



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM:	DATE: September 2, 2020
All interested and potential companies	REFERENCE: RFP/007/20 (re-announcement) development of standards on public services delivery

Dear Sir / Madam:

We kindly request you to submit your Proposal for development of standards on public services delivery

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

Proposals may be submitted **on or before September 17, 2020, 6:00 pm local time (Tashkent)** via email, courier mail or fax to the address below:

United Nations Development Programme
Republic of Uzbekistan 4, Taras Shevchenko Street, Tashkent 100029
Tel: + 998 71 120-34-50, 120-61-67;
Fax: + 998 71 120-34-85
Procurement Unit, UNDP Uzbekistan

For email proposals: bids.uz@undp.org

Your Proposal must be expressed in the English or Russian language and valid for a minimum period of **90 calendar days after the date of Proposal submission.**

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.

It shall remain your responsibility to ensure that your proposal will reach 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.

IF you intended to submit your proposal by courier mail, consequently your proposal should be in sealed envelope with the following marking on envelope:

“TO: UNDP Uzbekistan
ATTENTION: PROCUREMENT UNIT
SEALED PROPOSAL ref:
RFP/007/20 (re-announcement) development of standards on public services delivery
PROPOSER: [NAME AND ADDRESS OF YOUR COMPANY]”
DEADLINE: September 17, 2020, 6:00 pm local time (Tashkent)
“DO NOT OPEN”

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 2.

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

Sincerely yours,
Procurement Unit, UNDP Uzbekistan
9/2/2020

Description of Requirements

Context of the Requirement	In the frame of Technical Capacity Building component of the Programme on “Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan”
Implementing Partner of UNDP	Ministry of Justice of Uzbekistan
Brief Description of the Required Services ¹	<p>For the purposes of implementation of the «Action Plan to develop the Public Services Agency’s activity for 2020» dated January 29, 2019, as well as the Work Plan for 2020 of the Joint Project of UNDP, EU and the Public Services Agency under the Ministry of Justice of the Republic of Uzbekistan «Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan», the Public Services Agency is planning to mobilize a state standards developer in sphere of public services delivery.</p> <p>This document sets forth the requirements to the organization, performance and acceptance of works on development of state standards of the Republic of Uzbekistan in sphere of public services delivery including in electronic form.</p> <p>All qualification requirements (to the Contractor) must meet or exceed the minimum requirements specified in these Terms of Reference.</p>
List and Description of Expected Outputs to be Delivered	<p>Deliverable #1. Study and analysis of applying the international practices on selected standards.</p> <p>Deliverable #2. Draft, agree on and approve the Terms of Reference for all six (6) standards.</p> <p>Deliverable #3. Develop the first version of the draft six (6) selected state standards and send it for the review.</p> <p>Deliverable #4. Develop the final version of the draft six (6) selected state standards.</p> <p>Deliverable #5. Agree on and submit for the approval the draft state standard.</p>
Person to Supervise the Work/Performance of the Service Provider	Programme Coordinator of Project
Frequency of Reporting	As per TOR

¹ A detailed TOR is attached to the solicitation document.

Progress Reporting Requirements	See section Results of the TOR
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected Business trips	Tashkent regions of Uzbekistan
Expected duration of work	195 calendar days from signing the contract
Target start date	During 5 calendar days upon signing a contract by both parties
Latest completion date	195 calendar days (from the date of signing a contract by both parties)
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 for foreign companies with a legal address and bank account outside Uzbekistan <input checked="" type="checkbox"/> Local Currency UZS for local companies registered in Uzbekistan
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> Must be exclusive of VAT for foreign companies registered outside of Uzbekistan; <input checked="" type="checkbox"/> Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer);
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 calendar 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

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

Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	For foreign companies with a legal address and bank account outside Uzbekistan. For local companies registered in Uzbekistan. The payments shall be made to the banking account in the following order:			
	Result No. 1 Study and analysis of applying the international practices on selected standards.	15% of the total contract amount	30 calendar days from the date of signing the contract	within fifteen (15) calendar days from the date of fulfillment of the following conditions: a) Written acceptance document for UNDP outputs; and b) Receipt of an invoice from the Service Provider
	Result No. 2 Draft, agree on and approve the Terms of Reference for all six (6) standards	25% of the total contract amount	15 calendar days after receiving the Deliverable 1	
	Result No. 3 Develop the first version of the draft six (6) selected state standards and send it for the review	25% of the total contract amount	60 calendar days after receiving the Deliverable 2	
	Result No. 4 Develop the final version of the draft six (6) selected state standards	20% of the total contract amount	60 calendar days after receiving the Deliverable 3	
	Result No. 5 Agree on and submit for the approval the draft state standard	15% of the total contract amount	30 calendar days	
	100% payment will be made from the date the following terms are completed: a) A written document of acceptance by UNDP of Outputs 1, 2, 3, 4 and 5. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP.			
	30 calendar days			
Person(s) to review/inspect/	Programme Coordinator of Project			

approve outputs/completed services and authorize the disbursement of payment																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/Face sheet																
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																
Criteria for the Assessment of Proposal	<p><u>Technical Proposal</u></p> <table><tr><th>#</th><th>Technical evaluation of proposal</th><th>%</th><th>Score</th></tr><tr><td>1</td><td>Expertise of the Firm</td><td>30%</td><td>30 points</td></tr><tr><td>2</td><td>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</td><td>34 %</td><td>34 points</td></tr><tr><td>3</td><td>Management Structure and Qualification of Key Personnel.</td><td>36 %</td><td>36 points</td></tr></table> <p>Contract will be awarded to the technical responsive offer proposed the lowest price. Offers are not received the minimum pass score of 70% of technical proposal scores will be recognized as the proposal does not meet the technical requirements of the tender.</p>	#	Technical evaluation of proposal	%	Score	1	Expertise of the Firm	30%	30 points	2	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	34 %	34 points	3	Management Structure and Qualification of Key Personnel.	36 %	36 points
#	Technical evaluation of proposal	%	Score														
1	Expertise of the Firm	30%	30 points														
2	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	34 %	34 points														
3	Management Structure and Qualification of Key Personnel.	36 %	36 points														
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider Sub-contracting is not allowed. Service Provider must perform the entire scope of work on their own, without the involving sub-contractors or experts.																
Annexes to this RFP ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Statement of interest (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁴ Applicable conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html																

³ 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.

⁴ 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.

Documents to be submitted	<p><input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 1, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area;</p> <p><input checked="" type="checkbox"/> Company’s profile with detailed information (name of the company, address, contact details etc.) using form provided in Table 1 of Annex 2</p> <p><input checked="" type="checkbox"/> Declaration of owners’ interest in other companies issued on company’s letterhead duly signed and stamped (Part 1, Annex2);</p> <p><input checked="" type="checkbox"/> At least 5 successfully completed contracts signed between the Applicant firm and clients, within the framework of which the Applicant has performed similar work over the past 3 (three) years using the form using the form (Table 2, Appendix 2);</p> <p><input checked="" type="checkbox"/> The presence of letters of recommendation - at least 5, which such services were provided.</p> <p><input checked="" type="checkbox"/> Verified copy of Latest Business Registration Certificate and License;</p> <p><input checked="" type="checkbox"/> Verified copy of the page from company’s Charter where the information on company founders is provided;</p> <p><input checked="" type="checkbox"/> Financial statements for the last 2 years verified by independent third party such as auditors or similar as may be applicable</p> <p><input checked="" type="checkbox"/> Self-declaration confirming that the Company is not in the UN sanctions list 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Any information regarding any past and current litigation during the last five (5) years</p> <p><input checked="" type="checkbox"/> Signed by owners resumes and declaration of availability of involved specialists during contract implementation period</p> <p><input checked="" type="checkbox"/> Recommendations and list of corporate orderers/clients to whom such services were provided</p> <p><input checked="" type="checkbox"/> The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (10 pages max.) for detailed information please see Annex 2, A. Proposed Methodology for the Completion of Services.</p> <p>Failure to provide any of the above specified documents will serve as a ground for disqualifying the Offeror from the tender by declaring it as technically non-compliant.</p>
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Eligibility Criteria	<p><input checked="" type="checkbox"/> The contractor must have at least 5-year experience in standards development;</p> <p><input checked="" type="checkbox"/> The availability of the required personnel for the successful completion of works ;</p> <p><input checked="" type="checkbox"/> More than 5 similar works performed by the Contractor within the last 3 years;</p> <p><input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline telephone and permanent staff of at least 4 persons;</p> <p><input checked="" type="checkbox"/> The availability of reference letters – at least 5, from the clients to whom similar services were delivered;</p> <p><input checked="" type="checkbox"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1, if financial reports were presented, OR (b) Confirmation from bank regarding strong financial.</p>
Contact Person for Inquiries (Written inquiries only) ⁵	Procurement Unit +998 71 1203485/ pu.uz@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 (other requirements)	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have <u>any</u> of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>c) they have the same legal representative for purposes of this RFQ;</p> <p>d) 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</p> <p>e) influence on the Offer of, another Offerer regarding this RFQ process;</p> <p>f) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; or an expert proposed to be in the team of one Offerer participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer.</p>

⁵ 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.

EVALUATION OF PROPOSALS

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **RFP**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **RFP**. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the **RFP** after all Proposals have been received.

Evaluation forms for technical proposals are given below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of the Company

Form 2: Methodology -Proposed Work Plan and Approach

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation		Points Obtainable	Company / Other Entity				
Form 1			A	B	C	D	E
Expertise of the Company							
1.1	Reputation of Organization and Staff (Competence / Reliability): At least 5 years of experience in standard development in the market of the Republic of Uzbekistan. <ul style="list-style-type: none">• More than 7 years – 10 points;• From 5 to 7 years – 8 points;• 5 years – 6 points;• Less than 5 years is not acceptable	10					
1.2	Recommendations at least 5 to whom such services were provided. <ul style="list-style-type: none">• More than 6 recommendations – 10 points;• From 5 to 6 recommendations – 8 points;• 5 recommendations – 6 points;• Less than 5 recommendations are not acceptable	10					
1.3	More than 5 similar works performed by the Contractor within the last 3 years More than 6 similar works – 10 points; <ul style="list-style-type: none">• From 5 to 6 similar works – 8 points;	10					

	<ul style="list-style-type: none"> • 5 similar works – 6 points; • Less than 5 similar works is not acceptable 						
Total Part 1		30					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Methodology – Proposed Work Plan and Approach							
2.1	Is the scope of task well defined and does it correspond to the TOR? <ul style="list-style-type: none"> • Perfect – 10 points; • Good – 8 points; • Satisfactory – 6 points; • Not acceptable – 0. 	10					
2.2	To what degree does the Proposer understand the task and effective method of its provision? <ul style="list-style-type: none"> • Perfect – 12 points; • Good – 10 points; • Satisfactory – 8 points; • Not acceptable – 0. 	12					
2.3	Does the provided methodology meet the requirements specified in the terms of reference? <ul style="list-style-type: none"> • Perfect – 12 points; • Good – 10 points; • Satisfactory – 8 points; • Not acceptable – 0. 	12					
Total Part 2		34					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Management Structure and Key Personnel							
3.1	Team leader- Experienced specialist addressing all organizational issues on project implementation						
3.1.1	Higher education in ICT (copy of the diploma, certificates and other documents, proving the higher education can be requested additionally)	7					
3.1.2	At least 3-year work experience as project manager or team leader in ICT	3					

3.1.3	Language skills: Russian, Uzbek are mandatory	2					
	Subtotal	12					
3.2	Developer of standards						
3.2.1	At least 5 year work experience in development of standards	6					
3.2.2	Language skills: Russian or Uzbek	3					
	Subtotal	9					
3.3	Norm controller						
3.3.1	At least 3 year work experience, with specialized training received at research institute of standardization, certification and technical regulation	5					
3.3.2	Language skills: Russian or Uzbek	3					
	Subtotal	8					
3.4	Translator- A qualified specialist must ensure the full compliance of translations with original texts by all stylistic and lexical parameters						
3.4.1	At least 3 year work experience in professional technical translation of texts	4					
3.4.2	Language skills: Russian, Uzbek and English are mandatory	3					
	Subtotal	7					
	Total Part 3	36					
	Total Parts 1,2,3	100					

The overall evaluation score will be based on a combination of the technical score and the lowest price quote. The evaluation method that applies for this RFP shall be as indicated in the **RFP**.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Location].

[insert: Date]

To: Procurement unit

We, the undersigned, hereby offer UNDP the following services in accordance with the requirements specified in RFP/007/20 (re-announcement) and all its annexes, as well as the General Terms and Provisions of UNDP contracts. We confirm that we have read, understood and accept the requirements and terms of the terms of reference describing our duties and responsibilities under this RFP, as well as the general UNDP terms and conditions under the contract.

We agree to abide by the terms of this commercial offer within **90 calendar** days from the deadline specified in the request for the submission of the offer; it remains binding and can be accepted at any time before the expiration of this period. We hereby declare that:

(a) All information and statements presented in this tender offer are true, and we agree that any incorrect information contained in it may lead to our disqualification;

(b) At present, we are not included in the UN register which includes companies that are not entitled to supply, and other similar lists of other UN agencies, and we are in no way connected with any companies or persons included in the UN Security Council Committee Consolidated List 1267/1989.

(c) We are not at the stage of unfinished bankruptcy and we have no lawsuits or claims that could adversely affect our work as an operating enterprise;

(d) We do not employ people who work or have recently worked for the UN or UNDP, and we do not plan to hire such persons.

We are aware that your organization reserves the right to accept or reject any of the proposals received, is not responsible for such actions and does not undertake to inform the supplier of their reasons without a request from us:

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:

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- a) Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area.
- b) The company's charter should include the right and other permits to provide the service, Registration Papers, Tax Payment Certification, etc.
- c) Recommendations at least 5 to whom such services were provided
- d) A copy of Latest Business Registration Certificate and License verified by signature of authorized person and stamp.

B. Proposed Methodology for the Completion of Services

The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (10 pages max.), describe how it will meet the RFP requirements with a detailed description of the main performance characteristics of the work, reporting mechanisms and quality assurance, and rationale for the proposed methods in the context of local conditions and the type of work.

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

Out puts	Activity/Output	Payment Structure	Price ____ (indicate currency) (The total amount)
<p>For foreign companies with a legal address and bank account outside Uzbekistan.</p> <p>For local companies registered in Uzbekistan:</p> <p>The payments shall be made to the banking account in the following order:</p>			
1.	Result No. 1 Study and analysis of applying the international practices on selected standards.	15%	
2.	Result No. 2 Draft, agree on and approve the Terms of Reference for all six (6) standards	25%	
3.	Result No. 3 Develop the first version of the draft six (6) selected state standards and send it for the review	25%	
4.	Result No. 4 Develop the final version of the draft six (6) selected state standards	20%	

5.	Result No. 5 Agree on and submit for the approval the draft state standard	15%	
	TOTAL	100%	
	V. VAT (if applicable for companies registered in the Republic of Uzbekistan)		
For local companies registered in Uzbekistan. The payments shall be made to the banking account in the following order: 100% payment will be made from the date the following terms are completed: <ul style="list-style-type: none"> a) A written document of acceptance by UNDP of Outputs 1, 2, 3, 4 and 5. b) Receiving of the invoice for payment of Vendor c) The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP. 			

**This shall be the basis of the payment tranches, whether there are discrepancies between the total amount specified in tables D and E, in that case the price rate indicated in table (D) will be prevalent.*

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services of attracted Expertise				
a. Expertise Services 1				
b. Expertise Services 2				
2. Services from Overseas (if required)				
a. Expertise Services 1				
b. Expertise Services 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance including accommodation				
III. Other Direct Related Costs (translation, printing and other)				
IV. Overhead expenses (no more 3,5%)				
V. VAT (if applicable for companies registered in the Republic of Uzbekistan)				

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

Part 1: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder of _____ Company, declare that:

(a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the tender; and do not have access to information about, or influence on the selection process for this tender;

(b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Proposal under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Proposal for this tender;

(c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the tender.

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TABLE 1: COMPANY PROFILE

Part 3: COMPANY PROFILE 1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of Top five (5) Biggest Contracts for the past eight (4) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TABLE 2: PERFORMANCE OF SIMILAR CONTRACTS. *

Name of delivered goods	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

*Requires at least two similar contracts during last 3 years on supply of machinery (including field and sport equipment).

[Name and signature of authorized person]

[Position]

[Date]

[Stamp of the company]

TERMS OF REFERENCE (TOR)

Joint project of UNDP, the EU and the Public Services Agency under the Ministry of Justice of the Republic of Uzbekistan "Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan"

Subject: Development of standards on public services delivery

1. Background information

For the purposes of implementation of the «Action Plan to develop the Public Services Agency's activity for 2020» dated January 29, 2019, as well as the Work Plan for 2020 of the Joint Project of UNDP, EU and the Public Services Agency under the Ministry of Justice of the Republic of Uzbekistan «Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan», the Public Services Agency is planning to mobilize a state standards developer in sphere of public services delivery.

This document sets forth the requirements to the organization, performance and acceptance of works on development of state standards of the Republic of Uzbekistan in sphere of public services delivery including in electronic form.

All qualification requirements (to the Contractor) must meet or exceed the minimum requirements specified in these Terms of Reference.

2. Project objective

One of the priority areas of activity in public services delivery using information and communication technologies is the adoption of international standards as the state standards of the Republic of Uzbekistan harmonized with international requirements.

The main purpose of harmonization is to bring the requirements, indicators, methods, norms and rules established for products, processes, and services in line with the requirements of relevant international standards.

Below is the list of standards to be introduced:

1.	Standardization of implementation phases of public services (BPR, BPMN, developing rules and regulations)
2.	Standardization of information systems and databases development, as well as of the expertise (expert evaluation)
3.	Standardization of information systems and databases integration, identification of legal entities and individuals when delivering public services
4.	Standardization of public services delivery by the state bodies and organisations providing public services
5.	Standardization of digital transformation of public of services
6.	Standardization of information security when delivering public services (development of technical rules and regulations)

3. Scope of work

The scope of work includes:

- 1) Study and analysis of materials on selected standards with due account of highest achievements of the national and foreign science, technology and best practices.
- 2) Draft, agree on and approve the Terms of Reference (ToR) for all six (6) standards. Requirements determined on basis of materials' analysis of the national and foreign science should be taken into account when developing the ToR.
- 3) Develop the first version of drafts of the six (6) selected state standards and send them for the review. When developing the first version the developer should take into account:
 - requirements of current or being developed technical rules and regulations;
 - results of research works related to the selected standards;
 - international, regional standards, norms, rules, recommendations and other instruments of international standardization, as well as regional technical rules and regulations;
 - proposals from authorities, legal entities and individuals interested in development of the standards.
- 4) Develop the final version of the drafts of six (6) selected state standards. Developer shall submit in the Technical Standardization Committee the following documents:
 - the final version of the draft standard on paper with original signatures on the last page and in electronic form in an editable format;
 - explanatory note to the draft standard;
 - summary of comments and suggestions on the first version of the draft standard;
 - documents confirming approval of the draft standard.
- 5) Agree and submit for approval the draft state standard.

The final version of the draft state standard shall be submitted for approval. Along with this version of the draft the following documentation shall be submitted:

- explanatory note to the final version of the draft standard;
- copy of the Terms of Reference for development of the standard, including the list of organizations that have agreed on the draft standard;
- draft plan of main activities;
- act of scientific, technical and legal expertise of the draft standard;
- original documents that confirm the agreeing on the draft standard;
- summary of the feedbacks on the draft standard.

National standardization body shall review the draft state standard and make a decision on approval or return of the draft standard for finalization.

4. Deliverables and deadlines of works

The Contractor must produce to the Client the following deliverables of the work:

#	Activities/Deliverables	Deadlines
1.	Study and analysis of applying the international practices on selected standards.	30 calendar days after signing the contract

2.	Draft, agree on and approve the Terms of Reference for all six (6) standards	15 calendar days after receiving the Deliverable 1
3.	Develop the first version of the draft six (6) selected state standards and send it for the review	60 calendar days after receiving the Deliverable 2
4.	Develop the final version of the draft six (6) selected state standards	60 calendar days after receiving the Deliverable 3
5.	Agree on and submit for the approval the draft state standard	30 calendar days

Deadlines for producing deliverables can be revised subject for agreement between Contractor and the Client. Under the Phase 5 of works, the Contractor shall be assigned with a task to organize the meeting of the Technical Committee for approval of the draft state standard. All project documentation should be produced to the Client in Russian and/or Uzbek electronically in MS Office (Flash drive) and in print format (in two copies).

5. Timeline and duration

Works commencement date is: within 5 calendar days from the date of signing the contract by both parties.

Works completion date is: not later then 195 calendar days after signing the contract by both parties.

6. Venue of work

The task will be performed on the Contractor's territory.

7. Assistance and tools provided by the UNPD

7.1. UNDP joint project's team together with experts of the Public Services Agency will provide the necessary assistance in organization of workshops, planned for the period of this task implementation. In addition, the Contractor will receive an assistance in organization of a meeting with key stakeholders.

7.2. The Contractor should use own working/office facilities and personal computers.

8. Qualification requirements to the Contractor

8.1. The organization of the competition will be carried out in accordance with the established rules and procedures of the UN Development Program.

8.1. The successful candidature (organization) must meet the following criteria:

- the Contractor can either organization or institution;
- the Contractor must have at least 5 year experience in standards development;
- the availability of the required personnel for the successful completion of works;
- more than 5 similar works performed by the Contractor within the last 3 years.
- the availability of reference letters – at least 5, from the clients to whom similar services were delivered.

8.2. Organizational capacity that may influence on service delivery:

- organization structure;
- scheme for delivery the required services;
- performing the whole scope of works with own resources, without involving any subcontractor organizations or specialists;

- forming a team with excellent communication, good analytical and technical skills, as well as with specific professional skills listed below, which are sufficient to conduct a capacity and needs assessment, is the sole responsibility of the Contractor (CVs of experts involved should be provided).

8.3. The Contractor will comprise the team of experts:

- Team leader;
- Developers of standards;
- Norm controller;
- Qualified translator.

1.	Team leader Experienced specialist addressing all organizational issues on project implementation
1.1	Higher education in ICT (copy of the diploma, certificates and other documents, proving the higher education can be requested additionally)
1.2	At least 3-year work experience as project manager or team leader in ICT
1.3	Language skills: Russian, Uzbek are mandatory
2.	Developer of standards
2.1.	At least 5-year work experience in development of standards
2.2	Language skills: Russian or Uzbek
3	Norm controller
3.1	At least 3-year work experience, with specialized training received at research institute of standardization, certification and technical regulation
3.2	Language skills: Russian or Uzbek
4	Translator A qualified specialist must ensure the full compliance of translations with original texts by all stylistic and lexical parameters
4.1	At least 3-year work experience in professional technical translation of texts
4.2	Language skills: Russian, Uzbek and English are mandatory

9. Training

The Contractor shall, after the standards are developed, take an obligation to carry out the five-day workshops to acquaint with the standard for the responsible staff members (up to 50 people) in all stakeholder agencies. The Contractor shall ensure the addressing of all organizational issues including venue of training and catering.

10. Payment

The Contractor must take into account all expenditures when submitting a proposal for advisory, travel and per diem expenses, which are required for the performance of below specified deliverables of the work.

Payment for the consulting services rendered will be made in accordance with the established rules and procedures of the UN Development Programme.

Deliverable	Share from the total contract amount	Deadline	Payment condition

Deliverable #1 Study and analysis of applying the international practices on selected standards.	15% from the total contract amount	30 calendar days after signing the contract	Within fifteen (15) calendar days from the date of completion of the following conditions: a) Written document on acceptance of phases by the UNDP; b) Receipt of an Invoice from the service provider.
Deliverable #2 Draft, agree on and approve the Terms of Reference for all six (6) standards	25% from the total contract amount	15 calendar days after receiving the Deliverable 1	
Deliverable #3 Develop the first version of the draft six (6) selected state standards and send it for the review	25% from the total contract amount	60 календарных дней после получения результата 2	
Deliverable #4 Develop the final version of the draft six (6) selected state standards	20% from the total contract amount	60 calendar days after receiving the Deliverable 3	
Deliverable #5 Agree on and submit for the approval the draft state standard	15% from the total contract amount	30 calendar days	

11. Organization of the bidding competition

Organization and carry out of the bidding competition will be in accordance with the established rules and procedures of the UN Development Programme.