

# REQUEST FOR EXPRESSION OF INTEREST (EOI) FROM POTENTIAL SUPPLIERS (BIDDERS) FOR THE SUPPLY, DELIVERY AND INSTALL FURNITURE FOR ADMINISTRATIVE SERVICE CENTERS

EOI # UA-NIRAS-EOI-FR-2019-1.02 DATED: 06.03.2019

In compliance with the Delegation Agreement between the Swedish International Development Cooperation Agency (Sida) and the EU Delegation in Ukraine, Sida has the overall responsibility for implementation of the second component of the "U-LEAD with Europe" Programme (C2) that aims at improving accessibility to national, regional and local administrative services through establishment of up to 600 Administrative Service Centres (ASCs) across Ukraine, as well as through development of IT solutions that will enhance exchange of data needed for delivery of the services concerned. The programme (C2) has been divided into an inception phase, implemented from October 2016 through April 2018 and a roll-out phase, launched in March 2018.

The first round of participant's selection was launched on March 1, 2018, within the Roll-Out Phase of U-LEAD with Europe's Support to Improved Administrative Service Delivery. The Roll-Out Phase 2018-2020 focuses on creation and upgrading of up to 600 administrative service centers (ASCs), including the establishment of the information and communication infrastructure of the ASCs, to provide high-quality and accessible services to the population.

The key objective of the Program is to support the creation of the ASCs in the amalgamated territorial communities (hromadas) and in the communities that are in the process of amalgamation. Territorial communities of villages, towns and cities with the number of residents from 5 to 50 thousand can apply for support from this Program as well. There is also an option of submitting of a joint application from several local self-government bodies. The Roll-Out Phase will be carried out in four rounds - each will include cooperation with approximately 150 communities.

All rounds include the following support:

- Institutional support of the ASCs: establishment of the ASCs institutional structure, staff training, raising awareness and inclusion of the citizens;
- Physical support: supply of furniture, office equipment, software, development of the new design of the ASC;
- Special types of assistance that include setting up an electronic queue system and mobile ASCs.

As the result of first round, the applications of 112 hromadas have been accepted.

The NIRAS Sweden AB (NIRAS) is operating according to the signed contract with Sida for the first round.

In the framework of the first round NIRAS invites interested Bidders to submit their Expression of Interest for supply, delivery and install furniture (hereinafter – Goods) for administrative service centers in 2019 according to this document.

Please note that this is not a request for proposals. Only potential suppliers with confirmed experience in similar assignments, with relevant experienced staff that provided the above requested information would be considered for pre-qualification and may be subsequently invited to submit their proposals.

NIRAS is under no obligation to invite any potential supplier that has responded to this Expression of Interest to participate in the submission of proposal.

NIRAS reserves the right to accept or reject any or all EOI without assigning the reason.

For more details – see attached Annex-1.

Interested potential suppliers are requested to submit:

I. Signed EOI letter (attached as Annex-2);

II. Completed EOI form (attached as Annex-3);

III. Copy of the registration documents or unique request number for the document formed on <https://usr.minjust.gov.ua/ua/extractsearch> with detailed registration data.

IV. At least two reference letters from former or current customers who were supplied with similar goods and services.

All pages of EOI should be signed by duly authorized person and sealed with company stamp (if any).

The signed and stamped hard copy should be scanned (in color) into one multipage pdf-document.

The file name should be “UA-NIRAS-EOI-FR-2019-1.02-[number].pdf”, where [number] – tax registration number of potential supplier.

Pdf-document with completed EOI forms along with the above listed documents should be submitted by e-mail with the subject clearly marked “UA-NIRAS-EOI-FR-2019-1.02: Request for Expression of Interest for supply, delivery and install furniture for administrative service centers”  
[ulead.procurements@niras.com](mailto:ulead.procurements@niras.com).

Closure date for submission: 19 March 2019, 17:00 (Kyiv time).

Should you have any further queries regarding EOI, do not hesitate to write to:

[ulead.procurements@niras.com](mailto:ulead.procurements@niras.com) with the subject clearly marked “UA-NIRAS-EOI-FR-2019-1.02”

## Details of request: Supply, delivery and install furniture for administrative service centers

### 1.1 Territorial communities who are beneficiaries

The list of 112 territorial communities who are recipients of goods could be found at the link below:  
<https://tsnap.ulead.org.ua/hromadas/?stage=1-raund&application-status=stage-4>.

### 1.2. Specification of goods for delivery

Detailed requirements for each type of goods could be find here:

<https://tsnap.ulead.org.ua/wp-content/uploads/2018/10/Dosvid-fizychnogo-stvorennya-TSNAP.pdf>  
 (Chapter 6, pages 89-122).

### 1.3. Amount of deliveries

Detailed requirements for each type of goods are given in table 1.3 below. All amount of delivery will be divided into lots.

Table 1.3 – Goods quantities

ID of goods	Type of equipment	Approx. quantity
F1	Work desk	126
F2	Work desk	734
F3	Work desk	6
F4	Dining table	102
F5	Conference table	31
F6	Reception desk variant 1	39
F7	Reception cabinet	36
F8	Portable cabinet	762
F9	Cabinet for printer	470
F12	Wardrobe cabinet	84
F13	Wardrobe	23
F14	Sofa	399
F15	Turning office armchair	807
F16	Office armchair for guests	2727
F17	Kids chair	90
F18	Kids chair	90
F19	Kids desk	90
F20	Metal safe box	249
F21	Metal cabinet	63
F27	Metal rack	369
F28	Flowerpot	788
F29	Tool cabinet	6
F37	Kitchen cabinet	47
F38	File cabinet	991
F50	Changing table	112

### 1.4. Terms of delivery and related services

Normal delivery time for the goods and providing the related services is not more than 60 calendar days. The related services that should be provided with the goods shipping are in the Table 1.4. The price of all the related services should be included in cost of delivery. No additional payments or fees are allowed.

Table 1.4 - Related services

1	Packing	The packing should ensure the integrity and safety of goods
2	Transportation	The transportation to the location of using is the responsibility of supplier.
3	Loading / Unloading	The supplier should ensure the loading and unloading services
4	Installation	All the needed assembly/installation/tuning services should be provided by supplier
5	Insurance	The insurance during the all stages of delivery processes is responsibilities of supplier. All defects and problems with goods should be eliminated before transferring goods to the beneficiaries
6	User manual providing	Supplier should provide goods with the user manuals and other instruction provided by the manufacturer
7	Warranty sheet providing	Supplier should provide the sealing and signed warranty sheet with addresses of services centers

### 1.5. Basic financial requirements

No prepayments for contract less than 30 000 EUR is foreseen.

For contracts with amount of more than 30 000 EUR the advance payment of not more than 25% is possible. The customer reserves the rights to demand contract (bank) guarantee in this case.

The final payment of each delivery will be done during two weeks after certificate of delivery signing and invoice receiving.

The prices should not include VAT.

Currency of payments is EUR.

## Expression of interest

To: NIRAS Sweden AB

Dear Sir/Madam,

We, the undersigned, would like to express our organization's interest in participation in pre-selection for:

Supply, delivery and install furniture for Administrative Service Centers in accordance with NIRAS request for Expression of Interest No. UA-NIRAS-EOI-FR-2019-1.02.

We are hereby submitting our EOI containing the following documents:

- Completed EOI Form
- Copy of the registration certificate of the organization;
- Copies of the reference letters from former or current customers.

We understand that this expression of interest does not entail any commitment on the part of NIRAS.

Yours faithfully,

Authorized Signatory: \_\_\_\_\_

Name and Title of Signatory:

Current date:

Name of potential supplier:

Address:

## EOI Form

**a. General Information**

*Please, fill the form below*

1	Name of potential supplier	
2	Registration No. and status of company in Ukraine	
3	Date of Establishment	
4	Working in Ukraine since	
5	Physical Address	
6	Contact Person (principal): Name: Designation: e-mail: phone:	
7	Contact Person (alternate): Name: Designation: e-mail: phone:	

**b. Territories of operating**

*Please indicate the oblasts where your company is ready to deliver goods and services (by selecting one of the following options):*

*Option 1: All Ukraine;*

*Option 2: Selected regions: (1) Nord and Center, (2) East and South, (3) West (choose one or two);*

*Option 3: Selected oblasts (count the name of oblasts)*

**c. Finance**

*Describe the financial state of the company and abilities to deliver goods and services without prepayment*

**d. Implemented projects**

*Please provide a brief description of similar deliveries successfully provided by your company in Ukraine during the last five years with the budget not less than 25 000 EUR, as per below format (at least 2 examples with reference letters):*

Order number	
Name of customer	
Location	
Brief description of goods and services	
Actual time of delivery after contract signing, including services (months)	
Contact person(s): name, position, phone, e-mail	
Other important notes	

**e. Approach to successful deliveries**

*Please, briefly describe your model of delivery if you will be awarded for contract with at least 50 hromadas.*

**f. Other relevant information**

*Additional/complementary information can be attached as Annex.*

Authorized Signatory: \_\_\_\_\_

Name and Title of Signatory: