**Annex 2a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-3))***

[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-2021-021 dated 7/12/2021, and all of 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 indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; Confirmed experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions) projects for at least 3 years;*
2. *Business Licenses – Company’s state registration certificate; Company’s Charter (if applicable); VAT certificate (if applicable), etc.*
3. *Financial Stability – Certificate on the absence of debts in tax authorities; Financial reports for the last 2 years (2019 and 2020);*
4. *Experience Record – min 3 contracts/projects for similar services (experience in greenhouse gas verification and / or validation / evaluation of the results of low-carbon (resulting in a reduction in greenhouse gas emissions)) as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – Accreditation in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases - Accreditation certificate in accordance with the requirements of ST RK ISO 14065-2016 as a validation and verification body for greenhouse gases;*
6. *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;*
7. *At least 2 (two) letters of recommendation from previous Clients / Partners with whom the applicant collaborated in a project similar to the task of the TK, including the results of cooperation and the role of the applicant.*
8. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, number of days for field work, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*  *Also, the Supplier should provide a plan for the implementation of the required services in the format of the Gantt chart.* |

1. **Qualifications of Key Personnel**

*The Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications and documents confirming the qualifications of key experts - diplomas, certificates, etc.; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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| **Previous relevant experience:** | | | | |
| **Name of the contracted person or person with whom UNDP can contact** | **Client & Reference Contact Details including e-mail and phone number** | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
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1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)