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REQUEST FOR PROPOSAL RFP 090/18 re-submission

NAME & ADDRESS OF FIRM	DATE: November 1, 2018
	REFERENCE: Development and Establishment of a Preliminary Electronic Data Interchange System at Armenian-Iranian and Armenian-Georgian Border Crossing Points

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development and Establishment of a Preliminary Electronic Data Interchange System at Armenian-Iranian and Armenian-Georgian Border Crossing Points. (the detailed TOR is attached separately as Annex 1a).**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals need to be submitted on or before **Thursday, 15 November 2018, 4:00 pm** local Yerevan time (GMT +4) via email to the following e-mail address: tenders.armenia@undp.org

Proposals submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Please note that proposals received through any other e-mail address will not be considered.

Your Proposal must be expressed in the English, and valid for a minimum period of 60 calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit / UNDP Armenia

Description of Requirements

Context of the Requirement	Development and Establishment of a Preliminary Electronic Data Interchange System at Armenian-Iranian and Armenian-Georgian Border Crossing Points
Implementing Partner of UNDP	State Revenue Committee of RA
Brief Description of the Required Services ¹	As per attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	As per attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Arsen Avetisyan, Project Manager for MIBMA Project
Frequency of Reporting	Monthly
Progress Reporting Requirements	On regular basis
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	180 days
Target start date	December, 2018
Latest completion date	June, 2019
Travels Expected	Bavra, Bagratshen, Gogavan and Meghri communities of Armenia
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>A Terms of Reference which will serve as a basis for the Contractor to carry out the System's programming activities</td> <td>30%</td> <td>1 month after contract signing</td> <td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>The System which is tested and rolled out</td> <td>40%</td> <td>4 months after contract signing</td> </tr> <tr> <td>A System User Manual which will meet the requirements specified in article 3 (Scope of Work) "Provision of Training" of this Terms of Reference</td> <td>30%</td> <td>6 months after contract signing</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	A Terms of Reference which will serve as a basis for the Contractor to carry out the System's programming activities	30%	1 month after contract signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	The System which is tested and rolled out	40%	4 months after contract signing	A System User Manual which will meet the requirements specified in article 3 (Scope of Work) "Provision of Training" of this Terms of Reference	30%	6 months after contract signing
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Person(s) to review/inspect/ approve outputs/completed	Arsen Avetisyan, Project Manager for MIMBA project, UNDP Armenia																	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> <u>Expertise of the Firm - Maximum obtainable points: – 400</u></p> <ul style="list-style-type: none"> - Minimum 3 years' experience in ICT, max: 100; - Experience in multifunctional software design, installation and technical support in electronic system management, max: 100; - Proven success in the establishment of electronic management systems in the area of government administration in recent 2 years; max: 100; - Experience in working with modern hardware server solutions and software platforms; Experience in ensuring systems compatibility to find highly productive and reliable solutions; max: 100; <p><input checked="" type="checkbox"/> <u>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan, technical capacity - Maximum obtainable points: 300</u></p> <ul style="list-style-type: none"> - The detailed description of implementation methods and organisational approaches, milestones, timeframe and detailed budget breakdown (see budget breakdown template attached)- max 300. <p><input checked="" type="checkbox"/> <u>Management Structure and Qualification of Key Personnel - Maximum obtainable points: 300</u></p> <ul style="list-style-type: none"> - Project manager (Development Team leader), an expert with a minimum 5 years and more experience in the design of electronic management systems in the area of customs operations, max: 150 - Software Engineers 5 years and more experience in the design of electronic management systems, max: 75 - Training specialists, 5 years and more experience in the IT trainings max: 75 <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> TECHNICAL PROPOSAL EVALUATION FORM (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Unit, UNDP Armenia</i> procurement.armenia@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE
on the Development and Establishment of a Preliminary Electronic Data Interchange
System at Armenian-Iranian and Armenian-Georgian Border Crossing Points

1. Project Background

The introduction and use of modern automated information systems in customs operations is one of the most important strategic areas adopted by the State Revenue Committee (hereinafter called the “SRC”) of the Government of the Republic of Armenia facilitating customs procedures and making them more transparent, ensuring smooth and fast border crossing procedures, and efficient customs control. Global experience points to the importance of preliminary electronic data interchange between customs authorities of neighboring countries for risk management, reduction of border crossing time and ensuring effective customs control at border crossing points.

Based on the above, it is envisaged to carry out preliminary electronic data interchange on international movement of transport vehicles and goods during border crossing between the RA Government SRC and the Customs Department of the Islamic Republic of Iran, and the RA Government SRC and the Revenue Service of the Ministry of Finance of Georgia.

To automate operations and procedures carried out by the customs authority and align them with modern requirements, the RA Government SRC has developed and established a “one window” RA foreign trade national portal and continues modernizing it.

Within the framework of the project, it is planned to introduce a new component to the “one window” RA foreign trade national portal – an electronic system (hereinafter the “System”) which will ensure preliminary interchange of electronic data with the customs authorities of the neighboring countries (the Islamic Republic of Iran, and Georgia) and interaction with other components of the “one window” RA foreign trade national portal through integration.

This Terms of Reference establishes the main requirements for the development and introduction of the above-mentioned component.

2. Aim of the Project

The aim of the project is to enhance the efficiency of customs control over transportation vehicles and goods during border crossing through the use of modern technologies and cooperation with the customs authorities of the neighbouring countries reducing the time spent on customs procedures. Preliminary electronic data interchange will allow targeted control due to received preliminary data. At the same time, preliminary electronic data interchange will allow reducing the time for customs clearance of transportation vehicles and goods through cooperation between the neighbouring countries due to the exclusion of duplication of a number of actions. Introducing efficient preliminary electronic data interchange will allow developing cooperation with the customs authorities of the neighboring countries taking it onto an electronic platform for the purpose of optimization and increased efficiency.

Due to the integration of the System with other components of the “one window” RA foreign trade national portal, it will be used also for data processing, analysis and reporting including in conformity with the requirements of the EAEU customs legislation.

3. Scope of Work

- **Analysis and Infrastructure Architecture Development** – The Contractor will undertake to study and analyze the legal framework, business processes related to the introduction of the System and the “one window” RA foreign trade national portal and opportunities of integrating the latter with the System.
- **Development of a Project Management Plan** – To ensure smooth and proper Project implementation, the Project Management Plan will identify the measures required for the introduction of the systems, their implementation time frames, interconnections, resources, etc.
- **Development of a Terms of Reference** – Based on the implemented analysis, the Contractor shall develop a Terms of Reference following the structure outlined below (depending on the characteristics of the system, changes in the Terms of Reference are possible as and when agreed with the Project Owner).

1. Introduction

- 1.1. Current Status
- 1.2. Participants
- 1.3. Purpose
- 1.4. References
 - 1.4.1. Composing documents
 - 1.4.2. Associated documents
 - 1.4.3. Terms
 - 1.4.4. Acronyms

2. Brief Description of the Information System

- 2.1. Subsystems

3. Functional requirements

- 3.1. Functional Overview
- 3.2. Detailed Description of Functions
- 3.3. Detailed Description of Interface

4. Technical Requirements

- 4.1. Structural Description of Information Flows
- 4.2. Description of Information
- 4.3. Description of Input Information
- 4.4. Description of Output Information
 - 4.4.1. Full Description of the Database

Implementation methodology and programming language, selection of database and operation system

- **Testing** – Before its goes in production, the System will be tested in a testing environment to allow considering all possible instances and scenarios of utilization.
- **Ensuring Flexibility and Interoperability** - Configuration changes and upgrades will be scheduled and be easily performed without affecting the normal operation of the System. The System will ensure sending and receiving preliminary electronic data with the customs authorities of the neighboring countries and subsequent data processing as well as be integrated with the “one window” RA foreign trade national portal and other systems. Configuration changes and upgrades will ensure efficient interaction including Preliminary Information, Goods Declaration, Transit Declaration, Customs Entry Order, Report Generation System, Unified Document Archive, Risk Management System, and Preliminary Decision on Goods Classification, Rules Management System, and User Management Elements.
- **Language Choices in the System** – The System interface will be in three languages: Armenian, English and Russian. It should allow entering dictionary (descriptive) tables in three languages: Armenian, English and Russian.
- **Servicing** – The Contractor will provide one-year warranty servicing of the System.
- **Provision of training** - The Contractor will provide training on the System for 120 users. The training session(s) will conform to the following conditions:
 - Before the training, the Contractor will present to the RA Government SRC a description of the training course which will include but not be limited to the following:
 - ✓ Course name
 - ✓ Aim of the course
 - ✓ Training methods
 - ✓ Duration of the training and number of participants per course
 - ✓ Description of the course contents and plan
 - ✓ Trainer’s qualification and experience.
 - During the training, the trainer will present System User Manuals expected to include the following as a minimum:
 - ✓ Description of the system/sub-system
 - ✓ Description of functions
 - ✓ Description of the messages including description of messages about system errors
 - ✓ Practical examples /images
 - ✓ Description of systems restoration processes and backup (for IT staff).
 - Training will be conducted in Armenian. If the Contractor hires a foreign expert to provide training, the related translation services will be paid for by the Contractor.
 - All information and knowledge provided during the course(s) will be documented, and the Contractor will submit all the documents and training materials to the RA Government SRC in both print and electronic versions.

4. Main System Requirements

1. The System will provide for the formulation and sending of messages in defined

formats for preliminary electronic data transmission. The datasets to be sent to the Customs Department of the Islamic Republic of Iran and to the Revenue Service of the Ministry of Finance of Georgia are provided respectively in Annex 1a-1 and Annex 1a-2 of this Terms of Reference. Messages will be formulated through data receipt from the related systems of the “one window” RA foreign trade national portal (e.g., Goods Declaration, Transit Declaration, and Customs Entry Order) and automatic completion of the related message fields. There may be changes in the dataset intended for interchange.

2. The System will allow receipt of messages from the Customs Department of the Islamic Republic of Iran and the Revenue Service of the Ministry of Finance of Georgia by datasets provided in Annex 1a-1 and Annex 1a-2, exporting, processing and transmitting the messages to other systems of the “one window” RA foreign trade national portal (e.g., Goods Declaration, Transit Declaration, and Customs Entry Order).
3. The System will allow changes in messaging datasets with minimal use of programming tools, depending on future cooperation developments with the Customs Department of the Islamic Republic of Iran and the Revenue Service of the Ministry of Finance of Georgia.
4. Received and sent messages will be stored in the System’s database and shall be accessible for utilization and query using search and filter capabilities of the system. The system will also allow processing, and receiving and exporting reports in Excel and PDF formats of subsequent data.
5. The system will be integrated with the “one window” RA foreign trade national portal, matching with the general rules, principles and logic of its operational systems to ensure required interaction between the systems. The system will be integrated with and interact, in particular, with systems such as Preliminary Information, Goods Declaration, Transit Declaration, Customs Entry Order, Report Generation System, Unified Document Archive, Risk Management System, Preliminary Decision on Goods Classification, Rules Management System, User Management, and Information Table Management.
6. The system will be designed in the way to allow establishing similar preliminary data exchange with customs authorities of other countries when required. In the event of a related expansion of the System, a separate project will be implemented.

5. Deliverables

As a result of the implemented work, it is expected that the RA Government SRC will have:

1. a Terms of Reference which will serve as a basis for the Contractor to carry out the System’s programming activities;
2. a System which is tested and rolled out;
3. a System User Manual which will meet the requirements specified in article 3 (Scope of Work) “Provision of Training” of this Terms of Reference.

By the end of the Project, activities for the integration of the System’s RA Government SRC server infrastructure with the “one window” RA foreign trade national portal will be completed. The functions of sending and receiving messages will be fully tested. Depending on

the course of negotiations with the Customs Department of the Islamic Republic of Iran and the Revenue Service of the Ministry of Finance of Georgia, a final testing of the System as relates to sending and receiving messages may be implemented after the completion of the Project, during warranted servicing, provided that the parties will have the related technical and programming facilities available and accessible for the integration.

The results of activities implemented within the framework of the Project shall be transferred to RA Government SRC as a final owner of the system. The Contractor will transfer all the results including the source codes, descriptive documents, system configuration files, etc for use in the territory of the Republic of Armenia and further changes as required.

6. Contractor Qualifications

- Minimum 2 years' experience in ICT
- Experience in multifunctional software design, installation and technical support in electronic system management;
- Proven success in the establishment of electronic management systems in the area of government administration in recent 2 years;
- Experience in working with modern hardware server solutions and software platforms;
- Experience in ensuring systems compatibility to find highly productive and reliable solutions;
- Workforce with related qualifications including at least 1 expert with a minimum 5 years' experience in the design of electronic management systems in the area of customs operations.

**MINIMUM DATASET OF MESSAGES FOR EXCHANGE WITH THE CUSTOMS
DEPARTMENT OF THE ISLAMIC REPUBLIC OF IRAN**

No.	DATA ELEMENTS INCLUDED IN EXCHANGED MESSAGES	DESCRIPTION	FORMAT	NOTES
1.	Declaration type	Code for the name of the document	an..3	SAD, T1 or TIR
2.	Transportation registration number of	Special document identifying registration number	an..35	
3.	Code of the country of destination	Identification of the country or of the name of other geographic entity as specified in ISO 3166 and UN/ECE Rec 3	a2	ISO 3166-1 2-alpha code
4.	Code of the sending/exporting country	Specify country from which goods were initially exported irrespective of whether or not a commercial transaction took place in intermediary countries	a2	ISO 3166-1 2- alpha code
5.	Declaration date	Date of issuance of declaration and date of signing the declaration as required or validating date otherwise	day/month/year hour/minute/seco nd	
6.	Sender of goods	Name [and address] of the party sending goods as appears in the transportation contract provided by the party ordering transportation*	an..70	<u>Optional data element</u>
7.	Recipient	Party's name [and address] in whose name the goods are sent**	an..70	<u>Optional data element</u>
8.	Total packages	Total number of packages in entire declaration/consignment	n..8	
9.	Specification on load box transportation	Specify whether or not goods are transported using load boxes	n1	

No.	DATA ELEMENTS INCLUDED IN EXCHANGED MESSAGES	DESCRIPTION	FORMAT	NOTES
10.	Total invoice value	Total value of all invoices declared in one declaration	n..16,2 (Variable divider with maximum decimal digits as specified)	<u>Optional data element</u>
11.	Currency of invoice	Code for the monetary unit or currency	a3	EDIFACT codes - (ISO 4217 3-alpha code).
12.	Mode of transportation at border	Means and mode of transportation used for border crossing, codified	an..4	UN/ECE Rec.28
13.	Identification data of means of transportation at departure	Identifying means of transportation used when presenting cargo for customs examination within the context of the declaration of goods	an..35	
14.	Identification data of means of transportation crossing the border	Name of means of transportation used for crossing the border for the purpose of identification	an..35	
15.	Number of goods units	Serial number of goods in the list	n..5	
16.	Description of goods	Description of the nature of the unit of goods sufficient for its identification for customs, statistical or transportation purposes	an..512	

No.	DATA ELEMENTS INCLUDED IN EXCHANGED MESSAGES	DESCRIPTION	FORMAT	NOTES
17.	Gross volume (kg)	Weight of the serial unit of goods including packaging but excluding transportation equipment	n..11,3 (Variable divider with maximum decimal digits as specified)	

**Data on the Sender of goods is not provided when the Sender of goods is a citizen of the Republic of Armenia, and the Party providing preliminary electronic data is the State Revenue Committee of the Government of the Republic of Armenia.*

*** Data on the Receiver of goods is not provided when the Receiver of goods is a citizen of the Republic of Armenia, and the Party providing preliminary electronic data is the State Revenue Committee of the Government of the Republic of Armenia.*

Note: Parties may add other data elements for technical considerations, as required (e.g., other IRUTIR-EPD data elements, identification data for the means of transportation provided that the goods have been reloaded from one means of transportation onto another).

The following elements relate to means of motorized cargo transportation declared as empty at the time of crossing the border

No.	DATA ELEMENTS INCLUDED IN EXCHANGED MESSAGES	DESCRIPTION	FORMAT	NOTES
1.	Type of Declaration	Code specifying document name	an..3	
2.	Date of Declaration	Date of issuance of declaration and date of signing the declaration as required or validating the date otherwise	day/month/year hour/minute/second	Date and time of departure of the means of transportation
3.	Identification data of active means of transportation crossing the border	Name of the used means of transportation at crossing the border for the purpose of identification	an..35	
4.	Country of active means of transportation crossing the border	Country of the active means of transportation used for crossing the border, codified	an3	
5.	Code of country of destination	Identification code of the country or of the name of other geographic entity as specified in ISO 3166 and UN/ECE Rec 3	a2	ISO 3166-1 2-alpha code

**MINIMUM DATASET OF MESSAGES FOR EXCHANGE WITH THE REVENUE SERVICE OF
THE MINISTRY OF FINANCE OF GEORGIA**

```

<BC>
<ID>Single ID </ID>
<DATE>Date of message </DATE>
<CUST_ID>Customs Control Code </CUST_ID>
<BOX_T1> About goods
    <Box0> Direction </Box0>
    <Box1> Type of Declaration </Box1>
    <Box2A> Exporter's/Sender's Tax Payer Registration Number </Box2A>
    <Box2B> Name and address of Exporter/Sender </Box2B>
    <Box3> Number of pages </Box3>
    <Box7> Registration (reference) number </Box7>
    <Box8A> Importer's/Recipient's Tax Payer Registration Number </Box8A>
    <Box8B> Name and address of Importer/Recipient </Box8B>
    <Box15> Country of exporting </Box15>
    <Box17> Country of destination </Box17>
    <Box21A> Identification of means of transportation (plate number) </Box21A>
    <Box21B> Country of registration of the means of transportation </Box21B>
    <Box25> Type of means of transportation </Box25>
    <BoxN> IRU carnet number </BoxN>
    <BoxS> Seal number </BoxS>
<ItemList>
    <Item>
        <Box31A> Description of goods </Box31A>
        <Box31B> Number of packages </Box31B>
        <Box31E> Load box number </Box31E>
        <Box33> Code of the goods (4 or 6 characters) </Box33>
        <Box34> Country of origin </Box34>
        <Box35> Gross weight (kg) </Box35>
        <Box46d> Value of the goods </Box46d>
        <Box46d1> Currency code </Box46d1>
    
```


</Item>

</ItemList>

</BOX_T1>

Field number and name	Description	Type	Name as per World Customs Organization (WCO)	WCO description	WCO format	List of Codes
Box0	Direction 1- Exporting 2-Transit	Mandatory	State procedure, codified	Procedure code	an..7	EDIFACT codes (7365) for customs service. User codes, classified in accordance with the revised Kyoto Convention
Box1	Declaration type (T1, TIR, , SAD , TWB , (Transport Waybill))	Mandatory	Document name, codified	Code of document name	an..3	EDIFACT codes (1001) or User codes
Box2A	Exporter's/Sender's registration number	Is mandatory for Single Administrative Document (SAD)	Sender's registration number	Enter registration number of the Party sending goods as specified by the Party ordering transportation in the transportation contract	an..17	International codes (op.' DUNS, EAN) or User codes
Box2B*	Exporter's/Sender's full name and address*	Mandatory*	Sender's name *	Name [and address] of the Party sending goods as specified by the Party ordering transportation in the transportation contract*	an..70	
Box7	Registration (reference) number	Mandatory	Document registration (reference) number	Registration (reference) number identifying certain document	an..35	
Box8A	Importer/Recipient registration	Optional	Recipient registration number	Registration number of Party receiving goods	an..17	International codes (op.' DUNS,

	number			in whose name goods are sent		EAN) or User codes
Box8B	Importer's full name and address **	Mandatory**	Recipient's name **	Name [and address] of the Party in whose name the goods are sent **	an..70	
Box15	Country of export	Mandatory	Export country, codified	Country specified from which goods were initially exported irrespective of whether or not a commercial transaction took place in intermediary countries	a2	EDIFACT codes (3207) = ISO 3166-1 2-alpha code
Box17	Country of destination	Mandatory	Destination country, codified	Name of country of destination is specified	a2	EDIFACT codes (3207) = ISO 3166-1 2-alpha code
Box21A	Identification data of means of transportation crossing the border (plate number)	Mandatory	Identification data of transportation vehicle crossing the border		an..35	
Box21B	Country of registration of means of transportation crossing the border	Mandatory	Country of registration of means of transportation crossing the border, codified	Country of registration of active means of transportation crossing the border, codified	a2	EDIFACT codes (8453)
Box25	Type of means of transportation crossing the border	Mandatory	Type of means of transportation crossing the border, codified	Type of means of transportation used to cross the border, codified	an..4	EDIFACT codes(8179) / UN/Recommendation 28
Box31A	Description of goods	Mandatory	Description of goods	Simple description of nature of goods sufficient for the purpose of border crossing arrangements, e.g. for customs, phytosanitary, statistical or transportation	an..512	

				purposes for their identification		
Box31B	Number of packages	Optional	Number of packages	Number of individual units packaged in a manner that cannot be separated without initially opening the package	n..8	
Box31E	Serial number(s) of load box(es)	Optional	Identification number of equipment	Equipment (e.g., device to load units) identification alphanumeric characters	an..17	ISO 6346, IATA
Box33	Code of goods' position or sub-position (4 or 6 characters)	Is not mandatory at the time of transit or re-exporting when goods are not subject to licensing/issuance of permit/ratification in the country of departure, and sub-excite goods are not present	Classification of goods	Qualified classification of goods, for example, Harmonized Tariff Schedule (HTS), Export Control Classification Code (ECCC), UNDG Code list, International Code of Zoological Nomenclature (ICZN)	an..18	The first 6 characters must compose the HS Code
Box34	Country of origin	Optional	Country of origin, codified	Specify country where goods were produced in accordance with customs tariffs or quantity restrictions or criteria set for the application of any measure relating to trade	a2	EDIFACT codes(3207) = ISO 3166-1 2-alpha code
Box35	Gross weight (kg)	Mandatory	Gross weight (kg) at unit level	Weight of goods unit including packaging but without the equipment for the means of transportation	n..16,6	
Box46d	Value of the goods	Mandatory	Total invoice value	Total invoice value declared under a single declaration	n..16,2	
Box46d1	Currency code	Mandatory	Currency, codified	Monetary unit or unit code specifying the currency	a3	EDIFACT codes (6345) = ISO 4217 3-alpha code
BoxN	IRU carnet number	Optional	Document registration (reference) number	Registration (reference) number identifying certain document	an..35	

Box S	Seal number	Optional	Seal number	Seal number on the equipment of the means of transportation	an..35	
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**Data on the Sender of goods is not provided when the Sender of goods is a physical person having citizenship of the Republic of Armenia, and the Party providing preliminary electronic data is the State Revenue Committee of the Government of the Republic of Armenia.*

*** Data on the Receiver of goods is not provided when the Receiver of goods is a physical person having citizenship of the Republic of Armenia, and the Party providing preliminary electronic data is the State Revenue Committee of the Government of the Republic of Armenia.*

<BCC>II Border crossing canceled

<ID></ID> - Unique message identifier

<OLD_ID></OLD_ID> - canceled previous message identifier

</BCC>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, licenses, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive), currency
1	Report on study of best international practices and measures/recommendations to promote energy efficient projects through ESCOs is drafted		
2	Fact-finding missions and consultations with the project stakeholders in Armenia and Kyrgyzstan are conducted, workshops in Armenia and Kyrgyzstan to address the elaborated measures/recommendations are held		
3	Reports on removal of barriers for ESCO development in Armenia and Kyrgyzstan are drafted; ESCO support mechanisms on the example of selected projects in Armenia and Kyrgyzstan are developed.		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

Annex 3

(Attached separately)

General Terms and Conditions