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**REQUEST FOR QUOTATION (RFQ)**

**(Services)**

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| UNDP BIH Zmaja od Bosne bb; 71000 Sarajevo  | DATE: June 29, 2020 |
| REFERENCE: **BIH**/**RFQ/084/20** |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**Delivery of Climate change adaptation Training**

When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **July 20, 2020** by **14:00 hrs** latest via *courier mail* to the address below:

**United Nations Development Programme**

**Zmaja od Bosne bb, Sarajevo 71000**

**General Service**

**REF: RFQ-084-20**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010] *(Pls. link this to price schedule)* | [x] DAP |
| Customs clearance, if needed, shall be done by: | [x] Supplier/Offeror  |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Activity 1: Relevant EU institutions in Slovenia/Austria/Hungary |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 6 months |
| Delivery Schedule | [x] Required |
| Mode of Transport | N/A |
| Preferred Currency of Quotation | [x] BAM/EUR/USD |
| Value Added Tax on Price Quotation | [x]  Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | N/A  |
| Deadline for the Submission of Quotation  | 14:00 hrs *CET*, *Monday, July 20, 2020* |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language  | [x]  English [x]  Local language |
| Documents to be submitted | [x]  Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;[x]  CVs of proposed personell [x]  Latest Business Registration Certificate;[x]  Latest Tax Clearance cofirming all duties are payed (not older than one month);[x]  Original Tax Administration Excerpt confirming contributions paid for full-time employees (including team leader) for at least three-month period. The excerpt must attain the certified list of employees.[x]  Reference letter of at least 1 (one) successfully implemented training in the past 5 years regarding climate adaptation issues. [x]  Detailed program for training including study trip[x]  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |
| Period of Validity of Quotes starting the Submission Date | [x]  90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.  |
| Partial Quotes | 🗹 Partial Quotes are not permitted.  |
| Payment Terms | 100% upon complete delivery of trainings defined in Activity 1 |
| Liquidated Damages  | Will be imposed under the following conditions:* Max. no. of days of delay: 10 calendar days.
* Next course of action: Termination of contract.
 |
| Evaluation Criteria  | [x]  Technical responsiveness/Full compliance to requirements and lowest price[x]  Full acceptance of the PO/Contract General Terms and Conditions *[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]*[x]  At least 1 (one) successfully implemented training in the past 5 years regarding climate adaptation issues. Service provider must be compliant with requirements specified in annex 1. [x]  Minimum key personnel proposed for this project: **Team composition and competences of the team members (Training must be run by a experienced Instructor)**:1 (one) Team Leader with minimum 10 years of experience in the relevant field and implementation of projects with similar complexity (provision of trainings on CC adaptation issues).1 (one) Environmental expert with minimum 5 years in the relevant field of CC adaptation planning and implementation of adaptation strategies and /or plans, familiar with M&E frameworks and reporting lines to EEA1 (one) Legal expert with minimum 5 years in the relevant field and implementation of CC adaptation projects .All personell must be compliant with requirements specified in Annex 1. |
| UNDP will award to: | [x]  One Supplier only Lowest price quote among technically responsive offers |
| Type of Contract to be Signed | [x]  Contract for Services |
| Special conditions of Contract | [x]  Cancellation of PO/Contract if the delivery/completion is delayed by more than 10 days |
| Conditions for Release of Payment | [x]  Completion of Trainings  |
| Annexes to this RFQ | [x]  Specifications of the Services Required (Annex 1)[x]  Form for Submission of Quotation (Annex 2)[x]  General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.  |
| Contact Person for Inquiries(Written inquiries only) | *UNDP Registry**registry.ba@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. |

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, 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 quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

 Please be advised that 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 Vendor 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers 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 quotation.**

**Sincerely yours,**

*UNDP BiH*

 Sarajevo, 29/06/2020

**Annex 1**

**Terms of Reference (ToR)**

**Delivery of Climate change adaptation training**

## BACKGROUND INFORMATION

As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Bosnia and Herzegovina (B&H) has undertaken important steps towards understanding and addressing climate change issues. It is increasingly recognized not only by the Government and scientific community, but also by its citizens that climate change is an issue of key strategic importance. B&H has put great emphasis on climate change as one of the most significant development challenges facing the country. The importance of adaptation was clearly reflected in its Second National Communications and Climate Change Adaptation and Low Emission Development Strategy (CCA LEDs), adopted in 2013. In 2015, B&H submitted its Intended Nationally Determined Contributions (INDC), as part of the negotiations leading to the historic Paris Agreement, which it signed in April 2016.

Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and the development of the country by climate change and the need of adapting to it in order to avoid or minimise negative consequences. The government is motivated to support and implement the national adaptation planning (NAP) process as adaptation issues are becoming very important for the country’s further development.

## OVERALL OBJECTIVE

The overall project’s objective is to support the governments of Bosnia and Herzegovina to advance the national adaptation planning process. Green Climate Fund (GCF) resources will be used to enable the government to integrate climate change related risks, coping strategies and opportunities into ongoing development planning and budgeting processes. The project will advance adaptation planning in B&H with a focus on most vulnerable sectors such as water management, agriculture, forestry etc., upgrading the knowledge base for adaptation, prioritizing adaptation interventions for the medium term, building institutional capacities for integrating climate change adaptation and demonstrating innovative ways of financing adaptation at the sub-national/local government level.

## SCOPE OF WORK:

Service Provider (SP) is required to organize one study trip with 4-day training session in the period September-October 2020.

4-day training session (Day 1 – arrival of participants, Day 2 – 8 working hours, Day 3 – study trip to relevant institution, Day 4 – departure of participants) will be held at 4 star hotel with congress hall for a maximum of 30 participants. Participants will include representatives of the BiH ministries and agencies as follows: Ministry of Foreign Trade and Economic Relations, Entity Ministries of Water Management, Forestry and Agriculture, Entity ministries of Energy, Entity Ministries for Environmental protection, representatives of the Entitiy Environmental Fund, representatives of the Sava River Watershed Agency, Adriatic Sea Watershed Agency, Public Institutions Vode Srpske, FBiH and RS Hydrometeorological Institutes, representatives of government of Brčko District.

Study trip should enable the representatives of relevant BiH institutions and agencies in an insight into the means of climate change adaptation measures, implementation and monitoring, evaluation of impact and adaptation tools embeded in country’s and /or EU institutions – in either Slovenia, Austria or Hungary. The purpose of visiting relevant institutions in Slovenia/Austria/Hungary is to get acquainted with the climate change adaptation practice and method. Participants should be provided with an overview and visualization of successful practice, which will be used to focus on further improvement of work in the relevant institutions in BiH. Organization and implementation of training programs aims at transferring knowledge and experience, which would be achieved through this visit.

UNDP will ensure presence of the aforementioned participants.

The Service Provider is required to develop a training plan with interactive excercises for both sessions, for all four days of training, and such plan has to be agreed with UNDP. For each training session, a sufficient number of experienced trainers and a sufficient number of training materials must be provided for all training participants. All lectures and courses must be held in the official languages ​​of BiH.

The Service Provider is obliged to provide land transport for 30 participants from BiH to the venue and back to BiH, full board at the hotel (three nights and four days) and transportation from the hotel to the institution where the presentation and workshop will take place

The main topics of the training session will include:

1. **Mechanisms for gathering and dissemination of climate change data ,**
2. **CC Adaptation indicators, development and implementation of M&E framework**
3. **Adaptation in policy: Assessment, prioritization and implementation of adaptation measures**
4. **Share experiences that will help relevant sectors and levels of government to report on and utilize information for decision making on adaptation interventions**

## REPORTING:

* Final report documenting all activities carried out by the that service provider.
* Reports shall be submitted in the languages of BiH people.

## REQUIRED PERSONNEL:

1. Team leader: with minimum 10 years of experience in the relevant field and implementation of projects with similar complexity. Specific experience:
* Experience and work in enviromental institutions
* Experience and work on preparation, adoption and monitoring of the implementation of the climate change adaptation projects (procedures, reporting, public participation, stakeholder participation)
* Experience and work in national working bodies for adoption of regulations (laws and supporting bylaws) in the area of climate change adaptation and interpretation or harmonization of national regulations with the EU environmental acqui,
* Experience in trainings/excellent presentation skils,
1. 1 (one) Enviromental expert with minimum 7 years in the relevant field and implementation of projects with similar complexity Specific experience:
* Experience and work in enviromental institutions
* Experience and work on preparation, adoption and monitoring of the implementation of the climate change adaptation projects (procedures, reporting, public participation, stakeholder participation)
* Experience and work in national working bodies for adoption of regulations (laws and supporting bylaws) in the area of climate change adaptation and interpretation or harmonization of national regulations with the EU environmental acqui.
* Knowlegde and experience in adaptation monitoring, reporting and verification (EU reporting requirements and lines)
1. 1 (one) Legal expert with minimum 7 years in the relevant field and implementation of projects with similar complexity. Specific experience:
* Experience in working in environment sector
* Experience and work in national working bodies for adoption of regulations (laws and supporting bylaws) in the area of climate change adaptation and interpretation or harmonization of national regulations with the EU environmental acqui.
* Knowlegde and experience in adaptation monitoring, reporting and verification (EU reporting requirements and lines)
* Knowledge and understanding of the relevant EU directives and UNFCCC regulations

## REQUIRED SERVICE PROVIDER QUALIFICATIONS:

Successfully implemeted one similar educational project regarding climate change adaptation that covered the following:

* Mechanisms for gathering and dissemination of climate change data,
* CC Adaptation indicators, development and implementation of M&E framework
* Adaptation in policy: Assessment, prioritization and implementation of adaptation measures

## DURATION OF ASSIGNMENT:

Five (5) calendar days.

A**nnex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationer)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **BIH/RFQ/084/20**:

**TABLE 1 : Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFQ]*** | **Price*****(Lump Sum, All Inclusive)*** |
| A1 | **Climate Change AdaptationTraining**  |  |
| 1.1 | Training for 30 beneficiaries |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

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

**TABLE 2: 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** |  |  |  |  |
| 1. Task 1
 |  |  |  |  |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Expert 4 |  |  |  |  |
| … |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Total without VAT** |  |
| **VAT** |  |
| **Total including VAT** |  |

 *[Name and Signature of the Supplier’s Authorized Person]*

*Ime i prezime, i potpis ovlaštenog zastupnika ponuđača*

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

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General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)