**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: | **RFQ-2021-070 Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan**  | 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? | [ ]  Yes [ ]  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):* | [ ]  Yes [ ]  No  |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | [ ]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [ ]  Yes [ ]  No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | [ ]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [ ]  Yes [ ]  No |
| Bank Information | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| **Previous relevant experience for the last 2 years:** |
| **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** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|[ ] [ ]  **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|[ ] [ ]  **Bankruptcy**: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – 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: | **RFQ-2021-070 “Improvement of the territory of the UN administrative building at 14, A. Mambetov str, Nur-Sultan**  | Date: Click or tap to enter a date. |

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

**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; |[ ] [ ]  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; |[ ] [ ]  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 contractor is obliged to compensate for the damage to property in full at its own expense |[ ] [ ]  Click or tap here to enter text. |
| 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.  |[ ] [ ]  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 |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation – 90 days |[ ] [ ]  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; |[ ] [ ]  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;  |[ ] [ ]  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; |[ ] [ ]  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; |[ ] [ ]  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 |[ ] [ ]  Click or tap here to enter text. |
| 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 |[ ] [ ]  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 |[ ] [ ]  Click or tap here to enter text. |
| Provided Latest Business Registration Certificate and Charter |[ ] [ ]  Click or tap here to enter text. |
| Provided VAT Certificate (if applicable) |[ ] [ ]  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 |[ ] [ ]  Click or tap here to enter text. |
| Certificate confirming that currently Company doesn’t have any debts with the tax authorities |[ ] [ ]  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); |[ ] [ ]  Click or tap here to enter text. |
| Follow the rules of fire and technical safety |[ ] [ ]  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 |[ ] [ ]  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 |[ ] [ ]  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 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. |[ ] [ ]  Click or tap here to enter text. |
| All technical parameters of the materials (paints, trees, grass , etc. ) must be agreed with the customer before use; |[ ] [ ]  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 |[ ] [ ]  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 |[ ] [ ]  Click or tap here to enter text. |
| Acceptance of the UNDP General Terms and Conditions |[ ] [ ]  Click or tap here to enter text. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **№** | **Name** | **Description** | **Your proposal** |
| **TECHNICAL CHARACTERISTICS OF THE SERVICES/MATERIALS:** |
| 1.1 | Restoration of the fence:  | 1. restoration of old and broken fence elements);
2. 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. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text. Click or tap here to enter text.Phone No.: Click or tap here to enter text.Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text.Name: Click or tap here to enter text.Functional Title of Authorised Signatory: Click or tap here to enter text.Email Address: Click or tap here to enter text. |