



United Nations Population Fund (UNFPA)


Country Office in Ukraine

42-44 Shovkovychna str., Kyiv, Ukraine 01024

• [ukraine.office@unfpa.org](mailto:ukraine.office@unfpa.org) • [ukraine.unfpa.org](http://ukraine.unfpa.org)

Website: [www.unfpa.org](http://www.unfpa.org)

Date: 17/07/2024

DocuSigned by:  
  
 AF2F7147E2B3454...

Aos Zeidan, Supply Chain Specialist

**Invitation to Bid (ITB) No.UNFPA/UKR/ITB/24/06**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the Vehicles (Minivan/minibus) with the following technical specifications:

Item	Quantity	Technical Specifications	
Vehicles	12	<b>Parameters</b>	<b>Description</b>
		Type	Minivan / Minibus
		Color	Preferable color - white
		Number of seats	7 people on board, including the driver Note: Preferred interior layout - design to allow access to people with disabilities from inside the vehicle (i.e. access is not blocked by other passenger seats).
		Emission standard	EURO 5-6
		Fuel	Gasoline / Diesel. Diesel vehicles will receive priority during technical evaluation
		Transmission	Manual or Automatic
		Wheel drive	4WD is preferred; however, 2WD option will also be acceptable
		Safety systems	ABS+ESP+EBD
		Airbags minimum for driver and passenger? / Number of airbags	Minimum requirements: 2 airbags 1 front for driver 1 front for front passenger
		Steering orientation	Left side
		Number of doors	4 - 5, with side windows
		Gross vehicle weight and the Payload (kg)	Gross weight: 1600 - 3500 kg Payload: 750 - 1300 kg
		Engine Displacement	1500 - 2500 cbm (turbocharged engine can be acceptable)

		<i>Number of cylinders</i>	4 (four)
		<i>Ground clearance</i>	140 mm or higher
		<i>Security alarm</i>	Security alarm or immobilizer
		<i>Special Equipment</i>	<p>Special Equipment for Transporting People with Disabilities:</p> <ul style="list-style-type: none"> <li>- A manual or automatic ramp must be installed on the vehicle, accessible from the rear.</li> <li>- The ramp must support a weight load of up to 150 kg.</li> <li>- The ramp must be certified for use in Ukraine, with a simple technical design for ease of use.</li> <li>- The ramp must have an autonomous power supply for independent operation</li> </ul>
		<i>Warranty</i>	<p><u>Duration:</u> minimum two years or 100,000 km from the date of delivery and commissioning</p> <p><u>Repair and Maintenance:</u> Warranty services should include regular maintenance checks and repairs at no additional cost for manufacturer defects. A car warranty covers defects or damage that occurs during regular use and can't be considered normal wear and tear.</p> <p><u>Authorized Service Centers:</u> Warranty services must be carried out by authorized service centers in Ukraine. The bidder must provide a list of these authorized centers along with their locations and contact details.</p> <p><u>Documentation:</u></p> <ul style="list-style-type: none"> <li>- The supplier must provide an official letter indicating the authorized local dealer that will provide warranty services, after-sales support, installation (where applicable), and commissioning.</li> <li>- The supplier must provide a detailed warranty document outlining the terms and conditions, claim procedures, and contact information for warranty services.</li> <li>- A warranty card must be included with each vehicle, indicating the start date of the warranty period.</li> </ul>

Goods should be provided on **DAP (Kyiv, Ukraine) basis.**

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and send to the secure email address indicated below/ not later than **July 31, 2024, at 10:00 AM (Kyiv time)**.

Please ensure to mark your email with the ITB reference number and the words “Sealed bid. Do not open before **July 31, 2024, at 10:00 AM (Kyiv time)**).

Secure email address for bid submission [ua-procurement@unfpa.org](mailto:ua-procurement@unfpa.org)

**Note: Do not submit your bid/proposal to the contact person’s email address!**

Please submit your quotation in **USD currency**. Conversion of currency into the UNFPA 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 competition deadline.

For technical clarifications:

Mrs. Olga Revuk [revuk@unfpa.org](mailto:revuk@unfpa.org)

Mr. Maksym Grechishnikov [grechishnikov@unfpa.org](mailto:grechishnikov@unfpa.org)

Please send your technical questions no later than July 19, 2024 at 10:00 AM (Kyiv time). UNFPA will provide clarifications by email no later than July 23, 2024 at 10:00 AM (Kyiv time).

Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.

**Documents to be submitted with the bid:**

- a. Completed and signed Bid Submission Form (Annex - 1);
- b. Bidders Identification Form (Annex - 2);
- c. Product Item Overview Form (Annex - 3);
- d. Technical bid, including detailed technical specifications, catalogues, and pictures to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents.
- e. Financial bid including the price schedule (Annex - 4);
- f. Warranty letter
- g. The supplier must provide an official letter indicating the authorized local dealer that will provide warranty services, after-sales support, installation (where applicable), and commissioning

**Partial bids are not allowed under this ITB.**

**INCOTERMS 2010:**

- Price of goods should include the delivery on **DAP (Kyiv, Ukraine) basis**.

**Validity of Bid:**

The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

**Delivery Time:**

The maximum allowed delivery time is **90 days** upon issuing of purchase order.

**Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**Contract Award:**

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time, and full acceptance of the UNFPA General Terms and Conditions.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**UNFPA reserves the right to increase or decrease the quantity of the order given in this request for proposals, without changing the price per unit of the product or other conditions.**

**Attachments:**

- **Annex 1 - Bid Submission Form**
- **Annex 2 - Bidders Identification Form**
- **Annex 3 - Product Item Overview Form**
- **Annex 4 - Financial bid (Price Schedule Form)**