

## Support to Nature Protected Areas (SNPA) in Ukraine MENR / KFW

Project Implementation Unit – Steering Division

Project Implementation Unit – Implementation Division (AHT GROUP AG)

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### Request for Bid Solicitation (RBS)

At least three interested, competent dealers	DATE: 28 February 2017
	REFERENCE: QSM-2017-1-PA-CBR-car

Dear Sir / Madam:

We kindly request you to submit your Proposal to supply: ***one 4WD field ranger car with medium level clearance and low consumption for Carpathian Biosphere Reserve***

Therefore, please find herewith the present RBS with Conditions of Purchase and other annexes. Please be guided by the forms in Annex 2 attached hereto in preparing your Proposal.

The maximum value of supplies must not exceed EUR 20.000.

Proposals may be submitted in a sealed envelope on or before **17:00 (GMT+3) on June 30<sup>th</sup>, 2017** to the address below:

Shevchenka Str., 70, apt. 1, Lviv, 79039 Ukraine

#### ***By courier mail or delivery upon signature***

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by AHT GROUP AG after it has received the Proposal.

Please be advised that AHT GROUP AG is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with preparation and submission of a Suppliers Proposal, regardless of the outcome or the manner of conducting the selection process.

AHT GROUP AG implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against AHT GROUP AG, as well as third parties involved in AHT GROUP AG activities.

Kindly inform the Procurement officer/Team leader by email (stefanyshyn@snpa.in.ua/  
brombacher@snpa.in.ua) within 3 days that you have received this invitation letter. Please inform AHT Group  
AG not later than 5 days after reception of this invitation letter that you will submit your Proposal.

Yours sincerely,

Solomiya Stefanyshyn, National Procurement and Financial Officer  
Support to Nature Protected Areas in Ukraine  
Project Office: Shevchenka Str., 70, apt. 1, Lviv, 79039 Ukraine  
Email: stefanyshyn@snpa.in.ua  
Phone (office): +380 032 2330423

Attachment:

Annex 1. Conditions of Tender  
Annex 2 Form for Submitting Supplier's Proposal  
Annex 3. Declaration of Undertaking  
Annex 4. Terms of Reference

Project: "Support of Nature Protected Areas in Ukraine"

BMZ Project Numbers: 2011.6612.3 and 2013.6588.1. financed from the loan funds provided by the Government of the Federal Republic of Germany through KfW pursuant to the Agreement between the Cabinet of Ministers of Ukraine and the Government of the Federal Republic of Germany on Financial Cooperation (allocation 2011, 2012 and 2013) dated 10.05.2015, implemented by AHT GROUP AG (the leading partner of the consortium in association with WWF International Danube-Carpathian Programme, Frankfurt Zoological Society (FZS), and Ukrainian Society for the Protection of Birds (USPB))

## **Conditions of Purchase**

For: Procurement of one 4WD field ranger car with medium level clearance and low consumption for Carpathian Biosphere Reserve

Date: 28 February 2017

RBS Number: QSM-2017-1-PA-CBR-car

### **General**

The rules of the present RBS are in accordance with the latest version of the SNPA Manual of Procedures governing the procurement of Quick-Start Measures. These procedures are compliant with the general KfW Guidelines for the procurement of supplies.

### **Project Executing Agency**

The Project Executing Agency is AHT GROUP AG (the leading partner of the consortium in association with WWF International Danube-Carpathian Programme, Frankfurt Zoological Society (FZS), and Ukrainian Society for the Protection of Birds (USPB). The present purchase is carried out by AHT GROUP AG.

The project is delivered within the framework of the German Financial Cooperation (FC) through the KfW Development Bank. Beneficiary of the KfW disposition fund is the Ministry of Ecology and Natural Resources of Ukraine (MENR).

### **Presentation of Proposal**

The Proposal should be submitted to the following address:

AHT GROUP AG

Att. Michael Brombacher, Team Leader/ Authorized representative

Solomiya Stefanyshyn, National Procurement and Financial Officer

Project: "Support to Nature Protected Areas in Ukraine"

Address: Shevchenka Str., 70, apt. 1, Lviv, 79039 Ukraine

The package shall display the following information:

- the address where proposals are to be sent
- the title of the RBS;
- the Dealer's name;
- Marking

**"Call for RBS – To be opened only by the PIU-ID Evaluation Committee"**

**"Документація для ПЗ – відкривати лише представником тендерного комітету ГВП-ПВ "**

### **Language of the Proposal**

The Proposal as well as all communication related to the present Purchase shall be prepared in English language.

### **Submission of Proposal**

The Proposal should be sent by courier mail/delivery upon signature or delivered in person, against confirmation of receipt

The deadline for receipt of proposals is specified in the RBS. No public submission meeting is foreseen. All proposals received after that deadline will be rejected automatically without being evaluated. In the course of preparing the proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline.

### **Validity period of Proposal**

The period of validity of the Proposal is **60 days** from the deadline for receipt of Proposals.

### **Request for additional information**

Any question, communication or request for additional information concerning this RBS are only permitted in writing by e-mail to the AHT GROUP AG National Procurement and Financial Officer (stefanyshyn@snpa.in.ua), or Team Leader (brombacher@snpa.in.ua) up to 10 days before the deadline for the submission of the proposals.

### **Project visibility requirements**

The car should be branded according to the Visibility Branding Requirements (will be provided). For approximate costs estimation please consider a sticker that should be placed on the back of the car. It will contain 3 color logos and a text (372 symbols with spaces), should be readable and last at least for 6 years. The layout for printing will be designed after the model of a car is defined and will be provided to the contractor. The contractor should cover costs of producing and installation of a sticker on a car.

## **PAYMENT CONDITIONS**

### **Currency**

All payments will be made in UAH.

### **Taxes and duties**

The Dealer shall prepare his offer under the assumption that he shall be exempted from all taxes, duties, levies and other charges. AHT GROUP will supply the Contractor with the document from the Ministry of Economy to compensate the respective amounts.

AHT GROUP AG is exempt from all taxes, customs duties and charges. The Registration Card of the Project No. 3450 was issued by the Ministry of Economic Development and Trade of Ukraine on 5th August 2016 is valid from May 1st, 2016 to April 30th, 2022. The registration card gives the following additional information:

“Pursuant to Article 3 of the Agreement dated February 03, 2016: “Goods and transactions with goods, works and services financed with grant money indicated in clause 1 Article 1, are exempt from duties and other taxes and duties which are applied in the territory of Ukraine. This also concerns transactions conducted via local management funds, which may be created for the purposes of project. Goods, works and services procurement plan submitted for registration.”

### **Terms of Payment**

Payments are made by bank transfer from the AHT GROUP AG account to the Dealer within 5 working days upon the reception by AHT GROUP AG of:

- The delivery order duly signed by the Recipient,
- The original reception protocol signed by the co-contractor, the Recipient and AHT GROUP AG,
- The original invoice with two copies.
- Invoices are issued after signing the Acceptance report of provided works and services.

### **Proposal EVALUATION**

The Proposal will be technically and financially verified by AHT GROUP AG, who establishes a Bid Solicitation evaluation report and proposes the selection of the technically compliant offer at the lowest price to the MENR PIU-SD for approval. AHT Group AG issues the purchase order within 5 working days after the reception of PIU-SD approval.

## Description of Requirements

Context of the Requirement. Project name:	QSM-2017-1-PA-CBR-car Project: "Support of Nature Protected Areas in Ukraine", BMZ Project Numbers: 2011.6612.3 and 2013.6588.1
Brief Description of the Supply	Supply of one 4WD field ranger car with medium level clearance and low consumption for Carpathian Biosphere Reserve
Place of delivery	Address: Shevchenka 70/1, Lviv 79039 Ukraine
Deadline for delivery	not later then 1 months after the contract commencement date
Currency of Proposal	- UAH Payment is done in UAH
Value Added Tax on Price Proposal	must be exclusive of VAT and other applicable direct or indirect taxes and duties
Validity Period of Proposals (Counting for the last day of submission of quotes)	- 60 days In exceptional circumstances, AHT GROUP AG may request the bidder to extend the validity of the Proposal beyond what has been initially indicated in this RBS. The bidder shall then confirm the extension in writing. Modifications to the proposal are not allowed.
Person(s) to review/inspect/ approve outputs and authorize the disbursement of payment	AHT GROUP AG Team Leader
Type of Contract to be Signed	1. Supply Contract
Criteria for Contract Award	1. Lowest Price Quote among technically responsive offers
Criteria for the Assessment of Proposal	The technically compliant offer at the lowest price received by AHT GROUP AG. <b>Administrative Requirements:</b> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization's legal status and registration, Document of official car dealer</li> <li>✓ Offers must comply with general administrative requirements: <ul style="list-style-type: none"> <li>a) Properly registered company/organization;</li> <li>b) At least 5 (five) years presence on the Ukrainian market</li> </ul> </li> </ul> <b>Official car dealer certificate of a particular brand</b>
AHT GROUP AG will award the contract to:	One and only one Supplier
Annexes to this RBS	Form for Submission of Proposal (Annex 2, Annex 3)
Contact Person for Inquiries (Written inquiries only)	Solomiya Stefanyshyn, National Procurement and Financial Officer e-mail: <a href="mailto:stefanyshyn@snpa.in.ua">stefanyshyn@snpa.in.ua</a>
Documents to be submitted in proposal	<ul style="list-style-type: none"> <li>• Dully filled in and Signed Form for Submission of Proposal (Annex 2)</li> <li>• Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any)</li> <li>• Declaration of Undertaking (Annex 3)</li> <li>• Financial statements (Copies of income/balance statements for last 3 years)</li> </ul>