



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RFQ-2021-070 "Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan"</b>	Date: 21 September 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan, Kazakhstan 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.

Best regards,

*Dana Amanova*

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Dana Amanova,  
UNDP Operations Manager

Date: 21-Sep-2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>11 October 2021 at 14:00 by Nur-Sultan time (GMT+6)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 20 MB</li> <li>▪ Mandatory to indicate subject and reference number</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. 1 of 5”, and the final “email no. 5 of 5.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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>

<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in Kazakhstani Tenge (For Local Bidders) or USD (For International Bidders)</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>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;</p> <p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>Russian or English</p> <p>Including documentation including catalogues, instructions and operating manuals (if applicable)</p>
<b>Documents to be submitted</b>  <b>Minimum Eligibility Criteria</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form (Annex 2) duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer (Annex 3) duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate, Charter of the company;</p> <p><input checked="" type="checkbox"/> VAT Certificate (if applicable);</p> <p><input checked="" type="checkbox"/> Certificate confirming that currently Company doesn't have any debts with the tax authorities;</p> <p><input checked="" type="checkbox"/> Brief description of the Company/ Company Profile. Brief description must demonstrate Company's at least 3 years of experience in providing similar services. Bidder may provide copies of PO/Contract with a list of similar services provided (indicating to whom and when the goods were delivered, with the Customer's contact information) as well as recommendations from previous customers (at least 3);</p> <p><input checked="" type="checkbox"/> A License and / or permit for construction work required in accordance with the legislation of the Republic of Kazakhstan;</p> <p><input checked="" type="checkbox"/> Material and technical resources for the execution of the task and qualified personnel with work experience and qualifications according to the requirements mentioned below with the provision of a resume and documents confirming qualifications;</p> <p><input checked="" type="checkbox"/> All machinery and equipment used in the work must be technically operative and have a certification in the Republic of Kazakhstan. Machinery and equipment should not harm the property of the customer. In the event of damage to property by the contractor, the contractor is obliged to compensate for the damage to property in full at its own expense;</p> <p><input checked="" type="checkbox"/> Qualified personnel to perform the job in accordance to the TOR requirements. Minimum personnel requirements for this job: 1 foreman, 3 handymen. Contractor's employees must have secondary specialized education and be a part of the contractor's staff. Contractor's employees must have permits for the performance of work or services (high-rise or hazardous work, if necessary, have supporting documents for admission to perform such work). The supplier's employees must have at least 3 years of experience in this area.</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Written confirmation that:</p> <ol style="list-style-type: none"> <li>1) When carrying out construction works, the Supplier is responsible for the timely execution of the necessary technical and executive documentation (work log, acceptance certificates of completed works, inspection certificates of hidden works, etc.) in accordance with the Law of the Republic of Kazakhstan;</li> <li>2) Ensure that construction and installation works are carried out in accordance with the provided commercial offer with proper quality in accordance with the current state</li> </ol>

	<p>construction regulations and rules, in compliance with the work technology, labor protection and fire safety requirements;</p> <p>3) The Contractor provides a 12-month guarantee for all materials and works after signing the act of completed works. In the event of a malfunction, breakdown or non-conformity of materials or works during the warranty period, the supplier undertakes to correct all the problems and other malfunctions that have occurred within the warranty period at its own expense in full;</p> <p>4) The contractor will ensure the delivery of all necessary equipment to the construction site, high-quality and timely execution of all works in full compliance with the terms reference, the supplier undertakes to correct all the problems and other malfunctions that have occurred within the warranty period at his own expense in full;</p> <p>5) The Contractor will carry out daily cleaning of the work site and collect construction waste in bags, ensure their storage in their own containers on the territory adjacent to the building. Removal of all the waste materials must be organized by the Contractor;</p> <p>6) To repair and remove the damage caused by the fault of the Contractor at the time of construction and installation works;</p> <p>7) Follow the rules of fire and technical safety;</p> <p>8) Timely eliminate the violations and / or defects identified during the acceptance of construction and installation works and during the warranty period;</p> <p>9) After the completion of all construction work, clean the premises and the adjacent territory to the building, remove construction waste and unused materials using own resources and means before the date of acceptance of the performed work;</p> <p>10) Materials must be new and conform to all regulations of the legal acts of the Republic of Kazakhstan and have certificates in Kazakhstan. Paints and other preparatory materials must be certified for safe use on the territory of the Republic of Kazakhstan. Must have legal permit and certification in the Republic of Kazakhstan. Recycled trees and other materials must be disposed of in accordance with the requirements of normative-legal acts of destruction in the Republic of Kazakhstan and shall not cause any environmental damage. The contractor must provide written confirmation that all materials will be disposed in accordance with the legislation of the Republic of Kazakhstan.</p> <p>11) All technical parameters of the materials (paints, trees, grass , etc. ) must be agreed with the customer before use;</p> <p>12) Due to the COVID 19 pandemic, the Contractor undertakes to provide all necessary protective equipment for its employees and comply with all WHO standards and recommendations during the epidemic. The service provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary)), for the entire term of the contract;</p> <p>13) Acceptance of UNDP General Terms and Conditions;</p> <p>14) Delivery time is not more than 2 months from the date of signing the Agreement (purchase order) in UNDP format;</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 20 days after receipt of goods, works and/or services and submission of payment documentation (preferably) or

	<input checked="" type="checkbox"/> if necessary, UNDP may consider providing an advance payment of no more than 20% of the cost of work. If approved, payment will be made within 14 days after signing the contract (UNDP prefers not to pay in advance upon contract signing. If the Service Provider insists on an advance payment, then it can be no more than 20% of the total price of the Offer)
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Invoice and Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:irena.jurczynska@undp.org">irena.jurczynska@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b>  <b>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.</b>
<b>Clarifications</b>	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 01 October 2021 by publishing on the UNDP Procurement Notice website
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price Technically compliant offer
<b>Evaluation criteria</b>	<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
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	01 November 2021
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>

## ANNEX 1: SCHEDULE OF REQUIREMENTS

**RFQ-2021-070 Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan**

**Name of the assignment:** Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan

**Project number and name:** 000 74921 Maintenance and support of the UN building in Nur-Sultan

**Period of work:** 2 months from the date of signing the contract

**Place of work:** 14, A. Mambetov str., Nur-Sultan.

**Contract:** Institutional contract for the provision of services in the UNDP format

**Introduction:**

As part of the budget for services and support of the UN building in Nur-Sultan for 2021, the work is planned to improve the territory of the UN building at 14, A. Mambetov str., Nur-Sultan.

**Purpose:** improvement of the territory of the UN building 14, A. Mambetov str., Nur-Sultan.

**Scope of work (main tasks):**

Object name and address	UN CP building, 14, A. Mambetov str., Nur-Sultan.
Customer name, contact information	UNDP in the Republic of Kazakhstan, 14, A. Mambetov str., 14, tel. +7 717 696 550 (2255) Serzhan Abdi
Deadline	2 months from the date of signing the contract
Warranty certificate	1 year after signing the act of work acceptance. The supplier gives one year guarantee for all materials and work after signing the certificate of completion. In the event of a malfunction, failure or material inconsistencies during the warranty period, the supplier undertakes to fix all the problems encountered and other faults under warranty period at their own expense.

**1. Works.**

It is necessary to carry out the following tasks:

1. Restoration of the fence:
  - a) restoration of old and broken fence elements);

- b) Cleaning of an old paint and application of a new paint in black and gold colors on the fence (transparent, vertical metal pipes) of the territory size : fence height 2.5 . m and lengths and 120m.;
2. Disposal of dead trees and planting of 8 new trees (spruce) with a height of at least 2m .;
3. Preparation of the soil and planting of the ready lawn (lawn roll) with a total area of 525 sq.m.;

**Requirements to the material.**

Materials must be new and conform to all regulations of the legal acts of the Republic of Kazakhstan and have certificates in Kazakhstan.

Paint and other preparatory materials must be certified for safe use on the territory of the Republic of Kazakhstan. Must have legal permit and certification in the Republic of Kazakhstan.

Recycled trees and other materials must be disposed of in accordance with the requirements of normative-legal acts of destruction in the Republic of Kazakhstan and shall not cause any environmental damage. The contractor must provide written confirmation that all materials will be disposed in accordance with the legislation of the Republic of Kazakhstan.

Lawn:

- Plant height: 6 cm, plant type: undersized
- Soil type: fertile, lighting: for any light
- Life cycle : perennial
- Pollination type : cross
- Packing : roll
- Use for sharp continental climates
- Frost resistance - high

All technical parameters of the materials (paints, trees, grass , etc. ) must be agreed with the customer before use.

**RESULTS AND PAYMENT TERMS:**

No. p / p	results	Period	Accountability and coordination of work	Payment in%
1	1. The fence is restored and painted;  2.Replacement of trees (spruce) – 8 trees  3.Lawn with a total area of 525 sq. m.	2 months after signing the contract	Operations Manager, UNDP	100%*

\*if necessary, UNDP may consider providing an advance payment of no more than 20% of the cost of work. If approved, payment will be made within 14 days after signing the contract (*UNDP prefers not to pay in*



*advance upon contract signing. If the Service Provider insists on an advance payment, then it can be no more than 20% of the total price of the Offer)*

#### **RESPONSIBILITY AND COORDINATION:**

- The contractor is fully responsible for the accuracy and legality of the information provided and for the timely provision of the results of the work performed;
- In the course of his or her work, the Contractor is accountable to the responsible person of the customer;
- All activities related to the implementation of this work is mandatory, should be consistent with the employees mentioned above;
- The contractor provides plans, lists and technical specifications of materials that he or she plans to use for the work to receive comments and approval from the customer;
- The work must be done efficiently and on time, in accordance with the requirements of the Terms of Reference and the Service Agreement;
- In case of poor quality of work by the Contractor, UNDP reserves the right to terminate the contract unilaterally;
- The UNDP project reserves the right to amend the Terms of Reference no more than 25% of the volume, which does not affect the total volume of work and the cost of services under the Agreement;
- All construction work must be carried out at the expense of the Contractor using its own resources (materials, structures, technological equipment, taking into account the minimum requirements for the technical specification);
- Due to the COVID 19 pandemic, the Contractor undertakes to provide all necessary protective equipment for its employees and comply with all WHO standards and recommendations during the epidemic. The service provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary)), for the entire term of the contract;

When carrying out construction and installation work, the Supplier is obliged to:

- Coordinate own actions with the designated responsible person from the customer;
- Meet the requirements of the TOR and the terms of the Agreement on time ;
- Ensure the supply of the necessary equipment to the construction site, control the quality of the work in full compliance with the terms of this technical assignment ;
- Pre-agree with the Customer the terms and time period of construction work in accordance with the requirements of this technical assignment ;
- Carry out daily cleaning of the work site and collect construction waste in bags, ensure their storage in their own containers on the territory adjacent to the Building. Removal of all the waste materials must be organized by the contractor;
- To repair and remove the damage caused by the fault of the Contractor at the time of construction and installation works;
- Follow the rules of fire and technical safety;
- Timely eliminate the violations and / or defects identified during the acceptance of construction and installation works and during the warranty period;

- After the completion of all construction work, clean the premises and the adjacent territory to the building, remove construction waste and unused materials using own resources and means before the date of acceptance of the performed work.

#### Control of work production:

- When carrying out construction work, the Contractor is responsible for the all the paperwork (work log, acts of acceptance of work performed, acts of inspection of hidden works, etc.) in accordance with the Law of the Republic of Kazakhstan;
- Ensure the implementation of construction and installation works in accordance with the provided commercial offer with proper quality in strict accordance with the current state building codes and regulations in compliance with the technology of work, labor protection and fire safety requirements when performing work.
- Based on the results of the completed construction work, the Supplier undertakes to provide warranty and service maintenance of the facility within 12 months from the date of signing the certificate of completion.

#### **QUALIFICATION REQUIREMENTS:**

The service provider can be a duly registered company / organization that meets the following requirements:

1. Possess civil legal right to sign contracts (certificate of registration / re-registration, constituent documents , charter of the organization);
2. Be solvent, not subject to liquidation, her or his property should not be seized, her or his financial and economic activities should not be suspended in accordance with the law (certificates confirming the absence of debts in serviced banks and tax authorities, balance sheets for 2019-2020) ;
3. The contractor must have a bank account ;
4. Have at least 3 years' work experience in the execution of such works and services
5. A License and / or permit for construction work required in accordance with the legislation of the Republic of Kazakhstan;
6. The contractor must provide a list of services provided for the last 3 (three) years in the required area (name of the Customer, subject of services / works, year of service provision and total amount of services performed (if possible), as well as reviews and recommendations from previous customers (at least 3 -NS);
7. Material and technical resources for the execution of the task and qualified personnel with work experience and qualifications according to the requirements mentioned below with the provision of a resume and documents confirming qualifications ;
8. All machinery and equipment used in the work must be technically operative and have a certification in the Republic of Kazakhstan. Machinery and equipment should not harm the property of the customer. In the event of damage to property by the contractor, the contractor is obliged to compensate for the damage to property in full at its own expense.

Minimum personnel requirements for this job: 1 foreman, 3 handymen.

9. Contractor's employees must have secondary specialized education and be a part of the contractor's staff. Contractor's employees must have permits for the performance of work or services (high-rise or hazardous work, if necessary, have supporting documents for admission to perform such work). The supplier's employees must have at least 3 years of experience in this area.

**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:	<b>RFQ-2021-070 Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan</b>	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
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.			
<b>Previous relevant experience for the last 2 years:</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> 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 – GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid 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:	<b>RFQ-2021-070 “Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan</b>	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS: DDP</b>					
Item No	Description	UOM	Qty	Unit price	Total price
1.					
2.					
VAT Price					
<b>Total Final and All-inclusive Price</b>					

**Table – A: Technical Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
A License and / or permit for construction work required in accordance with the legislation of the Republic of Kazakhstan;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Material and technical resources for the execution of the task and qualified personnel with work experience and qualifications according to the requirements mentioned below with the provision of a resume and documents confirming qualifications;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All machinery and equipment used in the work must be technically operative and have a certification in the Republic of Kazakhstan. Machinery and equipment should not harm the property of the customer. In the event of damage to property by the contractor, the	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

contractor is obliged to compensate for the damage to property in full at its own expense			
Qualified personnel to perform the job in accordance to the TOR requirements. Minimum personnel requirements for this job: 1 foreman, 3 handymen. Contractor's employees must have secondary specialized education and be a part of the contractor's staff. Contractor's employees must have permits for the performance of work or services (high-rise or hazardous work, if necessary, have supporting documents for admission to perform such work). The supplier's employees must have at least 3 years of experience in this area.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
When carrying out construction works, the Supplier is responsible for the timely execution of the necessary technical and executive documentation (work log, acceptance certificates of completed works, inspection certificates of hidden works, etc.) in accordance with the Law of the Republic of Kazakhstan;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Ensure that construction and installation works are carried out in accordance with the provided commercial offer with proper quality in accordance with the current state construction regulations and rules, in compliance with the work technology, labor protection and fire safety requirements;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The Contractor provides a 12-month guarantee for all materials and works after signing the act of completed works. In the event of a malfunction, breakdown or non-conformity of materials or works during the warranty period, the supplier undertakes to correct all the problems and other malfunctions that have occurred within the warranty period at its own expense in full;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The total cost includes VAT, if the Supplier is a VAT payer, as well as other applicable indirect taxes;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The contractor will ensure the delivery of all necessary equipment to the construction site, high-quality and timely execution of all works in full compliance with the terms reference, the supplier undertakes to correct all the problems	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

and other malfunctions that have occurred within the warranty period at his own expense in full			
The Contractor will carry out daily cleaning of the work site and collect construction waste in bags, ensure their storage in their own containers on the territory adjacent to the building. Removal of all the waste materials must be organized by the Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
To repair and remove the damage caused by the fault of the Contractor at the time of construction and installation works	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Provided Latest Business Registration Certificate and Charter	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Provided VAT Certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The contractor will ensure the delivery of all necessary equipment to the construction site, high-quality and timely execution of all works in full compliance with the terms reference, the supplier undertakes to correct all the problems and other malfunctions that have occurred within the warranty period at his own expense in full	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Certificate confirming that currently Company doesn't have any debts with the tax authorities	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Brief description of the Company/ Company Profile. Brief description must demonstrate Company's at least 3 years of experience in providing similar services. Bidder may provide copies of PO/Contract with a list of similar services provided (indicating to whom and when the goods were delivered, with the Customer's contact information) as well as recommendations from previous customers (at least 3);	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Follow the rules of fire and technical safety	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Timely eliminate the violations and / or defects identified during the acceptance of construction and installation works and during the warranty period	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
After the completion of all construction work, clean the premises and the adjacent territory to the building, remove construction waste and unused materials using own resources and means before the date of acceptance of the performed work	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Materials must be new and conform to all regulations of the legal acts of the Republic of Kazakhstan and have certificates in Kazakhstan. Paints and other preparatory materials must be certified for safe use on the territory of the Republic of Kazakhstan. Must have legal permit	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.



and certification in the Republic of Kazakhstan. Recycled trees and other materials must be disposed of in accordance with the requirements of normative-legal acts of destruction in the Republic of Kazakhstan and shall not cause any environmental damage. The contractor must provide written confirmation that all materials will be disposed in accordance with the legislation of the Republic of Kazakhstan.			
All technical parameters of the materials (paints, trees, grass , etc. ) must be agreed with the customer before use;	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Due to the COVID 19 pandemic, the Contractor undertakes to provide all necessary protective equipment for its employees and comply with all WHO standards and recommendations during the epidemic. The service provider is responsible for the proper and timely provision of its employees involved in this Terms of Reference with all necessary personal protective equipment in accordance with the current WHO recommendations (masks, gloves, sanitizers, passing the COVID-19 test (if necessary)), for the entire term of the contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery time is not more than 2 months from the date of signing the Agreement (purchase order) in UNDP format	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Table B - Form of compliance to the technical requirements (please complete column “Your Proposal):**

No	Name	Description	Your proposal
<b>TECHNICAL CHARACTERISTICS OF THE SERVICES/MATERIALS:</b>			
1.1	Restoration of the fence:	a) restoration of old and broken fence elements);  b) Cleaning of an old paint and application of a new paint in black and gold colors on the fence (transparent, vertical metal pipes of the territory size : fence height 2.5 . m and lengths and 120m.;	
1.2	Disposal of dead trees and planting of new trees	8 new trees (spruce) with a height of at least 2 m;	
1.3	Preparation of the soil and planting of the ready lawn (lawn roll)	total area of 525 sq.m.;	

LAWN			
1.4	Plant height	6 cm	
1.5	plant type	undersized	
1.6	Soil type	fertile	
1.7	lighting	for any light	
1.8	Life cycle	perennial	
1.9	Pollination type	cross	
1.10	Packing	roll	
1.11	Use	for sharp continental climates	
1.12	Frost resistance	high	

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.
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