



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-2021-060 Development of a creative brief for the photo project and capture a set of high-quality photos on each of 17 Sustainable Development Goals (SDGs) for the “Women and SDGs” photo project

Date: August 05, 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation 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:

Signature: Zhanat Tileumuratova

Name: Zhanat Tileumuratova

Title: Procurement Associate

Date: 05.08.2021

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>18 August 2021 till 18-00 Nur-Sultan city time</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <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-2021-060 Development of a creative brief for the photo project and capture a set of high-quality photos on each of 17 Sustainable Development Goals (SDGs) for the “Women and SDGs” photo project ▪ 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. ▪ The bidder should receive an email acknowledging email receipt. <p>(Not Applicable) Only for RFQ announced through UNDP E-Tendering System: [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,	<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,</p>

Fraud, Corruption,	<p>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_and_investigation.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 type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" 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"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 (thirty) calendar days.</p> <p><input type="checkbox"/> Others [pls. specify]</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	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 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: <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	Russian or English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <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 Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Business Registration certificate/re-registration; <input checked="" type="checkbox"/> Confirmation if Bidder is a VAT payer or not (provide VAT certificate); <input checked="" type="checkbox"/> Certificate of absence of debt in the tax authorities; <input checked="" type="checkbox"/> Concept note for the project implementation; <input checked="" type="checkbox"/> Documents confirming the qualification requirements and availability of required experience mentioned in Annex 2 (portfolio / presentation with links to the works, the company's website); <input checked="" type="checkbox"/> Free-form 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"/> 2 recommendation letters from previous clients;
Quotation validity period	Quotations shall remain valid for 90 (ninety) 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 upon delivery of results as it is stated in the section «Expected results and payments», based on financial documents (invoice, acts). <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection, Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: Nurlan.tleubayev@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 3 days before the submission deadline. Responses to request for clarification will be communicated via email by 16 August 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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 checked="" type="checkbox"/> Purchase Order or Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [Long Term Agreement]
Expected date for	

contract award.	
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

Terms of Reference

Position	National Company to develop a creative brief for the photo project and capture a set of high-quality photos on each of 17 Sustainable Development Goals (SDGs) for the “Women and SDGs” photo project
Project number and title	00122528 – SDG Financing Strategy
Type of contract	PO (Purchase Order) or Contract
Duty Station	Home-based with missions across Kazakhstan
Duration	August - September 2021 (25 working days)

1. Background

In 2020, with the aim of supporting the Government of Kazakhstan in further aligning policy and financing with SDGs and working towards the establishment of the Integrated National Financing Framework in Kazakhstan (INFF), three UN Agencies, namely UNDP, UNICEF and ESCAP launched an implementation of a Joint Programme (JP) funded by the UN Joint SDG Fund and leading role of UNDP. The JP is focusing on operationalizing the priority reforms required to implement an INFF, as identified both by the Development Finance Assessment (DFA) and the Rapid Integrated Assessment (RIA) of national budgets.

According to the 2019 RIA of national budgets, some SDGs¹, including SDG 5 (gender equality) and SDG10 (reducing inequalities) are not well-funded by the national budgets. While Kazakhstan has reduced extreme and relative poverty levels, intrinsic inequalities persist. Children of poor families, those in rural areas, children with disabilities, children in institutions and migrant children are among those at risk of being left behind. These regional inequalities also extend to gender inequalities as outlined in the UN MAPS report². The Global Gender Gap Index 2020 places Kazakhstan at 72nd position out of 153 countries indicating low ranking in political empowerment (106) and health and survival (75)³

Therefore, the JP pays attention to socially vulnerable population groups in both the urban and rural settings. Attention is brought to women, children, and adolescents from rural areas, which are disproportionately more affected by gender inequalities, discrimination, and under-representation. Following the SDGs principle of “Leave no one behind” (LNOB), the JP aims to pay specific attention to strengthen institutional capacity for the empowerment of the most excluded groups such as poor rural women, unemployed, economically inactive women by engaging them in consultations on policy development.

External and internal communication—nationally, regionally, and globally—is critical to achieving both development results and business objectives. Skillful communication contributes to transparency and development effectiveness, attracts, and fosters strong partnerships, and can boost resource mobilization.

In this regard, to boost communications support of the JP, it is necessary to capture a set of high-quality photos on each of 17 SDGs for the “Women and SDGs” photo project within the JP across Kazakhstan.

2. Objective

UNDP is looking for a local company to develop a creative brief for the photo project and capture a set of high-quality photos of women and girls on each of 17 SDGs for the “Women and SDGs” photo project within the JP across Kazakhstan.

3. Scope of work

The Company will develop a creative brief for the photo project and capture a set of high-quality photos of women and girls on each of 17 SDGs for the “Women and SDGs” photo project within the JP across Kazakhstan.

¹ Check additional information on the Sustainable Development Goals here: <https://sdgs.un.org/ru/goals>

² United Nations MAPS Report, 2016

³ WEF Global Gender Gap index and Republic of Kazakhstan, 2019, Comprehensive review of the Beijing Declaration and Platform for Action (1995) implementation progress.

The Company during the term of the TOR will closely work with UNDP Project Manager and UNDP Communications Specialist to ensure that produced output is well aligned with corporate communication policies of all agencies involved in the implementation of the JP and communication requirements of the UN Joint SDG Fund.

4. Detailed Tasks

The Company's detailed assignment will include, but not limited to the following tasks:

1. Develop a creative brief for the photo project in line with the proposed locations and project sites for the visit in consultations with UNDP Project Manager and Communications Specialist (proposed locations and project sites are outlined in Annex 1.1).
2. Capture not less than 5 photos on each of 17 SDGs (total not less than 85 photos), presenting women and girls in an ethical and encouraging manner and meeting the following requirements:
 - Error-free and high-resolution photos (not less than 5 Mb)
 - Un-posed and posed portrait, indoor and outdoor settings, action, and daily life photos
 - Photos should capture women, girls from various groups of population, including women and girls with disabilities, women migrants, women in men-dominated/rare professions, aging women, any minorities, women in decision-making, popular women; women and girls – leaders in various fields, etc.
 - Each and every photo should send a message of promoting women's empowerment and should be inspiring and raising an issue in line with the SDG it relates to;
 - Photos should cover regions and rural areas of Kazakhstan as proposed in the Annex 1.1;
3. Provide full and final caption information for each individual photo file including names, profession and ages of people photographed, city, country, date, description of activity and details of the story it tells.
4. Do not put photo credits on the actual photographs—no watermarking.
5. The Special Form in Annex 1.2 should be signed by all the participants of the photo project or their parents in case they are less than 18 years old.

5. Expected results and payments

	Deliverables/Outputs	Timeframe	Review and Approval	Payment
1.	The creative brief for the photo project is developed and approved	5 days after signing the contract	UNDP Project Manager, UNDP Communications Officer	50%
2.	All the photos are submitted to UNDP in high-resolution and with full and final captions	20 days after deliverable 1 is submitted		50%

6. Institutional arrangements:

- The Contractor ensures unconditional compliance with the requirements of this TOR, in case of poor quality of the Contractor's work, UNDP reserves the right to terminate the contract unilaterally;
- The Contractor does not have the right to distribute, transmit materials, reports collected and prepared within the framework of this TOR without the permission of UNDP;
- In the course of its work, the Contractor is accountable to the UNDP Project Manager and UNDP Communications Officer. All actions related to the performance of this work must be coordinated with the Project staff;
- Payment terms: upon delivery of results as it is stated in the section «Expected results and payments», based on financial documents (invoice, acts);
- The cost of services must include VAT, if the Contractor is a VAT payer, and all other expenses;
- Completion period is 25 days (June-August 2021) from the date of creation of the purchase order;
- Delivery address: Nur-Sultan, 14 Mamedov str., Ms. Aigerim Yegemberdiyeva, Project Manager, tel: +77172-696550.

7. Copyright

Upon termination of the agreement, UNDP shall be entitled to all intellectual property rights and other proprietary rights, including, but not limited to copyrights, with regard to photos and other materials, which the Individual Contractor has developed for UNDP under this Contract, and which bear a direct relation to, or are produced or prepared, or collected in consequence of, or during the course of, the performance of the Contract. When publishing photos in the social media, UNDP will indicate a photo credit as ©UNDP (hiring country office)/company's name.

8. Required Qualifications

Contractor - a company duly registered in the Republic of Kazakhstan that meets the following requirements:

- At least 5 years' experience in photography and photo database management;
- Experience in photographing similar development-related projects;
- Experience in designing and/or setting up photo databases, including front-facing and back-end design of database interfaces;
- Experience in this or a related field in other countries of Europe and Central Asia would be considered an asset;
- Previous professional experience with the United Nations or similar organizations in this or a related field would be considered an asset.

9. Selection criteria:

Determine the lowest price among technically qualified offers. The purchase order will be issued to the service provider whose offer has been evaluated and determined as:

- Meets the minimum of the technical requirements of the terms of reference
- Offers the lowest cost of services.

ANNEX 1.1

SDGs	Locations and characters for photos	City, region
<u>of SDG 1. No Poverty</u>	Participants of the UNDP project on prevention of violent extremism	Karaganda region or Aktobe region
<u>SDG 2. Zero hunger</u>	The problem of hidden hunger, proper nutrition and the increased problem of adolescent obesity in Kazakhstan	Regions of Kazakhstan
<u>SDG 3: Good health and well-being</u>	Women on the front line in the fight against COVID-19 in the regions; Working days of a woman who runs an organization in the field of healthcare (for example, Galiya Aitbaevna Myntayeva, Chief Physician of polyclinic 15 in Karaganda)	Karaganda and other regions of the country
<u>SDG 4. Quality education</u>	Aina Dosmakhambet, who promotes STEM education for girls in the STEM	Almaty

<u>SDG 5. Gender equality</u>	Prevention of violence against women, unpaid domestic and family care work, and other forms of discrimination. Group of girls and women graduates of the UniSat nanosatellite program (list to be provided by UNICEF)	Almaty and other regions of the country
<u>SDG 6: Clean water and sanitation</u>	Problems of access to drinking water	Southern regions of Kazakhstan
<u>SDG 7: Affordable and clean energy</u>	Women in the energy sector, green projects (for example, top managers of the AIFC, promoting green sukuk, etc.)	Regions of Kazakhstan
<u>SDG 8: Decent work and economic growth</u>	Women in business, women in leadership positions in non-traditional sectors for women (construction, energy, etc.)	Regions of Kazakhstan
<u>SDG 9. Industry, innovation and infrastructure</u>	Women in highly innovative sectors of the economy (example - Alena Tkachenko, Head of the Nommi project), implementing projects on social innovation, accessible and inclusive environment	Almaty
<u>SDG 10. Reducing inequalities</u>	Employees of the Vocational Rehabilitation Center for Persons with Disabilities	Nur-Sultan
<u>SDG 11. Sustainable cities and communities</u>	Female head of a village, city, or region	Regions of Kazakhstan
<u>SDG 12. Responsible consumption and production</u>	Girls - volunteers of the UNICEF project "Plastic Free" (volunteer Asem Isaeva from Shymkent) Project Leader of Fashion Revolution project	Shymkent, Almaty, Nu-Sultan
<u>SDG 13. Climate action</u>	Ainur Kopbaeva, Director of the Department of Climate Policy and Green Technologies of the Ministry of Energy of the Republic of Kazakhstan Eco-activists	Nur-Sultan and other regions of Kazakhstan
<u>SDG 14. Life below water</u>	Female employees of the Port of Aktau	Aktau

<u>SDG 15. Life on Land</u>	Heads of national parks and reserves	Almaty, East Kazakhstan region, Turkestan region
<u>SD 16: Peace, justice and strong institutions</u>	Aliya Aitbaevna Zhosheva, judge of Karaganda regional court	Karaganda
<u>SDG 17. Partnership for the Goals</u>	Participants of the Kazakhstan Volunteer Network	Regions of Kazakhstan

ANNEX 1.2

By signing this form, I give the UNDP, UNICEF, ESCAP and the right to reproduce, display and worldwide distribution of my images in the standard and/or electronic format on the photos and video materials, as described below, which are the property of their Programs development, the UN and UNICEF, ESCAP and will be used for peaceful purposes, taking into account the rights and interests of children, and to support activities of the UNDP, UNICEF and ESCAP.

The use of photos and videos can be editorial in nature and can be published in magazines, newspapers, online news sources, reports, websites, etc. Photos and videos can also be used in communication materials UNDP, UNICEF and ESCAP in print, on a billboard or on the Internet, etc.

I have reviewed the contents of the following page, which shows examples of how these photographs can be used by the UNDP, UNICEF and ESCAP. In addition, I waive all claims for compensation or damages from the use of my images by the UNDP, UNICEF and ESCAP. I also waive any right to review or approve the final photo or video content.

Photos / videos containing my image were taken _____ (date) _____ Kazakhstan (location, including city / country), photographer (photographer's name) _____

I also confirm that these images are my own image, taken with my consent.

Full name of the teenager Age (if under 18 years of age) Date Signature

Address and other contact information

IF THE PERSON IS UNDER 18 YEARS OF AGE

I confirm that I am the parent / guardian of the child named above, and on his behalf, I hereby consent to the use of these photos/videos:

Full name of parent / guardian Date Signature

Witness's full name / organization's name Date Signature

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:	Click or tap here to enter text.	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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No

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

Yes	No	
<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.
<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:	Click or tap here to enter text.	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.

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.	The creative brief for the photo project	
2.	All the photos in high-resolution and with full and final captions	
3.	Other expenses (administrative, VAT and etc.)	
4.		
5.		
	VAT	
	Total Price with VAT	

Service provision duration: _____.

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
Flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Compliance to qualification requirements and experience	<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.