



**REQUEST FOR QUOTATION (RFQ)
(Goods)**

All Interested	DATE: August 7, 2015
	REFERENCE: RFQ UKR/2015/69

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply of windows for UNDP Office in Ukraine**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23:59 (Kyiv time) August 30, 2015** and via e-mail to the address below:

**United Nations Development Programme
tenders.ua@undp.org
Procurement Unit**

Quotations submitted by email must be limited to a maximum **of 5 MB**, virus-free and no more than 5 email transmissions. *Files larger than 5 MB will not be delivered and therefore the quotation will not be considered.* They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. *Please ensure that you received an autoreply from above-mentioned E-mail address indicating that the message was received.* Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> DAP – Client

Exact Address/es of Delivery Location/s (identify all, if multiple)	1, Klovskiy Uzviz, 01021 Kyiv, Ukraine	
UNDP Preferred Freight Forwarder, if any	n/a	
Distribution of shipping documents (<i>if using freight forwarder</i>)	n/a	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Delivery within 30 days after Contract/Purchase Order signature. Earlier delivery is encouraged.	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	Packaging must comply with the safe transport of the goods offered	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency: UAH	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (<i>VAT amount should be clearly indicated in a separate line</i>) <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Warranty – extended warranty 10 years <input checked="" type="checkbox"/> Official warranty of the manufacturer <input checked="" type="checkbox"/> Availability of warranty service in Ukraine	
Deadline for the Submission of Quotation	23:59, <i>Sunday, August 30, 2015 Kyiv time</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Ukrainian/Russian	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 (Tables 1, 2, 3), and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> 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); <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Proof of the company's or the equipment's environmental compliance to Green Standards.	

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ²	<input checked="" type="checkbox"/> 100% upon complete delivery of goods and provision of original invoice, acceptance act or waybill, warranty certificates). In exceptional basis 20% prepayment can be made. <input type="checkbox"/> Others
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <i>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s:</i> <ul style="list-style-type: none"> ✓ Offers must be submitted within the stipulated deadline ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation as mentioned above in <i>Documents to be submitted</i> section ✓ Offers must comply with general requirements: <ul style="list-style-type: none"> a) Properly registered company/organization b) The company is an official Sales Agent of the manufacturer (distributor, dealer or partner); c) The company should have at least 5 years professional experience; d) Acceptance of Warranty and After-Sales Requirements; e) Acceptance of delivery schedule; f) Technical responsiveness to stipulated requirements in specification/terms of reference; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions http://www.undp.org/content/undp/en/home/operations/procurement/how_we_buy/contract_terms/
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type/s of Contract:

² UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

³ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Mutual Written Acceptance of Goods/Services based on full compliance with RFQ requirements. Upon provision of originals of invoice, act of acceptance and tax invoice (if applicable). <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ	<input checked="" type="checkbox"/> Specification of Equipment (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: http://www.undp.org/content/undp/en/home/operations/procurement/how we buy/contract terms/ . Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit UNDP Ukraine procurement.ua@undp.org, +38 044 2539363</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order/Contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Ms. Andra Brige
UNDP Business Development
Specialist (Operations)
August 7, 2015

Terms of Reference
for procurement of Velux mansard dormer windows to be installed in the mansard as part of
the Green Office concept implementation in UNDP Office Building located at 1 Klovskiy Uzviz, Kyiv, Ukraine

1. Project Background

One of the central issues of modern times are energy and ecology saving. UNDP Office in Ukraine is actively engaged in implementation of projects in this area on the territory of Ukraine. It was decided to implement a Green Office concept in UNDP Office in Ukraine by using state-of-the-art technologies in energy saving, usage of renewable energy sources, ecological materials. At the same time, it is crucial to improve working conditions for employees and increase working area.

The goals of the project are:

1. Roof repair
2. Improvement of comfort for employees
3. Implementation of Green Office concept, usage of energy efficient technologies.

Main objectives:

I. Architecture planning solutions

- Increase of useful working area of the office
- Ergonomic and comfortable organization of inner space

II. Design

- Modern design
- Ecostyle, ecotechnology
- Finishing/Decorating materials – wood, glass, metal

III. Energy Modernization

- Use of energy efficient technology
- Maximum usage of natural lighting in accordance with daylight factor regulation value in order to minimize artificial lighting of rooms
- Usage of sun protection to minimize air conditioning.

IV. Constructive solutions

- Usage of materials, which imply fast installation and mounting
- Usage of technology, which does not disrupt work of lower-level floors

2. Qualification criteria

To participate in this tender the potential offeror shall correspond to the following minimum criteria:

- 2.1. The company must be a dealer or representative office of VELUX manufacturer.

3. Technical specification

3.1. Requirements to materials

- 3.1.1. The supplier shall ensure delivery of all materials and required equipment to the construction site.
- 3.1.2. Delivery of equipment shall be accompanied by availability of warranty certificate (mandatory). All required technical documentation, warranty certificates as well as quality certificates (certificates of conformity, sanitary-epidemiological conclusion, fire testing certificates, etc., if any) for materials/equipment shall be provided by the supplier on the delivery day.
- 3.1.3. Delivery shall be done in strict compliance with the specification of materials.
- 3.1.4. Specification of materials:

Item Description	Catalogue Number	Quantity
Balcony system (upper part)	GDL PK19 3066P1	2
Balcony system (lower part)	GDL PK19 3066P2	2
Frame	EKS PK19 0021e - 1 frame required for balcony EDS PK19 0000	1
Insulation collar	BDX PK10 2000	2
Insulation collar	BDX WK34 2000	2
Jamb	LSC WK04 2000	2
Jamb	LSC PK10 2000	2
Mansard dormer window, panoramic	GPL MK10 3066	6
Jamb	EDS MK10 0000	6
Insulation collar	BDX MK10 2000	6
Jamb	LSC MK10 2000	6
Insect screen	ZIL MK10 8888	6
Blind, duo	DFD MK10 1100, 1085	6
Marquissette	MHL MK10	6
Mansard dormer window, panoramic	GPL MK10 3066	4
Mansard dormer window, panoramic	GPL MK04 3066	4
Frame	EKS MK04 0007e	4
Frame	EDS MK10 0007	4
Insulation collar	BDX MK10 2000	4
Insulation collar	BDX MK04 2000	4
Jamb	LSC MK10 2000	4
Jamb	LSC MK04 2000	4
Insect screen	ZIL MK10 8888	4
Insect screen	ZIL MK04 8888	4
Blind, duo	DFD MK10 1100, 1085	4
Marquissette	MHL MK10	4

Mansard dormer window, panoramic	GPL MK04 3066	2
Frame	EDS MK04 0000	2
Insulation collar	BDX MK04 2000	2
Jamb	LSC MK04 2000	2
Insect screen	ZIL MK04 8888	2
Blind, duo	DFD MK04 1100, 1085	2
Marquissette	MHL MK04	2
Light tunnel (corrugated tube)	TWF 2010	10

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ UKR/2015/69:

TABLE 1: BRIEF COMPANY PROFILE

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :	
Full registration name	
Year of foundation	
Legal status	If Consortium, please provide written confirmation from each member
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	Copies of State registration and Tax registration should be attached

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
Please provide contact details of at least 3 previous partners for reference	Please attach the signed reference letters (if any).
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)

TABLE 3: Price offer

Item No.	Description/Specification of Goods	Model /Name	Quantity	Latest Delivery Date	Unit Price, Currency (excl. VAT)	Total Price per Item, Currency (excl. VAT)
1	Balcony system (upper part)	GDL PK19 3066P1	2			
2	Balcony system (lower part)	GDL PK19 3066P2	2			
3	Frame	EKS PK19 0021e - 1 frame required for balcony EDS PK19 0000	1			
4	Insulation collar	BDX PK10 2000	2			
5	Insulation collar	BDX WK34 2000	2			
6	Jamb	LSC WK04 2000	2			
7	Jamb	LSC PK10 2000	2			
8	Mansard dormer window, panoramic	GPL MK10 3066	6			
9	Jamb	EDS MK10 0000	6			
10	Insulation collar	BDX MK10 2000	6			
11	Jamb	LSC MK10 2000	6			
12	Insect screen	ZIL MK10 8888	6			
13	Blind, duo	DFD MK10 1100, 1085	6			
14	Marquise	MHL MK10	6			
15	Mansard dormer window, panoramic	GPL MK10 3066	4			
16	Mansard dormer window, panoramic	GPL MK04 3066	4			
17	Frame	EKS MK04 0007e	4			
18	Frame	EDS MK10 0007	4			
19	Insulation collar	BDX MK10 2000	4			

20	Insulation collar	BDX MK04 2000	4			
21	Jamb	LSC MK10 2000	4			
22	Jamb	LSC MK04 2000	4			
23	Insect screen	ZIL MK10 8888	4			
24	Insect screen	ZIL MK04 8888	4			
25	Blind, duo	DFD MK10 1100, 1085	4			
26	Marquise	MHL MK10	4			
27	Mansard dormer window, panoramic	GPL MK04 3066	2			
28	Frame	EDS MK04 0000	2			
29	Insulation collar	BDX MK04 2000	2			
30	Jamb	LSC MK04 2000	2			
31	Insect screen	ZIL MK04 8888	2			
32	Blind, duo	DFD MK04 1100, 1085	2			
33	Marquise	MHL MK04	2			
34	Light tunnel (corrugated tube)	TWF 2010	10			
	Add: Cost of Transportation/other (DAP Kyiv, Ukraine)					
	Add: Transportation insurance (if needed)					
	Total Prices of Goods, excl. VAT					
	VAT (if applicable)					
	Total Final and All-Inclusive Price Quotation, incl. All costs and VAT					

TABLE 4: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Yes, we will comply</i>
Delivery time within 30 days after PO signature Earlier dates are encouraged			
Official representative of the manufacturer			
Delivery on DAP Kyiv, Ukraine 2010 Incoterms			
Manufacture country			
Warranty and After-Sales Requirements			

a) Warranty for goods/materials mentioned in Table 2 – 10 years			
b) Availability of official manufacturer’s warranty service in Ukraine in case the purchased goods require repair			
c) Replacement with a new item in case the supplied item is irreparable			
Validity of Quotation (min. 60 days)			
All Provisions of the UNDP General Terms and Conditions. http://www.undp.org/content/undp/en/home/operations/procurement/how_we_buy/contract_terms/			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier’s Authorized Person]
[Designation]
[Date]

ⁱ *If Export License or other document is required by the regulations of importing country/country of destination, the supplier shall provide such to UNDP in case of award of contract/purchase order.*