**REQUEST FOR QUOTATIONS**

**RFQ No. 0106 (Eng. ver.)**

**Date:** May 17, 2018

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| **Subject:** |
| Request for Quotation for procurement of construction and installation of mobile scene for Bobrynetska CC in the framework of USAID funded DOBRE Program |

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| **From** | **To** |
| **Global Communities, implementing agency of DOBRE Decentralization Offering Better Results and Efficiency Program financed by the United States Agency for International Development (USAID) (referred to as “BUYER” hereinafter)** | **Potential suppliers (referred to as “BIDDER” hereinafter)** |
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|  |
| **Quotations Submission Time and Date:** | **The Quotations must be submitted for the attention of:** | **Conditions of Payment:** |
| By 18:00 Kyiv time on June 07, 2018, at the latest | Global CommunitiesInternational Technical Assistance Program “Decentralization Offering Better Results and Efficiency” USAID DOBREAddress:5b, Dilova str., Office 510, 5th Floor, Kyiv, UkraineEmail: dobreprocurement@globalcommunities.org  | **Post payment during 10 banking days after delivery. If it is unacceptable, please indicate yours.** |

1. **TERMS OF REFERENCE**

**A.** Global Communities invites you to submit quotations for construction and installation of mobile scene for Bobrynetska CC in the framework of USAID funded DOBRE Program referred to as “Goods” hereinafter (as per the Specification attached as Annex B).

**II. INSTRUCTIONS FOR POTENTIAL SUPPLIERS**

1. **Form of Quotation**

The quotation as well as all correspondence and documents exchanged between the Bidder and the Buyer under this RFQ 0106 shall be in English or Ukrainian.

The quotation must specify the following details and confirmations:

1. Quotation shall be submitted on or before the deadline for this purpose, on a company letterhead, signed by an authorized representative and include the contact details of the Bidder.
2. Conformity to technical specifications**.** **The Bidder must confirm that all items are responsive to, or exceed, the estimated requirements.**
3. The Quotation must be valid for at least 30 calendar days from the quotation’s submission deadline date.
4. Prices must be quoted in Ukrainian hryvnias (UAH).
5. Prices must be quoted without the VAT. The Buyer is exempt from taxes within the customs territory of Ukraine and shall provide a certified copy of its registration card issued by the Ministry of Economic Development and Trade of Ukraine; The Buyer shall also provide a copy of its approved procurement plan.
6. Price for each item. The price must be quoted as a total amount on an all-inclusive basis, including delivery to the Bobrynetska CC (Kirovograd oblast).
7. Eligibility for participation in the tender.
	1. To be eligible to submit a quotation in response to this RFQ, the Bidder must conform to the requirements in this RFQ.
	2. The Bidder complies with the U.S. sanctions and embargo laws, including U.S. Executive Order 13224 on Terrorist Financing and U.S. laws that prohibit transactions with, and the provision of resources and support to, individuals or entities associated with terrorism. Any person or organization taking part in this tender as a bidder or a sub-contractor must certify and confirm together with submitting other documents that the person or organization is not listed on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN), and is eligible for the participation in the tender. Global Communities must disqualify any offers from persons or organizations listed on the said OFAC SDN list or found to not be eligible for the participation in the tender on other grounds. Companies and persons listed on the Excluded Parties List System ([www.epls.gov](http://www.epls.gov/)) are not eligible for receiving funds.
8. The Buyer reserves the right to accept or reject any proposal, and to cancel the tender, reject all proposals at any time prior to the award without assuming any liability and without the duty to inform Bidders about reasons for Global Communities’ actions.
9. This RFQ may be modified by means of amendments. Copies of amendments shall be issued to all Bidders.
10. Any order of services to be made on the basis of this Request for Quotation shall be subject to Global Communities General Terms and Conditions of Goods and Service Procurement Contracts.

**11.** **The Buyer will not to send any notices to Bidders with confirmation about quotations received. The Buyer will not send any notices to unsuccessful Bidders.**

1. **Evaluation Criteria**

Quotations will be evaluated in accordance with criteria listed below. First of all, the Buyer will evaluate quotations for meeting obligatory criteria to determine conformity to the requirements. While evaluating the quotation, the Buyer may seek additional information from any source it considers appropriate to obtain or confirm information about the Bidder’s quotation.

Following is an illustrative example of the criteria that might be applied to evaluate quotations/bids.

1. Conformity to the order list specification Acceptable/Unacceptable
2. Validity of the proposal for 30 calendar days Acceptable/Unacceptable
3. VAT exemption Acceptable/Unacceptable
4. Eligibility for taking part in this RFQ Acceptable/Unacceptable
5. **Price 50 points**
6. **Terms of delivery to Bobrynetska CC (Kirovograd oblast) 30 points**
7. **Payment terms – Post payment within 10 banking days after delivery 20 points**
8. **Questions with regard to this RFQ**

All clarification requests shall be sent in writing to the addresses specified hereinabove by **18.00 pm on June 05, 2018,** at the latest. Please refrain from personal visits and phone calls. Any information provided to one Bidder with regard to this RFQ will be made available to all Bidders.

Sincerely,

Global Communities

“Decentralization Offering Better Results and Efficiency” International Technical Assistance Program

USAID DOBRE

**Annex A:** Quotation’s Requirements

1. **Please confirm next mandatory requirements:**

Conformity to the order list specification Acceptable/Unacceptable

Validity of the proposal for 30 calendar days Acceptable/Unacceptable

VAT exemption Acceptable/Unacceptable

Eligibility for taking part in this RFQ Acceptable/Unacceptable

Post payment during 10 banking days after delivery. Acceptable/Unacceptable

**If payment conditions are unacceptable, please indicate yours**

1. **General information**

**Please fill the table with general information**

|  |  |
| --- | --- |
| Company name: |  |
| Address: | Postal code: | City: | Country: |
| P. O. Box and mailing address |  |
| Phone number:  |  |
| E-mail: |  |

**Annex B: Specification**

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| --- | --- | --- | --- |
| **#** | **Item** | **Specification** | **Q-ty** |
| 1 | Mobile scene | Construction and installation of mobile scene (drawings and layouts are attached as a separate files) | 1 |

Annex C: Detailed Budget

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| --- | --- | --- | --- | --- | --- | --- |
| No.  | Goods/Service Item  | Quantity  | Schedule ofDelivery | Warranty(months) | Price inHryvnia(UAH, withoutVAT) | Total,in Hryvnia(UAH,withoutVAT) |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |
| Total (without VAT): |  |  |  |  |  |  |
| VAT: |  |  |  |  |  |  |
| Total (with VAT): |  |  |  |  |  |  |

Signature:

(Seal)

Date: