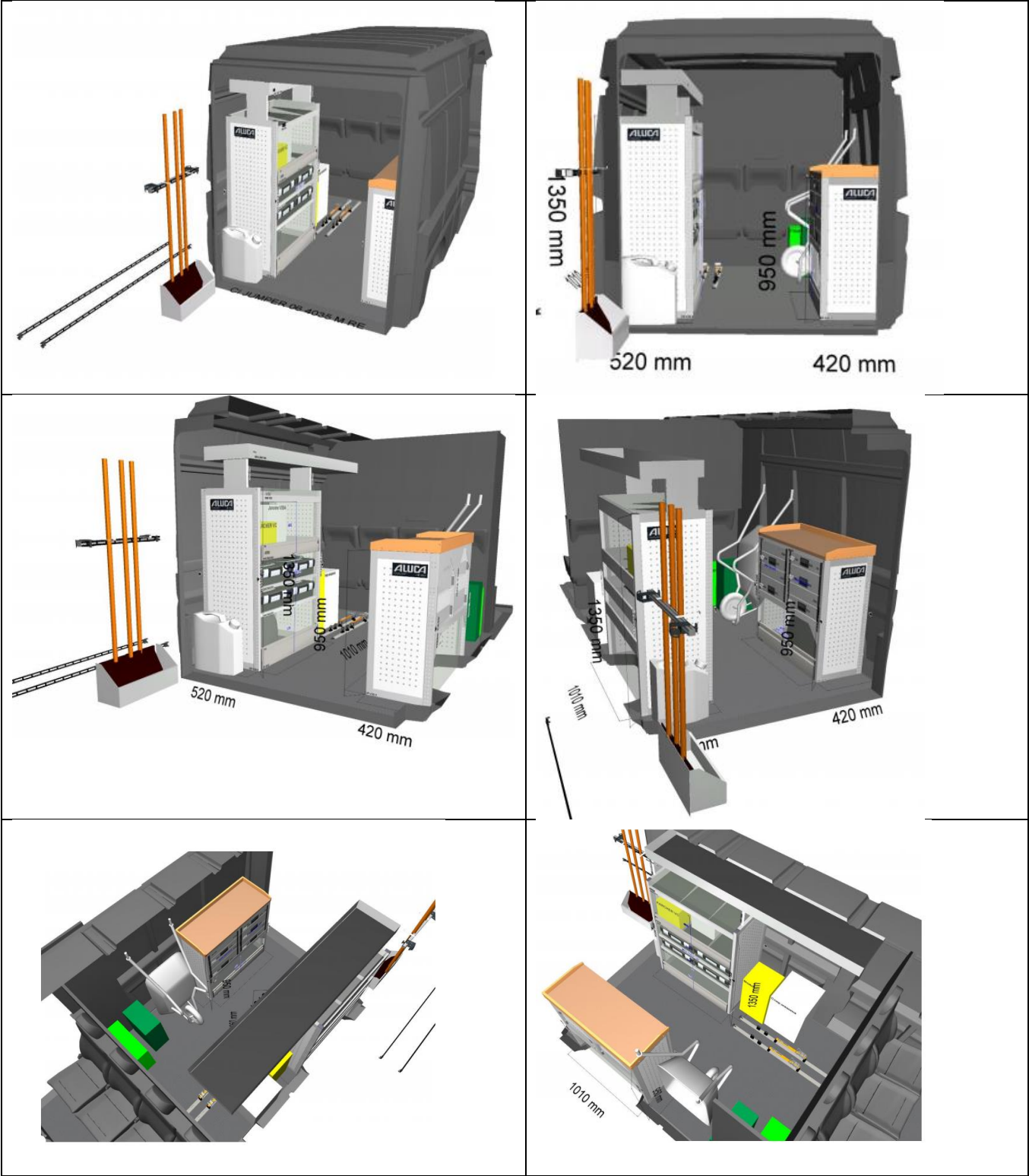
No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, <b>currency</b>	Total price without VAT, <b>currency</b>
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) <b>for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings</b>	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of	1		

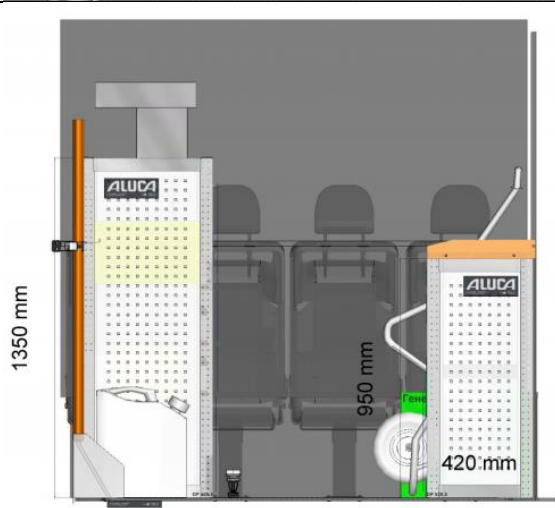
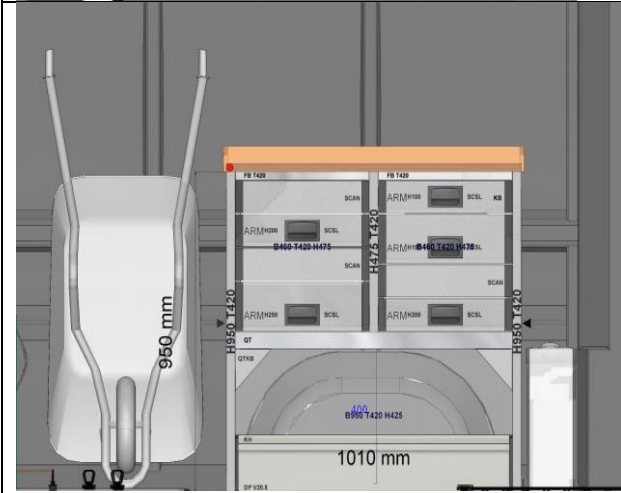
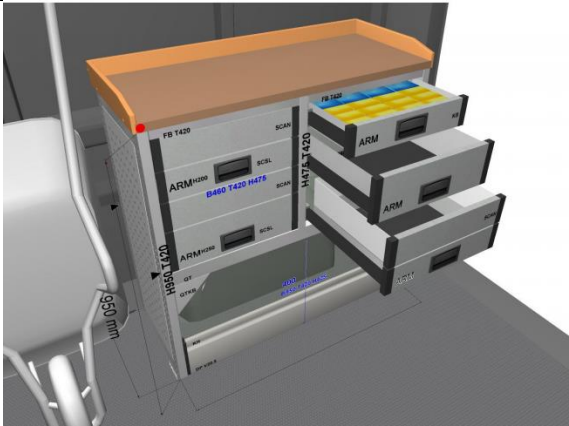
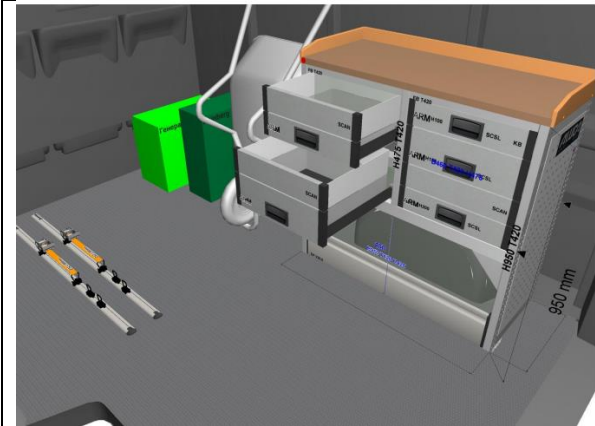
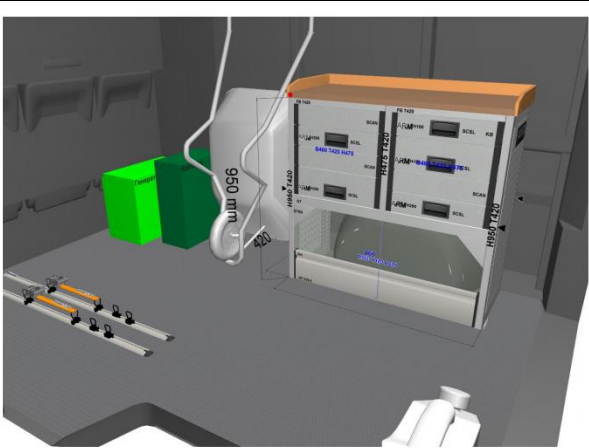
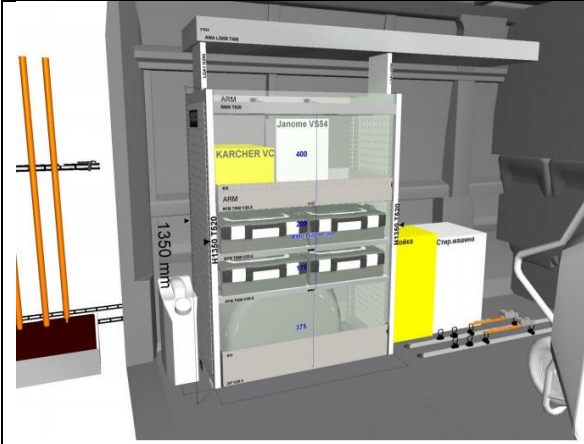
	vehicles, etc.) <b>for provision of psychosocial support (Mobile emergency psychological response services)</b>			
Shipping cost (if applicable)				
Amount without VAT				
VAT				
<b>In general, including VAT, <span style="color: red;">currency</span></b>				

**18. Selection of the supplier of the goods**

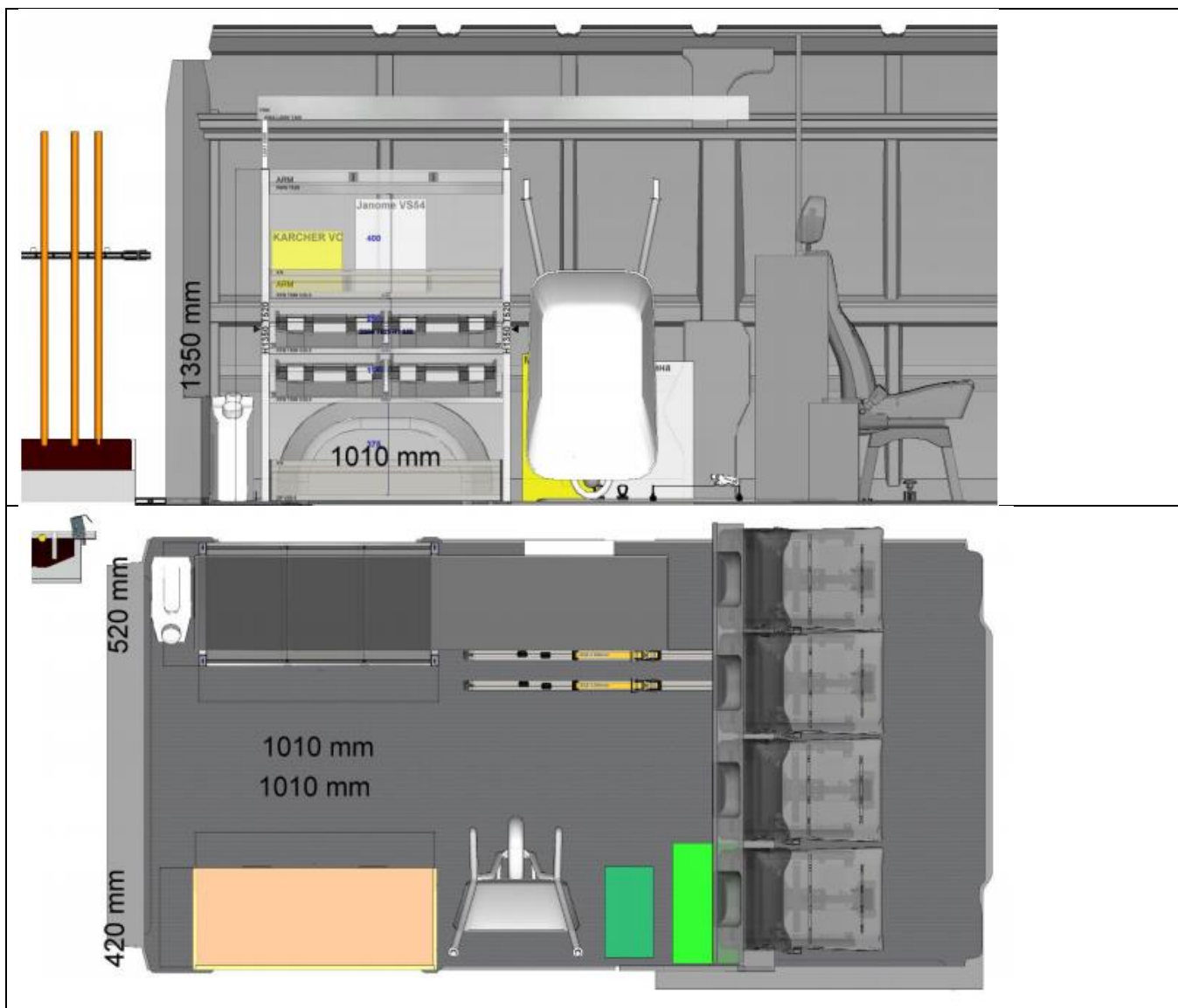
The company whose offer meets the qualification requirements and has the lowest price will be recognized as the winner and, accordingly, a contract for the supply of the vehicle will be signed. The partial delivery is acceptable. The contracts may be concluded with several suppliers.

**Annex 1 – Drawings of the system of storage and transportation of equipment.**  
**Applicable for 12 vehicles (Mobile Social Services). The specified characteristics are desirable, other options or sizes may be considered and accepted**









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

Racks are made of aluminum of 1,5 mm. Located in the cargo compartment on the left and right sides of the car.

The walls and rear doors of the car are protected by perforated 1.5 mm aluminum cards.

1) Rack on the left side

Dimensions W \* H \* D - 1010 \* 1350/1550 \* 520 mm.

Consists of:

- The compartment at a floor W \* H \* D - 950 \* 400 \* 520 mm closing with the folding valve 175 mm high - 1 piece

27



- Open shelf W \* H \* D - 950 \* 175 \* 500 with special guides for placement and fixing of 2 plastic suitcases for hand tools - 1 pcs
- Open shelf W \* H \* D - 950 \* 175 \* 520 with special guides for placement and fixing of 2 plastic suitcases for hand tools - 1 pcs
- Tray W \* D - 950 \* 520 mm - 1 pcs
- The top additional sliding tray with the possibility of adjustment on length W \* D - 900/3165 \* 4000 mm - 1 piece

2) Rack on the right side

Dimensions W \* H \* D - 1010 \* 950 \* 420 mm.

- The compartment at a floor W \* H \* D - 950 \* 425 \* 420 mm closing with the folding valve 175 mm high - 1 piece
- Drawer W \* H \* D - 460 \* 250 \* 420 mm - 1 pcs
- Drawer W \* H \* D - 460 \* 200 \* 420 mm - 2 pcs
- Drawer W \* H \* D - 460 \* 150 \* 420 mm - 1 pcs
- Drawer W \* H \* D - 460 \* 100 \* 420 mm - 1 piece (with plastic inserts organizer for expendables)
- Work surface (machine) covered with lacquered moisture-resistant plywood 21 mm, with rear and side panels)

3) Additional accessories

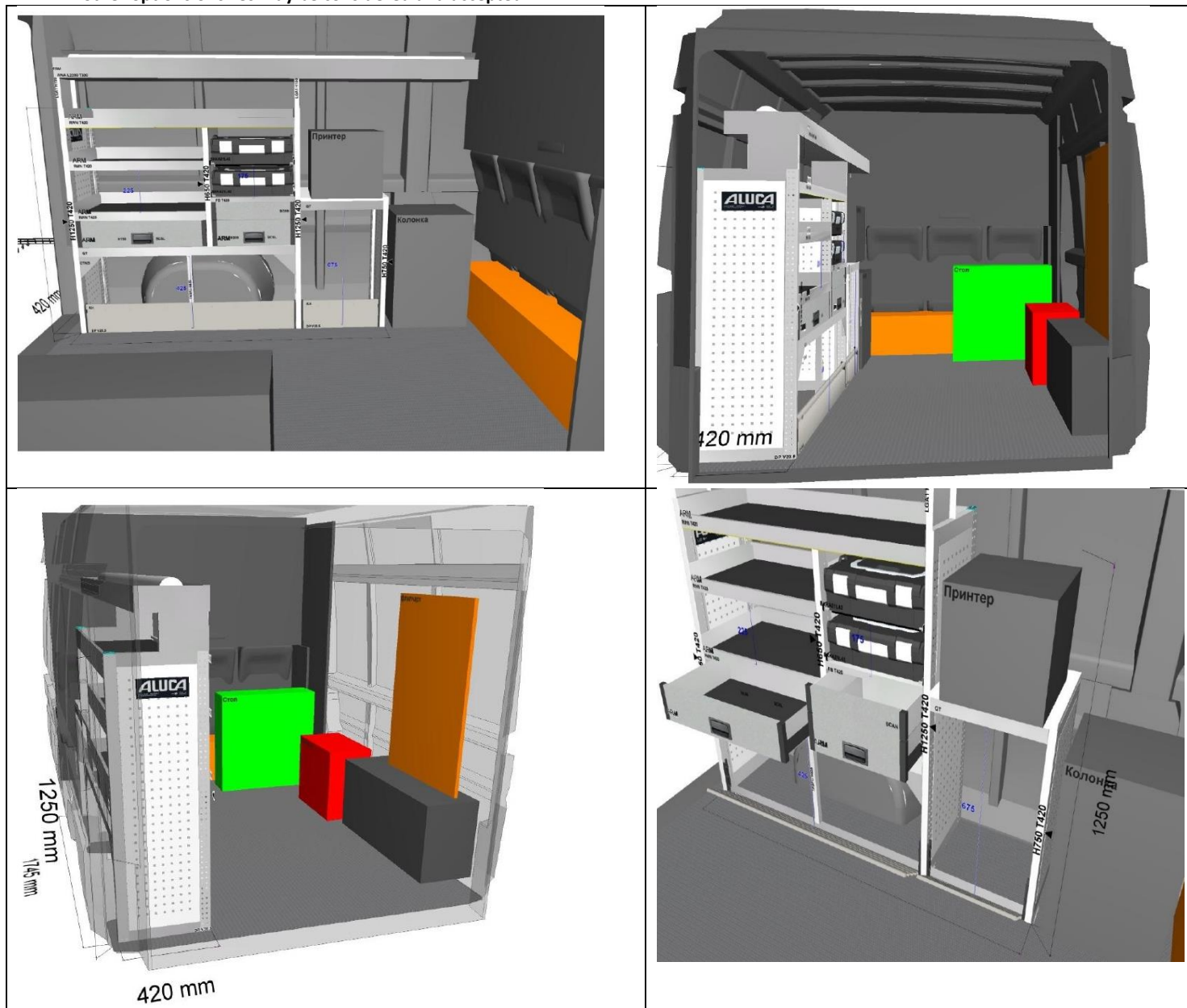
- The aluminium guide for fastening of the additional equipment W\*D - 34,5 \* 1195 mm - 2 pieces
- The final cap of the guide - 4 pcs
- Fitting with a ring for the aluminium guide - 4 pcs
- Coupling belt with ratchet mechanism W \* D - 25 \* 2000 mm - 2 pcs
- Rubber fastening tape D - 2000 mm with 2 hooks for fastening in wall perforation - 2 pieces
- Special holder for the rear door under the shovel/rake, etc. - 1 pc
- Universal tool clamp with rubber band - 2 pcs

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

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

## Annex 2 – Drawings of the system of storage and transportation of equipment.

Applicable for 4 vehicles (Mobile emergency psychological response services). The specified characteristics are desirable, other options or sizes may be considered and accepted





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

Racks (or analogue) are made of aluminum of 1,5 mm. Located in the cargo compartment on the left and right sides of the car. The walls and rear doors of the car are protected by perforated 1.5 mm aluminum cards.

**1) Rack on the left side**

Dimensions W \* H \* D - 1745 \* 1250/1550 \* 420 mm.

Consists of:

- The compartment near the floor W \* H \* D - 1195 \* 475 \* 420 mm closing with the folding valve 175 mm high - 1 piece
- The compartment near the floor W \* H \* D - 460 \* 700 \* 420 mm closing with the folding valve 175 mm high - 1 piece
- Open shelf W \* H \* D - 460 \* 375 \* 420 with special guides for placement and fixing of 2 plastic suitcases for hand tools - 1 pcs
- Tray W \* D - 705 \* 420 mm - 2 pcs
- Tray W \* D - 705 \* 420 mm - 1 pcs
- Table for printer W \* D - 460 \* 430 mm - 1 pcs
- The top additional sliding tray with the possibility of adjustment on length W \* D - 900/3165 \* 300 mm - 1 piece
- Stand for sliding shelf – 2 pcs.
- Support for sliding shelf – 1 pcs.

**2) Additional accessories**

- The aluminium guide for fastening of the additional equipment W\*D - 34,5 \* 705 mm - 2 pieces
- ALUCA L-BOXX (or analogue) 136 (suitcase) with foam insert – 2 pcs
- The final cap of the guide - 4 pcs
- Fitting with a ring for the aluminium guide - 2 pcs
- Rubber fastening tape D - 2000 mm with 2 hooks for fastening in wall perforation - 2 pieces
- Rubber fastening tape D – 3000 mm – 1 pcs.
- Fittings for fastening in wall – 8 pcs
- Hook for fastening in wall – 7 pcs
- Electrical equipment ( ) in the cargo area of the vehicle: external input 220V, internal socket 220V, lighting 12V LED.

## Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term <a href="#">[INCOTERMS 2020]</a> (Pls. link this to price schedule)	International suppliers (registered outside Ukraine) may provide they offers under Incoterms DAP Lviv however, preference may be given to suppliers delivering under DDP terms as specified in the TOR <b>Lot 1:</b> DDP, Sumska oblast, Ukraine (TBS) <b>Lot 2:</b> DDP, Chernihivska oblast, Ukraine (TBS) <b>Lot 3:</b> DDP, Mykolaivska oblast, Ukraine (TBS) <b>Lot 4:</b> DDP, Kharkivska oblast, Ukraine (TBS)
Exact Address of Delivery/Installation Location	<b>Lot 1:</b> DDP, Sumska oblast, Ukraine (Exact Address TBS) <b>Lot 2:</b> DDP, Chernihivska oblast, Ukraine (Exact Address TBS) <b>Lot 3:</b> DDP, Mykolaivska oblast, Ukraine (Exact Address TBS) <b>Lot 4:</b> DDP, Kharkivska oblast, Ukraine (Exact Address TBS)
Mode of Transport Preferred	Land
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	<a href="#">Click here to enter text.</a>
Distribution of shipping documents (if using freight forwarder)	<a href="#">Click here to enter text.</a>
Customs, if required, clearing shall be done by:	Supplier
Ex-factory / Pre-shipment inspection	N/A
Inspection upon delivery	Final Inspection and acceptance test will be performed in accordance with TOR/specification
Installation Requirements	N/A
Testing Requirements	Final Inspection and acceptance test will be performed in accordance with TOR/specification.
Scope of Training on Operation and Maintenance	N/A
Commissioning	N/A
Warranty Period	All vehicles must have not less than 2 (two) years or 100 thousand km mileage (whichever comes first) warranty period.

<sup>2</sup>A factor of the [Incoterms](#) stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

Local Service Support	All equipment must have official warranty service in Ukraine.
Technical Support Requirements	N/A
After-sale services Requirements	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair <input checked="" type="checkbox"/> Others: All vehicles must have not less than 2 (two) years or 100 thousand km mileage (whichever comes first).
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	100% payments of all the equipment of each Lot are made by UNDP within 30 (thirty) calendar days from the date of respective Lot delivery and acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <input checked="" type="checkbox"/> Inspection upon arrival at destination <input type="checkbox"/> Installation <input type="checkbox"/> Testing <input type="checkbox"/> Training on Operation and Maintenance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> Acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English and Ukrainian/Russian

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Eligibility and Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid	<input type="checkbox"/>
▪ Form F: Price Schedule Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
ITB reference:	<b>278-2022-UNDP-UKR-ITB-RPP</b>		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>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):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Does your organization demonstrates 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</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile stating at least 2 (two) years of experience in the field of supply of similar products and which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured.</li> <li>▪ Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).</li> </ul>



	<ul style="list-style-type: none"><li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any.</li><li>▪ Dealership or partnership certification</li><li>▪ At least 2 (two) positive references from previous clients.</li><li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.</li><li>▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures if available.</li><li>▪ Trade name registration papers, if applicable.</li><li>▪ Financial reports for any 2 years between 2019 and 2021 with annual turnover at least 300,000.00 USD. In case of bidding for several lots, annual turnover requirements should be summed up.</li><li>▪ Addresses of the Warranty Service Station in the territory of Ukraine</li></ul>
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Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	278_2022_UNDP_UKR_ITB_RPP		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Current Liabilities

#	Contract summary (type of work, volume)	% of work completed on the date of bid submission

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 2 (two) years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by

presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☒ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	<b>278-2022-UNDP-UKR-ITB-RPP</b>		

**Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

**Conformity to the specification: Applicable for all 16 vehicles.**

#	General characteristics		Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1	Year of manufacture - not earlier	2020		
2	Car condition	new		
3	Car type	Freight and passenger van		
4	Warranty (minimum)	2 years / 100,000 km		
5	Number of seats (not less)	5+1		
<b>6</b>	<b>Dimensions (mm)</b>			
6.1	Total length (minimum)	5400		
6.2	Width / with mirrors	2400-2550		
6.3	Ground Clearance (min)	160		
6.4	Total height	2500- 3000		
6.5	Wheel formula (preferred)	4x4 (4x2 acceptable)		
<b>7</b>	<b>Exterior features</b>			
7.1	Day time running lights (preferred)	+		
7.2	Door mirrors, with heating	+		
7.3	Fog lightning	+		
<b>8</b>	<b>Interior features</b>			
8.1	Armrest for driver's seat (preferred)	+		
8.2	Electrically operated front windows (preferred)	+		
8.3	Cover of walls and ceiling in passenger's compartment (special plastic or easy-clean textile)	+		
8.4	Easy-clean floor covering (for all vehicle)	+		
8.5	Heated windshield	+		
8.6	Multi-steering wheel	+		

<b>9</b>	<b>Comfort</b>			
9.1	Air condition for driver cabin and for passengers' compartment	+		
9.2	Car heater for driver cabin and passenger compartment.	+		
<b>10</b>	<b>Engine:</b>			
10.1	Engine volume, cm3	1800-3000		
10.2	Max. power hp no less	125		
10.3	Engine's type	diesel		
10.4	Environmental standard, (minimum)	Euro-5		
<b>11</b>	<b>Fuel tank, l, not less</b>	70		
11.1	Fuel tank material	Plastic or metal		
<b>12</b>	<b>Clutch (preferred)</b>	Single-disc with vacuum amplifier		
<b>13</b>	<b>Transmission</b>	Mechanical or Automatic		
<b>14</b>	<b>Brake system</b>			
14.1	Working, preferably	Hydraulic with vacuum booster		
14.2	Front brakes / Rear brakes (preferred)	Disk / Disk		
<b>15</b>	<b>Wheels</b>			
15.1	Wheel disks, not less	R16,		
15.2	Spare wheel	full size		
<b>16</b>	<b>Security:</b>			
16.1	ABS (Anti-lock brake system) ESP	+		
16.2	Front and rear anti-roll bars	+		
16.3	Airbag for the driver	+		
16.4	Front Electric windows	+		
16.5	Passenger seats are equipped with seat belts	+		
<b>17.</b>	<b>Standard equipment</b>			
17.1	Jack and wheel wrench	+		
<b>18</b>	<b>Additional equipment</b>			
18.1	First aid kit according to DSTU 3961-2000	+		
18.2	fire extinguisher powder VP-1 or analogue	+		
18.3	Emergency stop sign	+		
18.4	Tow rope, 6 meters length and 6,5 t rolling load capacity	+		
18.5	Hooks for fastening of cargo in a floor of a cargo compartment	+		
18.6	Enhanced corrosion protection	+		

**Requirements for the interior design of the cargo compartment of the vehicle. Applicable for 12 vehicles (Mobile Social Services + Regional Mobile Group for the Technical inspection).** (Sumska oblast (3 vehicles), Chernihivska oblast (3 vehicles), Kharkivska oblast (3 vehicles) and Mykolaivska oblast (3 vehicles) of Ukraine

No	Name / description	Quantity per 1 car (pcs.)	Total number	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	1	12		
2	Rack in the right-side incl. Dimensions W * H * D - 1010 * 950 * 420 mm. (+/-10%)	1	12		
	- 2.1 Anti-slip mat 420 x 368 mm for a drawer 460 * 420 (+/-10%).	5	60		
	- 2.2 Plastic inserts/organizer for a drawer 460 * 420 (+/-10%)	1	12		
3	Rack in the left-side incl. Dimensions W * H * D - 1010 * 1350/1550 * 520 mm (+/-10%)	1	12		
	- 3.1 Partition of 500 mm for the shelf	2	24		
	- 3.2 Partition for a tray 520 * 950 G: 520 (+/-10%)	2	24		
	- 3.3 Anti-slip. mat 944 x 508 mm for tray 950 x 520 mm (+/-10%)	1	12		
	- 3.4 Anti-slip. mat 944 x 491 mm for the shelf 950 (1 piece) (+/-10%).	1	12		
	- 3.5 Anti-slip. mat for a sliding tray, G: 392 mm (+/-10%)	1	12		
4	<b>BOX system allowable sizes +/- 3% (removable plastic suitcases), incl.</b>	1	12		
	- 4.1 (suitcase) WxDxH: 442x357x151 mm (+/-10%)	1	12		
	- 4.2 Double guide limiter	2	24		
	- 4.3 Single guide limiter	4	48		
	- 4.4 Guide for suitcases	6	72		
	- 4.5 (suitcase) with foam insert	1	12		
	- 4.6 (suitcase) with insert for hand tools)	2	24		
5	<b>Fastening accessories incl.</b>	1	12		
	- 5.1 Rubber fastening tape D = 2000, with 2 wall hooks	2	24		
	- 5.2 Universal wall holder for tools and accessories (set)	1	12		
	- 5.3 Fittings for aluminium accessories with a ring for tightening belts	4	48		
	- 5.4 Aluminium guide for belts, D-1995 mm	2	48		
	- 5.5 Cap for aluminium guide	4	48		
	- 5.6 Tightening belt with snoring mechanism 2000x25 mm	2	24		
6	Production and installation of a floor using durable unslipping materials (Finishing materials should be agreed with the customer).	1	12		

**Requirements for the interior design of the cargo compartment of the vehicle. Applicable for 4 vehicles (Mobile emergency psychological response services) (Table 3).** (Sumskaya oblast (1 vehicles), Chernihivskaya oblast (1 vehicles), Kharkivskaya oblast (1 vehicles) and Mykolaivskaya oblast (1 vehicles) of Ukraine

No	Name / description	Quantity per 1 car (pcs.)	Total number	Conformity (Yes/No)	Offered Brand, Model and Exact characteristics
1	Production and installation of side walls/maps (perforated aluminium of 1,5 mm)	1	4		
2	Rack in the left-side. Dimensions W * H * D - 1745* 1250/1550 * 420 mm (+/-10%).  incl. Anti-slip mats	1	4		
2	BOX system allowable sizes +/- 3% (removable plastic suitcases), incl.	1	4		
2.1	suitcase WxDxH: 442x357x151 mm (+/-10%)	2	8		
3	Production and installation of a floor using durable unslipping materials (Finishing materials should be agreed with the customer).	1	4		
4	Manufacturing and installation of side maps in the cargo part of the vehicle .	1	4		
5	Electrical equipment ( ) in the cargo area of the vehicle external input 220V internal socket 220V lighting 12V LED	1	4		

Other Related services and requirements (based on the information provided in Section 5b)	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Delivery time (Delivery of equipment must be carried out according to terms specified in the TORs)			
Technical compliance with the Specification.			
Validity of Quotation (min. 90 days)			
Acceptance of payment terms.			
Products meet the required quality standards.			
Delivery terms (INCOTEMRS 2020): <b>Lot 1:</b> DDP, Sumska oblast, Ukraine (Exact Address TBS)			
<b>Lot 2:</b> DDP, Chernihivska oblast, Ukraine (Exact Address TBS)			
<b>Lot 3:</b> DDP, Mykolaivska oblast, Ukraine (Exact Address TBS)			
<b>Lot 4:</b> DDP, Kharkivska oblast, Ukraine (Exact Address TBS)			
The minimum annual turnover for any 2 years in the period from 2019 to 2021 - 300,000.00 USA dollars			



The company is an official dealer of the vehicle manufacturer (supplier)			
All vehicles must have not less than 2 (two) years or 100 thousand km mileage warranty (whichever comes first).			
Availability of warranty service in Ukraine			
All Provisions of the UNDP General Terms and Conditions. <a href="https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			

## Form F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	<b>278-2022-UNDP-UKR-ITB-RPP</b>		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

**Currency of the Bid:** [Insert Currency]

**Lot 1:**

Sumska oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
2	Vehicle for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, indicate currency				
Total without VAT, indicate currency				
VAT, indicate currency				
Total with VAT, indicate currency				
Broker fees at custom clearance (if applicable, for import)*, indicate currency				
GRAND TOTAL, indicate currency				

\*To fill in by international suppliers only.

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Cost by components:**

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, indicate currency				
Total without VAT, indicate currency				

VAT, <b>indicate currency</b>	
Total with VAT, <b>indicate currency</b>	
Broker fees at custom clearance (if applicable, for import)*, <b>indicate currency</b>	
GRAND TOTAL, <b>indicate currency</b>	

\*To fill in by international suppliers only.

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Lot 2:**

Chernihivska oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
2	Vehicle for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, <b>indicate currency</b>				
Total without VAT, <b>indicate currency</b>				
VAT, <b>indicate currency</b>				
Total with VAT, <b>indicate currency</b>				
Broker fees at custom clearance (if applicable, for import)*, <b>indicate currency</b>				
GRAND TOTAL, <b>indicate currency</b>				

\*To fill in by international suppliers only.

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Cost by components:**

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, <b>indicate currency</b>				
Total without VAT, <b>indicate currency</b>				
VAT, <b>indicate currency</b>				
Total with VAT, <b>indicate currency</b>				
Broker fees at custom clearance (if applicable, for import)*, <b>indicate currency</b>				
GRAND TOTAL, <b>indicate currency</b>				

**\*To fill in by international suppliers only.**

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Lot 3:**

Mykolaivska oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
2	Vehicle for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, indicate currency				
Total without VAT, indicate currency				
VAT, indicate currency				
Total with VAT, indicate currency				
Broker fees at custom clearance (if applicable, for import)*, indicate currency				
GRAND TOTAL, indicate currency				

**\*To fill in by international suppliers only.**

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Cost by components:**

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, indicate currency				
Total without VAT, indicate currency				
VAT, indicate currency				
Total with VAT, indicate currency				
Broker fees at custom clearance (if applicable, for import)*, indicate currency				
GRAND TOTAL, indicate currency				

**\*To fill in by international suppliers only.**

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Lot 4:**

Kharkivska oblast (4 vehicles)

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
2	Vehicle for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, indicate currency				
Total without VAT, indicate currency				
VAT, indicate currency				
Total with VAT, indicate currency				
Broker fees at custom clearance (if applicable, for import)*, indicate currency				
GRAND TOTAL, indicate currency				

\*To fill in by international suppliers only.

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

**Cost by components:**

No	Product name and technical characteristics	Number of units (units)	Unit price without VAT, currency	Total price without VAT, currency
1	Vehicle (specify brand and model)	4		
2	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for the provision of social services (Mobile Social Services), vehicles for provision technical inspection of destroyed Buildings	3		
3	Re-equipment of the vehicle (including all required equipment, passenger, cargo compartments pasting and branding of vehicles, etc.) for provision of psychosocial support (Mobile emergency psychological response services)	1		
Shipping cost (if applicable)				
Cost of custom clearance (if applicable, for import, all relevant duties and taxes)*, indicate currency				
Total without VAT, indicate currency				
VAT, indicate currency				
Total with VAT, indicate currency				
Broker fees at custom clearance (if applicable, for import)*, indicate currency				
GRAND TOTAL, indicate currency				

\*To fill in by international suppliers only.

**IMPORTANT! UNDP doesn't have a VAT exemption for this procurement. In case of import, suppliers (national and international) will be responsible for custom clearance and payment VAT and all necessary duties and taxes.**

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Functionl Title: \_\_\_\_\_