



REQUEST FOR QUOTATION (RFQ)

RFQ-2021-018: Storage and Transportation of Medical Kits	Date: May 07, 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of 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: Zhanat Tileumuratova

Name: Zhanat Tileumuratova

Title: Procurement Associate

Date: May 07, 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>May 21, 2021, 18.00 pm Nur-Sultan time zone</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>
Pre-Bid conference	<p>14 May 2021 (15.00 pm Nur-Sultan local time)</p> <p>Venue: ZOOM platform</p> <p>If interested, please send your email notification in advance to the email: zulfiya.suleimenova@undp.org</p>
Period of contract	<p>The goods must be delivered to 17 regions of Kazakhstan according to Annex 4 after its arrival to Almaty within 14 calendar days.</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-2021-018: Storage and Transportation of Medical Kits Multiple emails must be clearly identified by indicating in the subject line "email no. for example, 1 of 5", and the final "email no. 5 of 5". It is recommended that the entire Quotation be consolidated into as few attachments as possible. <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, Fraud, Corruption,	<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> <p>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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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.</p>
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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input 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"/> In case the delivery/completion is delayed by 30 calendar days Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract. Percentage of contract price per calendar day of delay: 0.1% per calendar day up to Max. percentage of 10%, after which UNDP may terminate the contract.</p> <p><input checked="" type="checkbox"/> The company must provide cargo insurance by the time of contract award.</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 Language</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 Terms of Reference in Annex 1 <input checked="" type="checkbox"/> Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; confirmation of 5 years of experience. <input checked="" type="checkbox"/> Legal documents - Registration Certificate, Tax Payment Certification, etc; <input checked="" type="checkbox"/> Latest Audited Financial Statement (for 2019-2020), certificates confirming the absence of debts owed to banks and tax authorities, income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. <input checked="" type="checkbox"/> Legal documents for a Warehouse and the documents confirming the type Class A <input checked="" type="checkbox"/> Confirmation that Warehouse can ensure necessary temperature mode for medical supplies. <input checked="" type="checkbox"/> Confirmation that the provided transport means can ensure temperature mode for transportation of medical supplies.

	<input checked="" type="checkbox"/> Validity of offer for at least 90 days <input checked="" type="checkbox"/> Proposed Strategy and schedule of delivery to 17 regions; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Recommendation letters, copies of contracts) from the top 3 clients in terms of Contract value in similar field. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> An affidavit on company letterhead that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients. <input checked="" type="checkbox"/> Confirmation that due to the COVID-19 pandemic, the Supplier undertakes to provide all necessary means of protection for their staff and comply with all norms and recommendations of WHO and local authorities for performing work during a pandemic. The service provider is responsible for the proper and timely provision of their employees engaged in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary) for the entire duration of the assignment.
Quotation validity period	Quotations shall remain valid for 90 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"/> 100% within 30 days after delivery of goods to 17 regions of Kazakhstan in accordance with Annex 4 and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements.
Contact Person for correspondence, notifications and clarifications	E-mail address: zulfiya.suleimenova@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 5 working days before the submission deadline. Responses to request for clarification will be communicated by email 17 May 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially/technically compliant offer. UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the

	Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.
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 type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	June 2021
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**

Name of service:	Storage and Transportation of Medical Kits
Project number and name:	COVID-19 Emergency Response Project, #00123520
Duty station:	17 regions of Kazakhstan.
Period:	June-July 2021 (within 14 calendar days)

1. General Information

Within the framework of the project, the United Nations Development Program (UNDP) will support the Government of Kazakhstan, represented by the Ministry of Labor and Social Protection of the Population (MLSPP) and the Ministry of Health (MoH), in the procurement and delivery of medicines and personal protective equipment to the regions, necessary to prevent the spread of COVID-19 from the aim of reducing the economic burden for low-income families, in accordance with the Agreement between the Asian Development Bank and the Government of Kazakhstan, approved by the Decree of the President of the Republic of Kazakhstan No. 470 dated December 11, 2020.

In the frames of the ITB-2021-004 "Supply of Medicines & Medical Equipment and Protective items" UNDP shall purchase medical kits with medicines and personal protective equipment necessary to prevent the spread of COVID-19 among vulnerable groups and deliver them to the designated Warehouse in Almaty, Kazakhstan.

Purpose of services: Current terms of reference is aimed to ensure logistic and transportation services for the Cargo delivered in the frames of ITB-2021-004. The Contractor shall accept, store, and deliver the Cargo to 17 regions of Kazakhstan (in accordance with Annex 4) on the terms set forth in this document.

2. Scope of work

The Cargo will consist of 145,000 medical kits already sorted, labelled and packed with the following content per each kit:

Description	Quantity	The list of items in 1 (one) medical kit
Medical kit	145,000	1. Electronic digital Thermometer (1 item) 2. Medical Mask (100 items) 3. Hand Sanitizer (2 items, 100ml) 4. Ibuprofen (400mg, 20 tablets) 5. Paracetamol (500mg, 20 tables) 6. The list of items

The size of a kit box is: 250mm X 200 mm X 150 mm

Weight of 1 Kit: Approx. 0.8 to 0.9 kg.

The kit boxes will be packed in cartons, with each carton holding 16 kit boxes.

*Please note that these weight and dimensions are for reference only and may be adjusted slightly at the time of actual kitting, but fundamentals will remain the same.

Major activities expected to be undertaken by the Contractor:

1. The Contractor provide a class A warehouse in Almaty for acceptance, stacking and storing of 145,000 medical kits delivered in the frames of ITB-2021-004 "Supply of Medicines & Medical Equipment and Protective items".
2. The Contractor accompanied by UNDP representative must verify the quantities and check for damage to the packaging with the provision of photographic materials.
3. The Contractor shall keep the kits in the warehouse in the appropriate storage conditions until inspection and testing of hand - sanitizers by a third party (to be organized by UNDP) are done. Kits shall be stored in accordance with the temperature mode indicated in the products' instruction (between 15°C – 25°C, with a relative humidity of not more than 65 percent).
4. After inspection and testing the Contractor shall deliver all 145,000 kits to all destination points within maximum 14 calendar days.

3. Expected outputs

#	Deliverables	Expected duration	Coordination and approval	Payment
1	Acceptance, stacking and storage of 145,000 medical kits	Within 14 calendar days after acceptance and inspection of Cargo to the Warehouse in Almaty	GLD Head of Unit and Project Manager	100 %
2	Verification of the quantities and check for damage to the packaging with the provision of photographic materials, accompanied by UNDP representative.			
3	Distribution of medical kits by the regions and delivery to 17 regions of Kazakhstan			

4. Institutional arrangements:

The Contractor bears full responsibility for the accuracy and legality of the information provided and for the timely provision of services.

- Coordinates its actions with the project manager
- Collaborates with the expert team of the project.
- Ensures unconditional fulfillment of the requirements specified in this request for quotation.

5. Special Notice:

- The Contractor must provide Cargo insurance by the time of contract award.
From the moment of receipt of the Cargo and until the transfer of the Cargo to the final recipients, the Contractor is fully responsible for the safety of the Cargo.
- The Cargo must be transported safely, expeditiously and in accordance with the appropriate temperature mode indicated in the products' instructions. The Contractor will be responsible for taking all necessary steps to ensure that all transport units are in good operational condition at all times.
- The Contractor shall not tranship any Cargo in whole or in part without the prior written consent of UNDP.
- The Cargo is to be handed over to the third party indicated in the UNDP consignee list provided to the escorts/drivers (Annex 4). Where none of the persons in the recipient list are available, the UNDP focal point should be contacted immediately for further instructions.

6. Qualification requirements

The Contractor may be a company/organization that is duly registered and meets the following requirements:

- Availability of Class A Warehouse
- At least 5 years of experience in provision of logistic services
- At least 5 years in carrying out activities related to warehousing, transportation and insurance of goods in the Kazakhstan market with the provision of evidence POs/contracts (indicating to whom and when the goods were delivered, with the contact information of the Customer).

7. Recommendations to for submitting an offer

1. The offer should be in Kazakhstani tenge according to the quantities as per each destination mentioned in the price schedule all-inclusive of the services listed further (Annex 3). Offers should include cost for loading/unloading/stacking, provision of escort persons and to ensure safe delivery of medical kits to the final destinations. All costs pertaining to the efficient delivery of Cargo at the right time to the right destinations should be included in the offer. No costs other than those included in the offer will be accepted.

2. The offer must clearly indicate the number of transport means dedicated per each region and the estimated time for delivery; and the total delivery time for the whole Cargo (Annex 3).

8. Payment terms

Payment shall be made only upon delivery and acceptance of the medical kits at all 17 destinations and submission of an invoice stating the exact quantities delivered. The invoice must be accompanied by originally signed transport waybills duly signed and stamped (indicating number of units received) by UNDP official/consignee, the Act of acceptance signed by the representatives of the recipient side in the regions according to the contact list provided by UNDP.

The UNDP payment condition is within thirty (30) calendar days by bank transfer from the date of receipt by UNDP's designated paying office of the original invoice and all other supporting documents specified. UNDP does not make payments in advance of delivery. Under no circumstances shall UNDP be liable to pay interest on amounts not paid within this period.

9. Selection criteria

Service providers will be evaluated based on the lowest bid method. The opportunity to provide services will be provided to the service provider whose offer has been evaluated and determined as:

- 1) Compliant with the requirements of this document;
- 2) Offering the lowest cost of service.

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:	RFQ-2021-018: Storage and Transportation of Medical Kits	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
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" 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.

Yes	No	
<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:	RFQ-2021-018: Storage and Transportation of Medical Kits	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 detailed delivery schedule describing the number of transport means dedicated per each region with estimated time for delivery; and the total delivery time for the whole Cargo.

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	Price
1.	Warehouse (number of days)	
2.	Transportation from the Warehouse in Almaty to 17 regions of Kazakhstan	
3.	Cargo insurance	
Total Price (KZT) (Exclusive of VAT)		
VAT Percentage or Value		
Total Price (KZT) (Inclusive of VAT)		

Breakdown of Fees

Name	UOM	Number of days	Unit price per day	Total Price
Warehouse services for 145 000 kits	day			
Transportation from the Warehouse in Almaty to 17 regions of Kazakhstan	UOM	Quantity of kits	Transportation cost per kit	Total Price
Akmola region	trip	2 004		
Aktobe region	trip	4 236		
Almaty region	trip	15 820		
Atyrau region	trip	1 194		

East-Kazakhstan Region	trip	8 334		
Zhambyl region	trip	8 872		
West-Kazakhstan region	trip	3 178		
Karaganda region	trip	2 983		
Kostanay region	trip	3 494		
Kyzylorda region	trip	9 424		
Mangystau region	trip	2 792		
Pavlodar region	trip	3 641		
North-Kazakhstan region	trip	1 730		
Turkestan region	trip	28 769		
Nur-Sultan	trip	3 960		
Almaty	trip	4 213		
Shymkent	trip	40 356		
Total		145 000		

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time for the whole Cargo (max. 14 calendar days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (90 calendar days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (100% upon arrival of 145 000 kits to 17 destinations and Acts of Acceptance approved by UNDP official/consignee)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Cargo insurance	<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.	
<i>Exact name and address of company</i> 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.

Annex 4. Destination addresses and responsible people

#	Region	Q-ty	Address	Responsible person for acceptance of goods	Contact details
1	Akmola region	2 004	Kokshetau, 23 Pushkina street	Kassymova Orynassar Samigulayevna	8(7162)29-86-25 8 702 674 41 89
2	Aktobe region	4 236	Aktobe, 1 «B» Sankibay Batyra Fulfilment Center JSC «Kazpochta»	Abilkhanov Talgat Muratbekovich	8 701 904 47 78
3	Almaty region	15 820	Taldykorgan, 76 Tolebayeva street	Sarsebekov Syrym Kanatuly	8 778 689 40 35, 8 707 786 86 89
4	Atyrau region	1 194	Atyrau, 31a Azattyk avenue	Kenzhegalieva Gulzat Alpysbayevna, Dyusembaeva Lyazzat Amankosovna	8 775 353 29 76, 8 701 284 66 45
5	East-Kazakhstan Region	8 334	Ust-Kamenogorsk, 1 Kiyevskaya street	Kabdullina Dana Sailaubekovna	8 7232 75 13 16 8 705 672 79 10
6	Zhambyl region	8 872	Taraz, 1 Karakhana street	Kenesbayev Nursultan Yerzhanovich	8 701 377 63 57, 8 747 591 56 56
7	West-Kazakhstan region	3 178	Uralsk, 44/2 Saraishyk street	Nuridenova Gulnara Kairatovna	8 777 181 09 77
8	Karaganda region	2 983	Karaganda, 47/3, Yerzhanova street	Akbarov Kaiser Khayranovich	8 705 420 09 60
9	Kostanay region	3 494	Kostanay, 34, Kasymkhanova street	Ustinov Maxim Nikolaevich Doschanov Artur Dulatovich	8 701 123 41 47 8 747 187 49 70
10	Kyzylorda region	9 424	Kyzylorda, 47, Bekzatkhana Askar street	Almashova Sharizat Eltayevna	8 775 777 00 88
11	Mangystau region	2 792	Aktau, 24 mcrd, building 15	Zhumasat Tursynbek	8 778 138 81 19
12	Pavlodar region	3 641	Pavlodar, 4 Zelenaya roscha street	Khakhanaeva Raisa Valerievna	8 777 618 48 77, 8 701 618 77 32
13	North-Kazakhstan region	1 730	Petropavlovsk, 64. Abaya street	Chernaya S.I.	8 705 422 35 93
14	Turkestan region	28 769	Turkestan, 173B, Beimbeta Mailina	Myrzaraimov Kakhraman, Kazikhanov Meirkhan	8 777 712 93 19, 8 775 483 04 01
15	Nur-Sultan	3 960	Nur-Sultan, 14 f. Beitbitshilik street	Sadyr Asemgul Satybaykyzy	8 702 209 18 16
16	Almaty	4 213	Almaty, 100/10 S. Baizhanova street	Ismayilov Rustem	8 708 533 34 10
17	Shymkent	40 356	Shymkent, 12, Nazarbayeva avenue SE "Korme Ortalygy"	Bekmuratov Yerman Nurlanovich	8 702 216 08 07
Total:		145 000			