



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-2021-064 provision of services for the development of thematic maps and atlas of protected areas	Date: August 11, 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

A blue ink signature, likely of Vitalie Vremis, written over a horizontal line.

Vitalie Vremis

UNDP Deputy Resident Representative in Kazakhstan

Date: 11.08.2021

Signature: _____

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Zhanat Tileumuratova

UNDP Head of Procurement Unit

Date: 11.08.2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>August 24, 2021 till 18-00 Nur-Sultan city time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement.kz@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25 mb ▪ Mandatory subject of email: RFQ-2021-064 provision of services for the development of thematic maps and atlas of protected area ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>(Not Applicable) Only for RFQ announced through UNDP E-Tendering System:</p> <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 (thirty) calendar days.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in KZT

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>Russian or English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Copy of the Charter; <input checked="" type="checkbox"/> Certificates confirming the absence of debts in serviced banks and tax authorities, balance sheets for 2019-2020; <input checked="" type="checkbox"/> A list of similar services performed over the past 3 years with an indication of the Customer, the name of the services/works, the year of the provision of services, the cost and contacts of the customer, the information must be entered in the table in Annex 2 (proof of experience in the field of environmental mapping for at least 3 years); <input checked="" type="checkbox"/> At least 3 recommendation letters from previous customers for similar services; <input checked="" type="checkbox"/> Written confirmation of availability of qualified specialists in accordance with Annex 1 for the full performance of services (CVs, diplomas, software certificates); <input checked="" type="checkbox"/> Written confirmation of availability of material and technical base for services performance: GIS software, computer equipment and office equipment; <input checked="" type="checkbox"/> Confirmation of whether the Bidder is a VAT payer or not (VAT certificate or letter stating that the Bidder is not a VAT payer required);

	<input checked="" type="checkbox"/> Free-form 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.
Quotation validity period	Quotations shall remain valid for 90 (ninety) calendar days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	<input checked="" type="checkbox"/> According to Annex 1. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection, Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Nurlan.tleubayev@undp.org ; Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email by 20 August 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order or Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]

Expected date for contract award.	Click or tap to enter a date.
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of reference

for the provision of services for the development of thematic maps and atlas of protected areas	
Project title and number:	Conservation and sustainable management of key globally significant ecosystems for multiple benefits, 00101043
Type of contract:	Contract for Rendering of Services
Duty station:	Home-based of the company
Duration:	12 months from the date of signing the contract, presumably September 2021 - August 2022

Justification:

GEF-UNDP-Government of Kazakhstan project “Conservation and Sustainable Management of Key Globally Important Ecosystems for Multiple Benefits” (hereinafter referred to as the Project) is aimed at comprehensively addressing the conservation and sustainable use of forest ecosystems in Kazakhstan by improving management approaches within the system of protected areas (PAs) and adjacent landscapes for the purpose of sustainable use of high conservation value forests (HCVF).

The goal of the project is to improve the system of conservation and management of forest resources and adjacent meadow, floodplain and desert ecosystems important for the conservation of biodiversity, land resources and the welfare of the local population.

In order to inform the public, a series of thematic maps on the current state of protected areas is being developed, as well as their publication in the form of an atlas, which contains cartographic general information about the locations of protected areas and includes data on the natural value and the use of these territories for economic purposes. The atlas of protected areas being developed is intended for a wide range of specialists working in the field of environmental protection, teachers of secondary educational institutions, students, schoolchildren, as well as all nature lovers and defenders.

Purpose: development of thematic maps and atlas of specially protected natural areas

Scope:

The contractor carries out his services under the direct supervision of an environmental monitoring expert and in agreement with the UNDP project manager, as well as, if necessary, in cooperation with other project partners and ensures the implementation of the following tasks:

1. Collection and analysis of national and global data on the boundaries of existing and planned PAs, obtained as a result of state and international programs, projects and research: coordinates of the boundaries of protected areas, existing maps of ecosystems at a scale of 1:100,000 - 1:1,000,000, satellite images, photographs of flora and fauna, scientific and technical reports and articles.

2. Updating the PA map (<https://cloud.mail.ru/public/1MQA/QY5bkcTU8>) for existing and planned protected areas (the cartographic basis of the PA map is provided to the contractor in the vector format ArcGIS):

- 1) state nature reserves;
- 2) state national natural parks;
- 3) state nature reserved zones;
- 4) state nature reservats;
- 5) state regional nature parks;
- 6) State nature sanctuary: zoological, botanical and complex;
- 7) state natural monuments;
- 8) zoological parks;
- 9) botanical gardens;
- 10) ecological corridors;
- 11) cartographic basis: roads and railways, borders of regions and districts, settlements.

3. Development of an atlas of protected areas:

1) development and coordination with the Customer of the content and design of the atlas. (Atlas is being developed for A3 format);

2) preparation of a short text and statistical data for sections and thematic maps of the atlas, selection of photographs;

3) development of layouts of thematic maps for layout in an atlas;

4) development and agreement with the Customer of the atlas of protected areas. The main content of the atlas:

General information about the protected areas of the Republic of Kazakhstan:

- the current state of protected areas in the Republic of Kazakhstan;
- the nature of Kazakhstan;
- definition and management system of protected areas;
- the history of the creation of protected areas in the Republic of Kazakhstan;
- distribution and areal characteristics of protected areas.

A series of introductory maps that show PA categories and their locations on a general map of Kazakhstan:

- administrative-territorial division (regions and districts);
- physical and geographical map;
- ecosystems (zonal and azonal types);
- all categories of protected areas on administrative-territorial and physical-geographical maps;
- key areas of biodiversity;
- key bird areas;
- richness of species within protected areas: birds, vegetation, mammals and fish;
- rare and endangered species within protected areas: birds, vegetation, mammals and fish;
- migration routes of animals: saigas, argali, gazelles, etc.;
- migration routes of migratory birds;
- habitats of snow leopards;
- wetlands of international importance: boundaries, areas, administrative-territorial position, criteria;
- forest cover;
- categories and types of existing and planned protected areas, depending on the goals of creation and the type of protection regime;
- categories of protected areas by IUCN (International Union for Conservation of Nature and Natural Resources, IUCN);
- distribution of protected areas of republican and local significance;
- level of ecosystem protection (based on the existing map of ecosystems at a scale of 1:5,000,000);

General information for each protected area:

- boundary and name of protected areas;
- category, history of creation, location and clustering;
- area, year of creation, managing organization, purpose of creation and type of protection regime;
- IUCN category, international status: as part of UNESCO World Natural Heritage Sites, the list of biosphere reserves of the UNESCO MAB program, is included in the key bird areas of international importance, etc.;
- transboundary protected areas;
- features of the management structure: reserved, security, recreational zones, a zone of protection of cultural heritage objects, a zone of economic use, etc.;
- the number of animal species (with the identification of unique species) of birds, vegetation, mammals and fish;
- description of the uniqueness of ecosystems and biodiversity, relief and geology; photos of ecosystems, flora and fauna;
- maps of ecosystems at a scale of 1: 100,000 - 1: 1,000,000 for the following categories of protected areas:
 - state nature reserves;
 - state national nature parks;
 - state nature reserved zones;
 - state nature reservats;
 - state regional nature parks;
 - ecological corridors;
- useful links: websites, famous publications, international databases, etc.

4. Preparation of a printed version of the atlas of protected areas.

5. Development of forms of official requests and letters to obtain the necessary data from public and private organizations, research institutes, NGOs, etc.

6. Development of interim and final reports and presentation of completed services.

Expected results and payment:

No.	Results	Time for completion of services	Extent of payment*
1.	<p>The collection and analysis of national and global data on the boundaries of existing and planned protected areas was carried out.</p> <p>The map of protected areas for existing and planned protected areas has been updated: state nature reserves, state national natural parks, state nature reserved zones, state nature reservats, state regional nature parks, state nature sanctuary: zoological, botanical and complex, state natural monuments, zoological parks, botanical gardens, ecological corridors, cartographic basis.</p> <p>The content and design of the atlas were developed and agreed upon with the Customer.</p> <p>Brief text materials and statistical data for the sections and thematic maps of the atlas have been prepared, photographs have been selected.</p> <p>The layouts of thematic maps for the atlas layout have been developed.</p> <p>Received an interim report of completed services.</p>	14 weeks from the date of signing the contract	30%
2	<p>The following sections and maps of the atlas have been developed:</p> <p><i>General information about the protected areas of the Republic of Kazakhstan:</i></p> <ul style="list-style-type: none"> • the current state of protected areas in the Republic of Kazakhstan; • the nature of Kazakhstan; • definition and management system of protected areas; • the history of the creation of protected areas in the Republic of Kazakhstan; • distribution and areal characteristics of protected areas; <p><i>A series of introductory maps that show PAs categories and their locations on a general map of Kazakhstan:</i></p> <ul style="list-style-type: none"> • administrative-territorial division (regions and districts); • physical and geographical map; • ecosystems (zonal and azonal); • all categories of protected areas on administrative-territorial and physical-geographical maps; • key areas of biodiversity; • key bird areas; • richness of species within protected areas: birds, vegetation, mammals and fish; • rare and endangered species within protected areas: birds, vegetation, mammals and fish; • migration routes of animals: saigas, argali, gazelles, etc .; • migration routes of migratory birds; • habitats of snow leopards; 	34 weeks from the date of signing the contract	40%

	<ul style="list-style-type: none"> wetlands of international importance: boundaries, areas, administrative-territorial position, criteria; forest cover; categories and types of existing and planned protected areas, depending on the goals of creation and the type of protection regime; categories of protected areas by IUCN (International Union for Conservation of Nature and Natural Resources, IUCN); distribution of protected areas of republican and local significance; level of ecosystem protection. 		
3.	<p>The following sections and maps of the atlas have been developed: <i>General information for each protected area:</i></p> <ul style="list-style-type: none"> boundary and name of protected areas; category, history of creation, location and clustering; area, year of creation, managing organization, purpose of creation and type of protection regime; IUCN category, international status: as part of UNESCO World Natural Heritage Sites, the list of biosphere reserves of the UNESCO MAB program, is included in the key bird areas of international importance, etc.; transboundary protected areas; features of the management structure: reserved, security, recreational zones, a zone of protection of cultural heritage objects, a zone of economic use, etc.; the number of animal species (with the identification of unique species) of birds, vegetation, mammals and fish; description of the uniqueness of ecosystems and biodiversity, relief and geology; photos of ecosystems, flora and fauna; maps of ecosystems at a scale of 1: 100,000 - 1: 1,000,000 for the following categories of protected areas: <ul style="list-style-type: none"> state nature reserves; state national nature parks; state nature reserved zones; state nature reservats; state regional nature parks; ecological corridors; useful links: websites, famous publications, international databases, etc. <p>The printed version of the atlas is presented. Received the final report of the services performed.</p>	56 weeks from the date of signing the contract	30%
	Total:		100%

Reporting requirements

Reports of the services performed, thematic maps and the Atlas of protected areas should be submitted in Russian in MS Word format for Windows files, font: Times New Roman 12 within the agreed time frame.

Progress reports, thematic maps and the PA Atlas must be approved by the UNDP Biodiversity Project Manager and will be used as a basis for payment.

Photos, maps, satellite images and other images of the atlas of protected areas and the final report of the services performed should be provided to the UNDP project in good quality in separate files in JPEG and PDF formats.

Geodatabases and map layouts of the PAs atlas should be provided to the UNDP Project in vector formats.

Payment terms

This contract is concluded for a fixed amount, including the cost of professional services for the development of thematic maps and an atlas of specially protected natural areas.

Payment is made in three tranches after satisfactory completion of each item of the scope of services of the Terms of Reference and authorization of the results by the UNDP Project Manager in the field of biodiversity conservation by providing the Certificate of Completion and Invoice.

Responsibility and coordination:

The contractor is fully responsible for the accuracy and legality of the information provided and for the timely provision of the results of the services performed and reports.

In the course of its work, the Contractor reports to the UNDP Biodiversity Conservation Project Manager and the Environmental Monitoring Project Expert.

All actions related to the performance of this services without fail must be coordinated with the specified Project employees.

The Contractor provides materials of the services performed to the Project (in the name of the Project Manager) for comments and approval.

The services must be performed efficiently and on time, in accordance with the requirements of the Terms of Reference and the Service Agreement.

In case of poor quality of services by the Contractor, UNDP reserves the right to terminate the contract unilaterally.

The UNDP project reserves the right to make changes to the scope of services (increase or decrease) no more than 25% of the total offer, without any changes to the unit price or other terms and conditions.

The contractor transfers all copyrights to the developed thematic maps and atlas of protected areas to UNDP. Upon completion of the services, the UN Development Program will receive all direct and related copyrights for the use of products that will be manufactured within the framework of the ToR.

Copyright

Upon completion of the services, the UN Development Program will receive all direct and related copyrights for the use of products that will be manufactured within the framework of the ToR. The supplier undertakes to carry out the scope of services stipulated by this technical task, without violating the legislation of the Republic of Kazakhstan in the field of copyright.

Administrative procedure

The services should be carried out under the constant supervision of the UNDP in the Republic of Kazakhstan.

The list of organizations with which the Service Provider is supposed to work/interact/cooperate/meet in the course of the services:

- 1) Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources.
- 2) Regional territorial inspections of forestry and wildlife.
- 3) Republican state budget-supported enterprise «Kazakh forest management enterprise».
- 4) Republican State Enterprise on the Right of Economic Management «Information and Analytical Center for Environmental Protection».
- 5) Republican State Enterprise «Republican Center for State Urban Planning and Cadastre».
- 6) Kazakhstan Association for the Conservation of Biodiversity
- 7) Protected areas.

Required company skills and experience:

1. Have civil legal capacity to conclude contracts (certificate of registration / re-registration, constituent documents),
2. Be solvent, not subject to liquidation, her property should not be seized, her financial and economic activities should not be suspended in accordance with the law (certificates confirming the absence of debts in serviced banks and tax authorities, balance sheets for 2019-2020).
3. Work experience in the field of environmental mapping for at least 3 years.
4. Provide a list of similar services performed over the past 3 years with an indication of the Customer, the name of the services/works, the year of the provision of services, the cost and contacts of the customer.

5. Provide at least 3 reviews and recommendations from previous customers for similar services.
6. Availability of qualified specialists in PAs and GIS for the full performance of services under the contract.
7. Availability of material and technical base for services performance: GIS software, computer equipment and office equipment.

Requirements for the main composition and qualifications of the expert group for project implementation:

No.	Group members	Minimum Acceptable Education Level and Field of Study	Minimum work experience in specialization	Special skills / experience
1.	Head of a group	Higher education in geography / cartography / ecology / biology	5 years	At least 3 years of experience as a project leader or expert group in projects in the field of environmental mapping.
2.	GIS Expert 1	Higher education in geography / cartography / ecology / biology	5 years	At least 3 years of experience in environmental mapping projects. GIS software proficiency: ArcGIS10x / QGIS / MapInfo
3.	GIS Expert 2	Higher education in geography / cartography / ecology / biology	5 years	At least 3 years of experience in environmental mapping projects. GIS software proficiency: ArcGIS10x / QGIS / MapInfo
4.	PA Expert	Higher education in ecology / biology / environmental protection	5 years	At least 3 years of experience in ecosystem research projects.

Travel Schedule

Item No.	Direction of train	Purpose of trip	Time and supposed amount of days of trip*
1.	Nur-Sultan	Coordination of thematic maps and the Atlas of protected areas, the final report of the services performed	3 days

***Remarks:** Dates and dates of departures will be specified after signing the contract. The planned number of days must include days spent on travel.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: KZT

Ref	Description of Deliverables	Time for completion of services	Price
1.	<p>The collection and analysis of national and global data on the boundaries of existing and planned protected areas was carried out.</p> <p>The map of protected areas for existing and planned protected areas has been updated: state nature reserves, state national natural parks, state nature reserved zones, state nature reservats, state regional nature parks, state nature sanctuary: zoological, botanical and complex, state natural monuments, zoological parks, botanical gardens, ecological corridors, cartographic basis.</p> <p>The content and design of the atlas were developed and agreed upon with the Customer.</p> <p>Brief text materials and statistical data for the sections and thematic maps of the atlas have been prepared, photographs have been selected.</p> <p>The layouts of thematic maps for the atlas layout have been developed.</p> <p>Received an interim report of completed services.</p>		
2.	<p>The following sections and maps of the atlas have been developed:</p> <p><i>General information about the protected areas of the Republic of Kazakhstan:</i></p> <ul style="list-style-type: none"> • the current state of protected areas in the Republic of Kazakhstan; • the nature of Kazakhstan; • definition and management system of protected areas; • the history of the creation of protected areas in the Republic of Kazakhstan; • distribution and areal characteristics of protected areas; <p><i>A series of introductory maps that show PAs categories and their locations on a general map of Kazakhstan:</i></p> <ul style="list-style-type: none"> • administrative-territorial division (regions and districts); • physical and geographical map; • ecosystems (zonal and azonal); 		

	<ul style="list-style-type: none"> all categories of protected areas on administrative-territorial and physical-geographical maps; key areas of biodiversity; key bird areas; richness of species within protected areas: birds, vegetation, mammals and fish; rare and endangered species within protected areas: birds, vegetation, mammals and fish; migration routes of animals: saigas, argali, gazelles, etc. ; migration routes of migratory birds; habitats of snow leopards; wetlands of international importance: boundaries, areas, administrative-territorial position, criteria; forest cover; categories and types of existing and planned protected areas, depending on the goals of creation and the type of protection regime; categories of protected areas by IUCN (International Union for Conservation of Nature and Natural Resources, IUCN); distribution of protected areas of republican and local significance; level of ecosystem protection. 		
3.	<p>The following sections and maps of the atlas have been developed:</p> <p><i>General information for each protected area:</i></p> <ul style="list-style-type: none"> boundary and name of protected areas; category, history of creation, location and clustering; area, year of creation, managing organization, purpose of creation and type of protection regime; IUCN category, international status: as part of UNESCO World Natural Heritage Sites, the list of biosphere reserves of the UNESCO MAB program, is included in the key bird areas of international importance, etc.; transboundary protected areas; features of the management structure: reserved, security, recreational zones, a zone of protection of cultural heritage objects, a zone of economic use, etc.; the number of animal species (with the identification of unique species) of birds, vegetation, mammals and fish; description of the uniqueness of ecosystems and biodiversity, relief and geology; photos of ecosystems, flora and fauna; maps of ecosystems at a scale of 1: 100,000 - 1: 1,000,000 for the following categories of protected areas: <ul style="list-style-type: none"> state nature reserves; state national nature parks; state nature reserved zones; state nature reservats; state regional nature parks; ecological corridors; useful links: websites, famous publications, international databases, etc. <p>The printed version of the atlas is presented.</p> <p>Received the final report of the services performed.</p>		
Total Price including VAT/excluding VAT			

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Head of a group	month			
GIS Expert (2 people)	month			
PA Expert	month			
Other expenses				
Flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Time for completion of services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of UNDP General terms and conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Work experience in the field of environmental mapping for at least 3 years	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of qualified specialists in PAs and GIS for the full performance of services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of material and technical base for services performance: GIS software, computer equipment and office equipment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.			
Exact name and address of company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.		Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.	