



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE/ДАТА: 19.01.2012
Production and supply of Cardigans with EUBAM Logo Пошив и поставка кардиганов с логотипом EUBAM	REFERENCE: RFQ 2012/EUBAM/008

Dear Sir / Madam,
Уважаемые господа,

You are kindly requested to submit your quotation for the following items before **15:00 (Ukrainian time) on 02.02.2012.**

Приглашаем Вас предоставить до **15:00 (украинское время) 02.02.2012** коммерческие предложения на поставку следующих изделий:

Item Поз.	Generic Description Общее описание	Quantity Кол-во
1	<p>Cardigan with EUBAM logo Кардиган с логотипом EUBAM</p> <div style="border: 1px solid black; padding: 5px;"> <p>Кардиган форменный должен быть выполнен из полушерстяной пряжи (70% шерсть 30% пан) темно-синего цвета. Изделие должно быть связано в три нити 31/2 текс (толщина пряжи), иметь высокую плотность вязки. Качество вязки и пряжи позволяет машинную стирку изделия.</p> <p>По низу изделия и рукавам проходит резинка вязка ластик 2X2 (7 см), переходящая в кулирную гладь, которая является основной вязкой. Воротник-стойка связан вязкой ластик 2X2 (18 см) и в два сложения прикетлеван к основе.</p> <p>Застежка жакета - спиральная змейка (шириной-0,5 см). На передних полках выполнены внутренние карманы, отделанные патом (высота пата -2,5 см), так же на передней полке с левой стороны имеется внешний нагрудный карман выполненный из ткани с клапаном на «липучке». На плечах изделия и на рукавах (в районе локтя)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Cardigan should be produced from semi-wool yarn (70% wool 30% pan) dark blue color. Thickness of knitting should be three threads 31/2 tex, with high density of knitting. Quality of knitting and yarn allows machine-washing.</p> <p>On the bottom of the cardigan (including sleeves) there is a knitted rib 2X2 (7cm), further passing into smooth surface, which is a main knitting. Band collar is rib knitted 2X2 (18 cm) and fixed to the basis with two folds.</p> <p>Closing of the cardigan is a spiral zipper (width-0.5 cm). On the front flaps there are inside pockets, finished with a special ribbed knitting (h=2.5 cm), also on the front of left flap there is an external pocket made from fabric with a touch fastener. On the shoulders and on the sleeves (near elbow) of the cardigan there are fabric overlays. Costume jacket</p> </div>	250

	<p>нашиты тканевые накладки. Для кармана и накладок жакета используется ткань костюмная арт. 3С21КВ, по всем тканевым элементам выполнена двойная отстрочка.</p> <p>Кардиган выполнен с логотипом на нагрудном кармане и на нашитой накладке, на спинке изделия. Метод нанесения логотипа- машинная вышивка. Нагрудная эмблема должна быть выполнена нитью набивкой не менее 3000 стежков, наспинная – не менее 14000 стежков.</p>	<p>fabric (art. 3S21KV) is used for pockets and overlays, all fabric elements are of the double stitching.</p> <p>There is a logo on the chest pocket of the cardigan which is sewed on the overlay and at the back of the cardigan. The method of application of the logo is bobbin embroidery. The chest emblem should be done in threads printing not less than 3,000 stitches, the back one - not less than 14,000 stitches.</p>	
			

CONDITIONS / УСЛОВИЯ	
Delivery Term Условия поставки и место (INCOTERMS 2010) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP
	PLACE / МЕСТО: 13, Uyutna str., 65012, Odessa, Ukraine Г. Одесса, ул. Уютная, 13, 65012, Украина
Payment Terms Условия оплаты	100% upon delivery. / 100 % по факту поставки
Validity of Quotation Срок действия предложений	<input type="checkbox"/> 30 DAYS / ДНЕЙ <input checked="" type="checkbox"/> 60 DAYS / ДНЕЙ
Preliminary Examination - Completeness of quotation. Предварительная оценка – Полнота предложений	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted Частичные заявки принимаются Частичные заявки не принимаются
Mode of Transport	<input type="checkbox"/> AIR / ВОЗДУШНЫЙ <input checked="" type="checkbox"/> SEA / МОРСКОЙ

Вид транспорта	SURFACE / НАЗЕМНЫЙ	OTHERS / ДРУГИЕ
General Terms and Conditions Общие положения и условия	Copy enclosed (see Appendix I) Копия прилагается (см. Приложение I)	

Please state (where appropriate)

VAT payers shall indicate VAT in the offered price
Плательщикам НДС указать налог на добавленную стоимость (НДС).

Details on any warranty/guarantee conditions / Гарантия : **1 year**

REQUIREMENTS / ТРЕБОВАНИЯ

The selected Supplier, before start manufacturing of all order items, shall manufacture the prototype of cardigan for EUBAM's approval. Should the quality of submitted prototype not meet EUBAM expectations, the contract will be given to the next ranked company, whose prototype will be of satisfactory quality. Prototype will be discounted from the total quantity to be supplied.

Выбранный поставщик перед изготовлением всего заказа должен будет изготовить образец (прототип) для утверждения Миссии EUBAM. В случае несоответствия качества образца (прототипа) ожиданиям EUBAM, контракт будет присужден следующей по рейтингу компании, чей образец будет соответствовать необходимому уровню качества. Образец (прототип) будет исключен из общего количества заказа.

**QUOTATIONS/OFFERS PRESENTATION REQUIREMENTS:
ТРЕБОВАНИЯ К ПРЕДЛОЖЕНИЯМ:**

The offer shall comprise the following documents (not subject to return upon evaluation):
Предложение должно включать следующие документы (не подлежат возврату после оценки конкурсного предложения):

- ✓ Detailed description of the product, including pictures, technical specifications/passport of fabric to be used, methodology (know-how) of production.
- ✓ Детальное описание продукта, включая изображения, технические спецификации/паспорт используемой ткани, описание технологии производства
- ✓ Sample of material to be used for production shall be provided together with the offer.
- ✓ Образец ткани, которая будет использоваться для производства, должна быть представлена вместе с предложением.
- ✓ Company information (brief information) and minimum 2 references (name, telephone number, email)
- ✓ Сведения о компании (кратко) и минимум 2 контакта для уточнения отзывов о предыдущих поставках;
- ✓ Language of Offer – English or Russian;
- ✓ Язык составления предложения – английский или русский;

- ✓ Filled-in the Company profile form (see Annex II below)
- ✓ Заполненная анкета с информацией о продавце (см. Приложение II ниже).
- ✓ Statement on adherence to UNDP General Terms and Conditions and Payment and Delivery Terms above
- ✓ Подтверждение согласия следовать Общим положениям и условиям ПРООН

MINIMUM QUALIFICATION REQUIREMENTS:

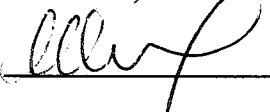
Минимальные квалификационные требования:

- ✓ Company shall possess minimum 1 year of experience in supply of relevant items
- ✓ Компания должна иметь как минимум 1 год опыта в области поставок подобных наименований
- ✓ Delivery term shall not exceed 4 weeks upon receipt of order.
- ✓ Срок поставки не должен превышать 4 недель с момента получения заказа.

Offers will be evaluated based on their responsiveness to the minimum technical specifications and the minimum qualification requirements; contract will be awarded to the lowest priced technically qualified Offeror, whose proposed delivery and other terms are in compliance with the requirements of this solicitation document. UNDP reserves right to increase or decrease the total quantity of the order by 25% against quantities advertised in this solicitation.

Предложения будут оценены на основе их соответствия минимальным техническим спецификациям и минимальным квалификационным требованиям; контракт будет заключен с тем продавцом, который предоставит самую низкую цену при соответствии техническим требованиям и чьи предложенные условия по доставке и другим условиям будут в соответствии с требованиями данного тендерного документа. ПРООН оставляет за собой право увеличить или уменьшить количество заказа до 25% от объявленных количеств в данном тендерном документе.

NAME, FUNCTIONAL TITLE: **Georg Eichhorn, Chief of Administration**

Signature:  DATE: 19.01.2012

CONTACT PERSON: Antuanela Poenaru, Procurement Specialist/EUBAM

CONTACT ADDRESS: 13, Uyutna str., 65012, Odessa, Ukraine, FAX NO: +38048 365278

E-MAIL ADDRESS: procurement@eubam.org

SUBMISSION OF OFFERS / ПРЕДОСТАВЛЕНИЕ ПРЕДЛОЖЕНИЙ:

- email address tenders@eubam.org with the following reference in the subject line of the email “UNDP RFQ # 2012/EUBAM /008”., or
- via post, in the sealed envelope to the following address: EUBAM, 13, Uyutna Street, 65012, Odessa, Ukraine. The envelope shall be marked “RFQ # 2012/EUBAM /008” and addressed to the OFFICE OF THE HEAD OF MISSION.

The deadline for submission of offers is 15:00 02 February 2012. Late submissions will not be considered.

Requests for clarifications/questions shall be sent to procurement@eubam.org email address. Such requests/questions shall be sent not later than 18:00 hrs. 26 January 2012. Questions and answers will be made available on the following web-addresses: <http://www.un.kiev.ua/bc/tenders> and <http://www.eubam.org>

- Предложения принимаются на следующий адрес электронной почты: **tenders@eubam.org** с текстом «тендер ПРООН № 2012/EUBAM/008» в поле «тема» сообщения, или
- По почте в запечатанном конверте по адресу: EUBAM, ул. Уютная 13, 65012, г. Одесса, Украина. Конверт должен быть адресован в ОФИС ГЛАВЫ МИССИИ и помечен следующим текстом «RFQ # 2012/EUBAM/008»

Предложения принимаются до 15:00 02 февраля 2012 года. Предложения, поступившие после указанного времени, рассматриваться не будут.

Вопросы по данному тендеру можно отправить на следующий адрес электронной почты: procurement@eubam.org. Вопросы должны быть отправлены не позднее 18:00 26 января 2012г. Вопросы и ответы будут доступны на следующих веб - страницах: <http://www.un.kiev.ua/bc/tenders> и <http://www.eubam.org>

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to

the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be

protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

ИНФОРМАЦИЯ О ПРОДАВЦЕ

COMPANY PROFILE

Полное название / Full Name	
Полное название на английском языке / Full name in English Language	
Юридический статус / Form of entrepreneurship	
Юридический адрес / Legal Address	
Фактический адрес Actual Address	
Год основания / Year of foundation	
Банковские реквизиты / Bank Details	
Статус плательщика НДС / VAT payer details	
Почтовый адрес / Postal Address	
Руководитель организации (ФИО) / Name of the Head of Company	
Контактное лицо / Contact Person	
Номер телефона / Telephone Number	