**Annex 2a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

[insert: *Location]*.

[insert: *Date]*

To: Zhanat Tileumuratova

Procurement Associate

UNDP in Kazakhstan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP-2021-03**7 dated 21.06.2021, and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **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 enclosing the following documents and information:*

|  |
| --- |
| 1. Acceptance of the UNDP General Terms and Conditions, with the UNDP contract format (Annex 2a; Annex 2b – must be password protected). 2. Must have legal capacity to enter into agreements (Registration Certificate, Tax Payment Certification, etc). 3. Be solvent, not subject to liquidation, her property should not be seized, her financial and economic activities should not be suspended in accordance with the law (certificate of absence of debt in tax authorities and serviced banks), audited financial statements for 2019– 2020 If the company is exempted from the audit - a confirmation certificate from the contractor, profit and loss statement, balance sheet for 2019-2020. VAT certificate if the company is a VAT payer)*.* 4. Providing the company/firm profile describing the nature of business, field of expertise (at least 3 years of experience in the design and manufacture of technical means, mechanisms and equipment) 5. A list of services rendered over the past three years, including the contact details of customers 6. At least 3 positive reviews and recommendations from previous customers; 7. Availability of a patent for an invention 8. Confirmation on availability of its own production base, workshop, design bureau 9. 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. 10. 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. 11. Confirmation on validity of offer for at least 120 days. 12. A detailed methodology for the execution of services. 13. Availability of experts with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire term of the contract |

1. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *The service provider must describe how the company will fulfill the requirements of the technical task; providing a detailed description of the main characteristics / performance indicators, the reporting and quality assurance mechanisms implemented, and a justification for the feasibility of the proposed methods in the context of local conditions and type of work.* |

1. **Qualifications of Key Personnel**

***Service Provider must provide :***

1. *Names and qualifications of the key personnel that will perform the services with clear distribution of roles required by the TOR;*
2. *CVs and copy of Diplomas, Certificates demonstrating qualifications must be submitted as required by the RFP;*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

*[Designation]*

*[Date]*

**Annex 2b**

1. **COST BREAKDOWN BY DELIVERABLES (ACCORDING TO THE TOR):**

**ANNEX 2b MUST BE PASSWORD PROTECTED!**

|  |  |  |  |
| --- | --- | --- | --- |
| ***№*** | *Outcomes* | ***Payment percentage*** | ***Price, KZT*** |
| ***1*** | The design documentation (Technical Proposal, Draft Design, Technical Design) of a prototype model of seed sowing machine has been developed and presented.  Interim report with documentation attached. | *35%* |  |
| ***2*** | Manufacturing of a prototype model of seeder. Field testing of a prototype model of seed sowing machine on the territory of the RSBSE RFSSC Mezhdurechensk nursery forest garden.  Interim report on the work done with the application of photo and video material. | *35%* |  |
| ***3*** | Provision of the final working design documentation, a prototype model of seed sowing machine with a certificate, passport and operation manual.  Final report on the work done with the documentation attachment. | *40%* |  |
| *TOTAL ALL-INCLUSIVE PRICE* | | |  |

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

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Description of activities*** | ***Payment for months*** | ***Duration of services (months)*** | ***Number of people*** | ***Total price*** |
| ***1.Personnel***  *(according to the Terms of Reference)* | | | | |
| project manager |  | *7* | *1* |  |
| design engineer |  | *7* | *1* |  |
| process engineer |  | *3* | *2* |  |
| *assembler* |  | *3* | *1* |  |
| ***2. Travel expenses***  ***Departure to the Almaty region to the nursery forest garden for field trials, 3 people***  ***Daily allowance***  ***accomodation*** |  |  |  |  |
| ***3. The costs of manufacturing a prototype seed-metering device and field testing*** |  |  |  |  |
| Materials for the manufacture of a prototype model of seed sowing machine (sheet metal) |  |  |  |  |
| Required accessories for the seed sowing machine (wheels, plugs, bearings, etc.) |  |  |  |  |
| Metal cutting, turning and milling works, painting, etc. |  |  |  |  |
| Transportation costs for the delivery of materials and parts |  |  |  |  |
| **4. Miscellaneous costs** |  |  |  |  |
| Transportation costs of transporting the seed sowing machine to the nursery forest garden for field trials |  |  |  |  |
| Obtaining a certificate of conformity for a prototype model of seed sowing machine |  |  |  |  |
| Stationery and printing of working design documentation |  |  |  |  |
| Administrative expenses of the company for the Internet, banking expenses, etc. |  |  |  |  |
| ***5. Unexpected expenditures (if yes, please specify)*** |  |  |  |  |
| ***6.VAT (if applicable)*** |  |  |  |  |
| ***Grand total in KZT*** | | | | |

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

*[Designation]*

*[Date]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)