

**REQUEST FOR QUOTATION (RFQ 43-2021)**

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| **Project:** City Experimentation Fund  RFQ 43-2021 Feasibility study of the transformational potential of  specific bio-waste products | Date: 04 June 2021 |

**SECTION 1: REQUEST FOR QUOTATION (RFQ)**

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

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Igor Djordjevic

Title: Procurement Assistant

Date: 04.06.2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

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| **Introduction** | 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  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.  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. |
| **Deadline for the Submission of Quotation** | **22 June 2021 by 11am local time**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.  **n/a**  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  It shall remain your responsibility to ensure that your quotation will reach UNDP before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  Dedicated Email Address  Courier / Hand delivery  Other Click or tap here to enter text.  **Bid submission address**: **offers.mk@undp.org**   * File Format: PFD * 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: 30 MB * Mandatory subject of email: **MKDRFQ43- 2021 Fesibility study for bio waste** * Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.   It is recommended that the entire Quotation be consolidated into as few attachments as possible.  **n/a**  [For eTendering method, click the link <https://etendering.partneragencies.org> and insert Event ID information]   * Insert BU Code and Event ID number   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/ |
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | 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>  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_andinvestigation.html#anti> |
| **Gifts and Hospitality** | Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| **Conflict of Interest** | **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.  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.  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. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  Select the applicable GTC:  ☒ [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)  ☐ [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)  ☐ [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | ☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]  ☐ Others [pls. specify] |
| **Eligibility** | 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.  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.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative . |
| **Currency of Quotation** | Quotations shall be quoted in MKD, VAT excluded |
| **Joint Venture, Consortium or Association** | 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.  Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | 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.  *Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:*  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** | 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:  All prices must:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation** | ☒ English for the required documents and CVs (copys of original documents shall be submitted as copies, no translation required)  Including documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  Annex 2: Quotation Submission Form duly completed and signed  Annex 3: Technical and Financial Offer duly completed and signed and in  accordance with the Schedule of Requirements in Annex 1  Company Profile – a short description of the Company and relevant experience to this assignment  Copy of the registration defining the constitution or legal status, place of registration, and principal place of business (Тековна Состојба);  List of relevant projects, as per TOR requirements (Please indicate the e-mail addresses or telephone numbers of contact persons for reference check).  Agreement among the legal entities, if the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal  Quality Certificate (e.g., ISO 9001, ISO 27001, ITIL) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any  FOR THE PROPOSED TEAM OF EXPERTS:  Signed CVs of the proposed team of experts reflecting the qualification requirements of the Terms of Reference of the RFP  ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;  ☒ Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;if available  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| **Durration of the assignment** | The assignment is expected to be finalised **in maximum 3,5 months** |
| **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** | Not permitted  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | Not permitted  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** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation i.e Invoice |
| **Conditions for Release of**  **Payment** | Passing Inspection [specify method, if possible] Complete Installation  ☐ Passing all Testing [specify standard, if possible]  ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible  ☐ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements  **other** |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address **for clarifications only**: **procurement.mk@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.  Attention: Quotations shall not be submitted to this address but to the address for quotation submission above (offers.mk@undp.org). 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 days before the submission deadline. Responses to request for clarification will be communicated directly to the Bidder and posted on web site in 2 days from the question raised |
| **Evaluation method** | The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Evaluation criteria** | **Full compliance with all requirements as specified in Annex 1**  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  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** | ☐ Purchase Order  [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (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.)  ☐ [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default)  ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | **28 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) |
| **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](http://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. |

**TERMS OF REFERENCE**

Subject: Feasibility study of the transformational potential of specific bio-waste products.

Физибилити студија, со фокус на специфични продукти кои се класифицираат како био-отпад и нивниот трансформативен потенцијал.

Project: City Experimentation Fund

Period of implementation: 14th of June – 23rd of August 2021

1. **PROJECT BACKROUND**

By 2050, the UN foresees that 66% of the world's population will be living in metropolitan cities and, thereby, increasing pressure on municipal governments to provide reliable access to public services. With this expanding population, there is a global shift to cities as primary agents of innovation and intervention and a general consensus that, to accommodate these new patterns, they need to be resilient, economically vibrant, more livable, sustainable, accessible, well-governed, and well-planned.

NextGenUNDP recognizes that development is not static and fixed, but that the current times are especially dynamic, ever-changing, and evolving into a new pattern. Grappling with complexity and uncertainty means that systemic change cannot be achieved with our past practices and radically new development models are in high demand.

To this end, UNDP Istanbul Regional Hub (IRH) is pursuing a new approach to accelerate learning on strategic risks and development of systemic solutions to complex challenges, at the local level of Cities. Under the framework of the City Experiment Fund, UNDP’s Innovation team is supporting 4 cities in the region in the articulation, design and dynamic management of portfolios. This work builds on the ongoing efforts at the regional level to develop a portfolio on urban transformation following the pandemic.

The current phase of the City Experiment Fund aims to complete work and deliver activated seed portfolios by **31st August 2021.**

A “seed portfolio” is a demonstration portfolio with a limited set of initial interventions that are there to showcase the process of portfolio design, engage the local city-system and stakeholders in this new approach, initiate a first set of small-scale time-boxed experiments to generate new learnings. To that end, all the phases of the process are fast-track short sprints of work (2-3 months for design) and timeboxed implementation timeframe – 1-2 months for option execution (July – Aug 2021).

UNDP CO North Macedonia is one of the participating country offices in the CEF, with a focus on exploring system transformation approaches around **Circularity of Waste with an initial focus on Bio-waste[[1]](#footnote-2) in Skopje.**

The focus of CEF project for UNDP CO North Macedonia is to design a seed portfolio of interventions that engage the Skopje city-system in re-structuring itself towards waste circularity that not only reduces the overall amount of bio- waste in the system but also forms the basis of new businesses, employment opportunities and economic development. The project is composed of several distinct phases of work:

* Understanding the current state of play of the waste system in Skopje and specifically of bio-waste; represent the city-system as related to bio-waste using a Problem space methodology specifically developed by IRH and Chora Foundation for representing cities as social systems (Agora City Stencil )
* Uncovering key system dynamics and interaction clusters that are indicative of positions of leverage in the system
* Formulating hypothesis around the way the identified positions can be leveraged for transformational change and learning; these provide the strategic argument of the portfolio
* Designing options as vehicles of engaging with the system and creating experiences for the purpose of generating new intelligence around the system transformation objectives
* Engaging relevant partners in the activation and implementation of the designed options

Currently the project is in the last phase of activating the seed portfolio and selecting relevant partners to implement the designed options, according to a given set of design principles, scope of work and deliverables/outcomes.

UNDP CO North Macedonia seeks to engage individuals in companies with relevant knowledge and expertise to assist in the activation of an option, as detailed in these Terms of Reference.

1. **SPECIFIC PROCUREMENT GOAL**

For UNDP to determine the transformation potential of specific types of waste, that can be clustered in the bio-waste category, there is a need to analyze the feasibility of these products with a particular focus on the financial model that they should follow and its viability.

This study will be two-fold focusing on the transformational potential of bio-waste products where some preliminary research on the transformational potential has been done and will be shared with the contractors that will work on this study, as well as focus on the transformational potential of other bio-waste products where there has been no prior research done and where we would like to investigate their transformational potential, their frequency in the ecosystem [how much waste is there in the city], but also the financial models for their potential market launch.

To implement this assignment **UNDP is seeking to contract a qualifying company** to develop these following tasks and responsibilities.

1. **TASKS AND RESPONSIBILITIES**
2. **Conduct a feasibility study on the transformational potential of bio-waste products, and the viability of the potential financial models that they could explore.**

The feasibility study should focus on the potential of at least two specific bio-waste products to become a part of the circular economy and be transformed into new viable products. The study should focus on the transformational opportunity of these products, their frequency in the ecosystem in the city of Skopje, as well as showcase the potential financial models that they could explore as well as the viability of those models. The feasibility study at its minimum should include the cost-benefit analysis of the product, the market viability of these products, the projections of the prices for the products, as well as the overall viability of the models.

**Expected deliverables:**

* Provide an advanced outline of the feasibility study including the central research ideas that the final version of the study will contain.
* Provide the written feasibility study, with a focus on specific bio-waste products and their transformational potential.

1. **Create a framework that will serve as a template with accompanying guidelines based on the feasibility study, that researchers can use to assess the transformational potential of bio-waste products and the viability of the potential financial models that they could explore.**

This framework should offer a template with easy to use guidelines for other researchers to assess the feasibility of different bio-waste products. The authors should use steps from the writing of the feasibility study to create this document, and share the essential steps and processes one needs to take in order to conduct similar investigations on the transformational power of bio-waste products, the cost-benefit analysis of the product, the market viability of these products, the projections of the prices for the products, as well as the overall viability of the models.

**Expected deliverables:**

1. Draft framework containing the template with guidelines that other researchers can use to assess the feasibility of bio-waste products.
2. Final framework containing the template with guidelines that other researchers can use to assess the feasibility of bio-waste products.
3. **EXPECTED DELIVERABLES**

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| **Deliverables** | **Due dates** |
| 1. Provide an advanced outline of the feasibility study including the central research ideas that the final version of the study will contain. | 28th of June 2021 |
| 1. Draft feasibility study | 15th of July 2021 |
| 1. Provide the written feasibility study, with a focus on specific bio-waste products and their transformational potential. | 16th of August 2021 |
| 1. Present the core findings of the feasibility study [for both Task 1 and 2] in front of the UNDP team and the associates that work on this project. | 23rd of August 2021 |
| 1. Draft framework containing the template with guidelines that other researchers can use to assess the feasibility of bio-waste products. | 15th of July 2021 |
| 1. Final framework containing the template with guidelines that other researchers can use to assess the feasibility of bio-waste products. | 16th  of August 2021 |

1. **CONTRACTOR QUALIFICATIONS**

The successful contractor will need to meet the criteria as listed below. Evidence for eligibility shall be submitted as described in the section *Documents to be submitted* below.

**CORPORATE REQUIREMENTS:**

* Minimum of 5 years of experience in the development of feasibility studies for commercial products, or the financial viability of products for market placement.
* Record of 1 similar assignment, as the one described in this ToR in the past three years.

**LEAD EXPERT REQUIRMENTS:**

* **Education:** Master’s degree in the fields of Economics, Business, Social Sciences, or other similar fields.
* **Experience:** At least three years of professional experience in designing or conducting feasibility studies for commercial products.
  + at least one similar assignment in the past three years
* **Languages:** Excellent written and oral communication and presentation skills

1. **EVALUATION CRITERIA**

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| **Documents to be submitted** | **Status** | |
| **FOR THE COMPANY** | **YES** | **NO** |
| Company profile acknowledging the minimum of 5 years of experience in the development of feasibility studies for commercial products, or the financial viability of products for market placement. |  |  |
| Registration certificate (Tekovna Sostojba) |  |  |
| Provide the one similar assignment, as the one described in this ToR in the past three years   * Contract value * Client contact information [name, position, email, phone] for reference check |  |  |
| Reference letters from the top 2 clients in terms of contract value in similar field |  |  |
| **FOR THE EXPERT** |  |  |
| Completed and signed CV for the Lead Expert. The CV should include:  **Education**: Master’s degree in the fields of Economics, Business, Social Sciences, or other similar fields. PhD is an asset  **Experience:** At least three years of professional experience in designing or conducting feasibility studies for commercial products. |  |  |
|  | **Status** | |
| Track record, of at least one similar assignment in the past three years. |  |  |

1. **TERMS OF SERVICE**
2. **Product delivery**

All products should be delivered in Macedonian and English

1. **Time frame**

The duration of the contract will be 14th of June until the 23rd of August 2021.

1. **Reporting**

The company will report to the UNDP project manager.

1. **Communication**

During the fulfillment of the project activities, the company should provide regular communication and exchange of findings with the Project Manager. The company should ensure quality and timely delivery of the expected results and will regularly inform the UNDP Project Manager about the processes and the expected result, as well as any obstacles that may arise. The company will undertake all technically justified corrective actions to finalize the products based on the comments and suggestions given by the project experts from UNDP.

1. **Logistical support**

The company is responsible for providing all effective and efficient logistical support for all the tasks/duties/responsibilities, including team communication, translation and formatting costs, and graphic design of printed and electronic deliveries

1. **Payment schedule**

This is a product-based service. Payment of the contract price will be done in two instalments, within 30 days after the successful completion and approval of the deliverables:

* 50% of the contract price after the 15th of July [after completion and approval of deliverables: 1, 2 and 5],
* 50% of the contract price after the 23rd of August [after completion and approval of deliverables: 3,4 and 6].

**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.*

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

**Company Profile**

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| **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. |
| Does your company possess the license(s) required by the Schedule of Requirements | : License for Urban Planing  ☐ : License A for review of technical documentstion for construction |
| Are you a UNGM registered vendor? | Yes  No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification, if any (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | Yes  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):* | Yes  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | Yes  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)* | Yes  No |
| Is your company a member of the UN Global Compact | Yes  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. |

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| **Previous relevant Company experience:** | | | | |
| **Name of previous relevant contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ………… |  |  |  |  |
| **List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;** | | | | |
| **Name of ongoing Projects** | **Contact Details including e-mail** | **Contract Value** | **Current completion ratio of each ongoing project** | |
| …. |  |  |  | |
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| --- |
| **Relevant Expert (s) experience(as per TOR requirements):** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Expert** | **University degree** | **Experience (in years)**  **in line with CV credentials** | **Reflect only the Relevant experience as required in TOR (ex.relevant projects..)** |
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| *….* |
| *….* |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

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

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

**Technical Offer-**

*Provide the requested documents and reflect:*

* *your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *team composition and CVs of key personnel and copies of Authorizations (if/as required)*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer.

**Detailede budget break down per Deliverable shall be presented**.

The lump sum should include all costs of preparing and delivering the Services.

**Currency of Quotation: MKD, VAT excluded**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
| 1. | Provide an advanced outline of the feasibility study including the central research ideas that the final version of the study will contain. |  |
| 2 | Draft feasibility study |  |
| 3 | Provide the written feasibility study, with a focus on specific bio-waste products and their transformational potential. |  |
| 4 | Present the core findings of the feasibility study [for both Task 1 and 2] in front of the UNDP team and the associates that work on this project |  |
| 5 | Draft framework containing the template with guidelines that other researchers can use to assess the feasibility of bio-waste products. |  |
| 6 | Final framework containing the template with guidelines that other researchers can use to assess the feasibility of bio-waste products |  |
| **Total Price, VAT excluded** | |  |
| **VAT** | |  |
| **TOTAL** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
|  | day |  |  |  |
|  | day |  |  |  |
|  | day |  |  |  |
|  | day |  |  |  |
|  | day |  |  |  |
| Travel | Lump sum |  |  |  |
| … (\* plaease describe the lump sum by providing cost break down for number of travels, purpose of travel, etc.) |  |  |  |  |
| Other expenses | Lum sum |  |  |  |
| e.g. expences for obtaining conditions and documents from relevant institutions regarding the assignment |  |  |  |  |
| ….… (\* plaease describe the lump sum by providing cost break down for type of each costs associated with the assignment) |  |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Your Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick 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. |

1. \* Bio-waste in this context means all types of waste of organic origin, in solid or liquid form such as (but not limited to) fresh plant and green waste, processed food waste, left overs from restauration and bars/cafes/juice making, used oils, manures and animal waste, left overs and by-products of food industry (brewing, cheese production, canned food,..), sludge and waste waters, fibers and cellulose products of organic origin (cardboard, textile,..), … [↑](#footnote-ref-2)