



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 31, 2022
	REFERENCE: RFP/009/22 (re-announcement) - for organization of the practical training for the specialists of Central Customs Laboratory of State Customs Committee of the Republic of Uzbekistan.

Dear Sir / Madam,

We kindly request you to submit your Proposal for organization of the practical training for the specialists of Central Customs Laboratory of State Customs Committee of the Republic of Uzbekistan.

Please be guided by the form attached hereto as **Annex 1**, in preparing your Proposal.

Proposals may be submitted on or before Thursday, June 30, 2022, not later than 18:00 (GTM +5) and via email, courier mail or fax to the address below:

United Nations Development Programme
4 Taras Shevchenko street, Tashkent 100029 Uzbekistan
UNDP, Procurement UNIT
Tel.: + 998 78 120-34-50, 120-61-67; Fax: + 998 78 120-3485;

Your Proposal must be expressed in the English or Russian, and valid for a minimum period of 90 days from the date of opening of offers.

The Proposal submitted by e-mail must be no more than 15 MB, must not contain viruses and be no more than 3 e-mail messages. Proposals sent by files containing viruses and damage will be rejected. The proposal submitted by e-mail to bids.uz@undp.org¹ must have the following heading (in the absence of a heading or an incorrect heading, the proposal will not be considered!):

Subject: “RFP/009/22 (re-announcement) – for organization of the practical training for the customs laboratory specialists”²

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. Proposals not signed or stamped may be rejected by UNDP. Proposals in sealed envelopes without proper marking (see above) may be lost and may not reach the addressee.

If you send your proposal by mail, your proposal must be in a sealed envelope with the following marking:

To: UNDP Uzbekistan

C/o: Procurement Unit

Reference: **RFP/009/22 (re-announcement) for organization of the practical training for the customs laboratory specialists**

Tender participant: [Name and address of your organization]

Deadline for proposals: 18:00 (GMT +5), June 30, 2022

“Do not open”

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
UNDP Uzbekistan

- 1) Bids sent to any other email addresses will not be accepted and will be rejected by email.*
- 2) Bids that do not include a subject or a reference to the tender number in the subject line of the email or on the envelope will not be opened and will be rejected.*

Description of Requirements

Context of the Requirement	Organization and provision of a practical training for Central Customs Laboratory experts in a laboratory (preferably with ISO 17025) or training center, to acquire skills on analysis methodology as per requirements of ISO 17025 and for further obtaining ISO 17025, with the scope of accreditation analysis of ODS and ODS alternatives, including fluorinated gases/refrigerants (F-gases).
Brief Description of the Required Services	<p>The service provider - company/laboratory (organizer of the training) will be responsible for organization of the practical training in Russian language (with possible simultaneous/consecutive translation from other language), including:</p> <ul style="list-style-type: none"> - Appoint a contact/responsible person for organization of the practical training - Select a training lab/center, preferably with ISO 17025 certification with scope of accreditation of ODS and ODS alternatives (F-gases) analysis with an internationally recognized methodology for analyzing of ODS and their alternative - Design and develop training module (5 working days) for conduction of ODS and ODS alternatives (F-gases) analysis based on ISO 17025 requirements and internationally recognized methodology - Provide with readings/other relevant training materials (in Russian) - Provide ODS and ODS alternatives (including F-gases) internationally recognized analysis methodology for further official use by CCL - Provide list of equipment and tools that is used for ODS and ODS alternatives analysis - Agree all developed documents (training module, agenda, etc.) with UNDP - Organize whole process of the practical training with the support on selection of near-by accommodation to the place and logistics/ transportation within the host country** <p>*It is necessary to specify the cost of translation services to Russian language separately, if applicable</p> <p>**Accommodation and transportation will be paid by the participants of the training</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> - Participants are trained for use of internationally recognized methodology for analysis of ODS and their alternatives (including F-gases) - Internationally recognized methodology on ODS, their alternatives and other training materials are received by the Central Customs Laboratory of the State Customs Committee of the Republic of Uzbekistan for its application and further official use
Person to Supervise the Work/Performance of the Service Provider	The international consulting company/vendor will work under the general guidance of the Environment Climate Action Cluster of UNDP Uzbekistan and under direct supervision of the Project Manager
Frequency of Reporting	Report on the completion of the services
Progress Reporting Requirements	<i>Not applicable</i>
Location of work	<input checked="" type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	60 calendar days after signing the Contract that is to cover preparatory, practical training, and reporting periods.
Target start date	15.07.2022
Latest completion date	20.09.2022
Travels Expected	Yes, destination to be specified by the Service Provider

	<p>- It is necessary to specify the cost of translation services to Russian language separately, if applicable</p> <p>- Accommodation and transportation will be paid by the participants of the training</p>
Special Security Requirements	As per internationally accepted standards, including COVID-19 related measures
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others - Accommodation and travelling costs, logistics within the country
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <p>The contractor should provide CVs of the proposed key specialists. CVs must be signed by respective specialists.</p>
Name and complete profile of the service providing Company	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (<i>applicable only for bidders located outside Uzbekistan</i>) <input checked="" type="checkbox"/> Euro (<i>applicable only for bidders located outside Uzbekistan</i>) <input checked="" type="checkbox"/> Local Currency (Uzbek soums) (<i>applicable only for bidders registered in Uzbekistan</i>)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes if the Company is registered as a VAT payer in the Republic of Uzbekistan <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes if the Company is registered outside of Uzbekistan
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted.
Proposal of supplementary, alternative options and solutions for better achieving the project target	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted.
Payment Terms ¹	100% payment will be made after the completion of the work/services within 30 calendar days and upon their certification by accepting the Company's commercial invoice by UNDP in accordance with the signed Contract.
Person(s) to review/inspect/ approve	Project Manager and Environment and Climate Action Cluster of UNDP Uzbekistan

¹ UNDP preference is not to pay any amount in advance upon signing of contract.

outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ² (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Company/Firm in providing consultation services and conducting practical trainings, including for obtaining ISO certification – ideally for ISO 17025 (25 points) <input checked="" type="checkbox"/> Proposed methodology, approach and implementation plan (25 points) <input checked="" type="checkbox"/> Management Structure of the Company and Qualification of Key Personnel (20 points) At least 49 points (out 70 points) shall be obtained to qualify technically <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Hard copy submission (manual submission)	<p>Submission of document in hard copy (manual submission) by courier or in person, allowed or specified in the TENDER DOCUMENTATION, is regulated as follows:</p> <p>The signed Proposal shall be marked "Original", whereas its copies, accordingly, marked "Copy". The number of copies is indicated in the TENDER DOCUMENTATION. All copies must be made exclusively from the signed original. If there is any discrepancy between the copies and the original, the original shall prevail.</p> <p>The envelopes containing the Technical Proposal and the Financial Proposal MUST BE ABSOLUTELY SEPARATE, each of them must be individually sealed and clearly marked on the back "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", respectively. Each envelope MUST clearly show the name of the Offeror. On the outer envelope the following must be stated :</p> <p>Name and address of the Offeror;</p> <p>UNDP address indicated in the TENDER DOCUMENTATION</p> <p>Warning with the inscription "Do not open until the time and date of opening of Bids", as indicated in the TENDER DOCUMENTATION.</p>

	<p>If the envelopes and packaging with the Proposal are not sealed and signed in accordance with the requirements, UNDP shall not be liable for the temporary loss, loss or premature opening of the Proposal.</p>
Submission by e - mail	<p>E-mail submission of documents allowed or specified in the TENDER DOCUMENTATION is regulated as follows:</p> <p>Electronic files that are part of the Bid must comply with the format and requirements specified in the TENDER DOCUMENTATION;</p> <p>Files with Technical Proposal and Financial Proposal MUST BE ABSOLUTELY SEPARATE. The financial proposal must be protected by various passwords and clearly marked. These files must be sent to a special email address specified in the TENDER DOCUMENTATION.</p> <p>The password to open the Financial Proposal should only be provided upon request by UNDP. UNDP will only request a password from those Offerors whose Technical Proposals have been found to meet the technical requirements. Failure to provide the correct password may result in the rejection of the Offer.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Guide for Bidders (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions of UNDP (Annex 3)</p> <p><input checked="" type="checkbox"/> Declaration of interest (Annex 4)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Procurement Unit UNDP <i>E-mail: pu.uz@undp.org</i></p> <p>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.</p>
Documents to be submitted	<p><input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company's profile with detailed information (name of the company, address, contact details etc.) using form provided in Table 1 of Annex 2</p> <p><input checked="" type="checkbox"/> Declaration of owners' interest in other companies issued on company's letterhead duly signed and stamped (Part 1, Annex2);</p> <p><input checked="" type="checkbox"/> At least 2 successfully completed contracts signed between the Applicant and its clients, under which the Applicant has provided services for the preparation of similar works over the past 5 (five) years using the form given in Table 2, Annex 2;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate and License;</p> <p><input checked="" type="checkbox"/> Copy of the page from company's Charter where the information on company founders is provided;</p> <p><input checked="" type="checkbox"/> Self-declaration confirming that the Company is not in the UN sanctions list 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Any information regarding any past and current litigation during the last five (5) years;</p> <p><input checked="" type="checkbox"/> CVs/Resumes of all specialists to be involved in the project. Each CV/Resume (education, qualifications and experience) must be signed by respective specialist proposed for the team (in case of attracted consultants, their copies of contract modality with duration of engagement needs to be attached and mentioned clearly in their CVs)</p>

<p>Other Information (Other requirements)</p>	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 c) they have the same legal representative for purposes of this RFP; d) 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 Offer of, another Offeror regarding this RFP process; e) they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offeror; or an expert proposed to be in the team of one Offeror participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer.
---	---

Evaluation of proposals

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the RFP. Each responsive Proposal will be given a technical score. A proposal shall be rendered non-responsive at this if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the RFP. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the RFP after all Proposals have been received.

Evaluation forms for technical proposal are given below:

Form 1: Expertise of the Company

Form 2: Methodology-Proposed Work Plan and Approach

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other entity				
			A	B	C	D	E
Expertise of the Company							
1.1	Reputation of Organisation and Staff (Competence/Reliability):	19					
	<ul style="list-style-type: none">Experience in providing the training services for certification, including ISO, for more than 5 years gives 7 points, each consecutive 1 year gives an additional 1 point, but not more than 9 points	9					
	<ul style="list-style-type: none">At least 2 recommendations and the list of corporate customers / clients who have been provided similar services / work gives 3 points, each subsequent recommendation gives additional 1 point, but not more than 5 points	5					
	<ul style="list-style-type: none">At least 2 successfully completed work to perform a similar service over the past 5 years is 3 points, each subsequent one is 1 point, but no more than 5 points	5					
1.2	Technical capacity that may affect delivery:	6					
	<ul style="list-style-type: none">At least 2 qualified employees available to perform the works	3					
	<ul style="list-style-type: none">Good financial stability, liquidity ratio not lower 1	3					
Total Part 1		25					

Technical Proposal Evaluation Form 2		Points obtainable	Company / Other entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	Is the scope of work plan well defined and does it correspond to the TOR, including provision of refrigerant methodology for further use by Uzbek Customs Laboratory?	14					
2.2	To what degree does the Proposer understand the task and effective method of its provision?	3					
2.3	Is the presentation/documentation clear and is the sequence of activities and the	3					

	planning logical, realistic and promise efficient implementation to the project?						
2.4	Have the important aspects of the task been addressed in sufficient detail?	3					
2.5	Does the period of the planned work correspond to the TOR	2					
Total Part 2		25					

Technical Proposal Evaluation Form 3		Points obtainable	Company / Other entity				
			A	B	C	D	E
Management Structure and Key Personnel							
3.1	Proposed trainer(s) has relevant advanced degree in chemistry, refrigeration or other relevant area.	4					
3.2	Proposed trainer(s) has over 3 years of hands-on experience in the field of preparation and delivery of training programmes, including for ISO certification/accreditation trainings.	8					
3.3	At least two successful practical trainings conducted for official delegations of foreign countries in the field of ISO certification and accreditation.	8					
Total Part 3		20					
Total Parts 1,2, and 3		70					

The overall evaluation score will be based on a combination of the technical score and the lower price quote. The evaluation method that applies for this RFP shall be indicated in the RFP.

At the second stage, for further evaluation, only the financial proposals of those Applicants who received a minimum technical rating (minimum 49 points from the available maximum technical rating of 70) will be taken into account.

The overall assessment will be a combination of a technical assessment and the lowest bid price (the valuation method is indicated in this RFP (Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)).

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)*

[insert: Location].

[insert: Date]

Reference: RFP/009/22 (re-announcement)

To: Procurement Unit

We, the undersigned, hereby offer UNDP the following services in accordance with the requirements specified in RFP/009/22 (re-announcement) and all its annexes, as well as the General Terms and Provisions of UNDP contracts. We confirm that we have read, understood and accept the requirements and terms of the terms of reference describing our duties and responsibilities under this RFP, as well as the general UNDP terms and conditions under the contract.

We agree to abide by the terms of this commercial offer within **90 calendar** days from the deadline specified in the request for the submission of the offer; it remains binding and can be accepted at any time before the expiration of this period. We hereby declare that:

- (b) All information and statements presented in this tender offer are true, and we agree that any incorrect information contained in it may lead to our disqualification;
- (c) At present, we are not included in the UN register which includes companies that are not entitled to supply, and other similar lists of other UN agencies, and we are in no way connected with any companies or persons included in the UN Security Council Committee Consolidated List 1267/1989.
- (d) We are not at the stage of unfinished bankruptcy and we have no lawsuits or claims that could adversely affect our work as an operating enterprise;
- (e) We do not employ people who work or have recently worked for the UN or UNDP, and we do not plan to hire such persons.

We are aware that your organization reserves the right to accept or reject any of the proposals received, is not responsible for such actions and does not undertake to inform the supplier of their reasons without a request from us:

A. Qualifications of the Service Provider

<i>The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:</i>
<i>a) Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area as well as the presence of at least 2 specialists with relevant advanced degree in the required field with practical experience of at least 5 years.</i>
<i>b) The company's charter should include the right and other permits to provide the service, Registration Papers, Tax Payment Certification (for the past 2 years period), etc.</i>
<i>c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</i>
<i>d) A copy of Latest Business Registration Certificate and License verified by signature of authorized person and stamp (if it is required by local legislation)</i>
<i>e) Latest Financial Statement (for the past 2 years period) – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;</i>
<i>f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.</i>

B. Proposed Methodology for the Completion of Services

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule, describe how it will meet the RFP requirements with a detailed description of the main performance characteristics of the work, reporting mechanisms and quality assurance, and rationale for the proposed methods in the context of local conditions and the type of work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader/contact person, who are supporting, etc.;*
- b) CVs demonstrating qualifications and signed by the CV owner must be submitted*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*
- d) Copy of diplomas, certificates, as required by UNDP.*

D. Cost Breakdown per Deliverable

Outputs	Activity/Output	Cost structure	Price ____ (indicate currency)
1	Preparation of training program as per requirements of the terms of reference in Annex 5		
2	Organization and conducting training based on accepted by UNDP training program		
3	Transfer of ODS and their alternatives analysis methodology (based and as per requirements of ISO 17025) for official use by the Central Customs Laboratory		
	Total amount	100%	

Table 1: COMPANY PROFILE

1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contracts for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

[Name and signature of authorized person]
[Position]
[Date]

Table 2- PERFORMANCE OF SIMILAR CONTRACTS

Name of delivered goods or services	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

Name and signature of authorized person]

[Position]

[Date]

**General Terms and Conditions for de minimis contracts
(services only, less than \$50,000)**

Relevant Terms and Conditions are available at:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Part 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder of _____ Company, declare that:

(a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the tender; and do not have access to information about, or influence on the selection process for this tender;

(b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;

(c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the tender.

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

Name and signature of authorized person]

[Position]

[Date]

TERMS OF REFERENCE

I. Background
<p>The Central Customs Laboratory (CCL) of the State Customs Committee of the Republic of Uzbekistan is planning to submit application and receive internationally recognized certification (ISO 17025) for analysis of refrigerants with ozone depletion potential (ODP) and global warming potential (GWP) which will allow to enhance country's capacity and improve quality management of CCL.</p> <p>To date, the CCL has prepared all required documents for ISO 17025 accreditation. However, it is necessary to improve the methodology for the analysis of ozone depleting substances (ODS), ODS alternatives and apply an internationally recognized methodology for the analysis of ODS and their alternatives.</p> <p>Based on the above, it is planned to organize practical training for CCL experts in a laboratory (preferably with ISO 17025 accreditation) or training center to acquire skills on analysis methodology as per requirements of ISO 17025 and for further obtaining ISO 17025, with the scope of accreditation analysis of ODS and ODS alternatives, including fluorinated gases/refrigerants (F-gases).</p>
II. Organization of practical training
<p>The service provider - company/laboratory (organizer of the training) will be responsible for organization of the practical training in Russian language (with possible simultaneous/consecutive translation from other language), including:</p> <ul style="list-style-type: none"> - Appoint a contact/responsible person for organization of the practical training - Select a training lab/center, preferably with ISO 17025 certification with scope of accreditation of ODS and ODS alternatives (F-gases) analysis with an internationally recognized methodology for analyzing of ODS and their alternative - Design and develop training module (5 working days) for conduction of ODS and ODS alternatives (F-gases) analysis based on ISO 17025 requirements and internationally recognized methodology - Provide with readings/other relevant training materials (in Russian) - Provide ODS and ODS alternatives (including F-gases) internationally recognized analysis methodology for further official use by CCL - Provide list of equipment and tools that is used for ODS and ODS alternatives analysis - Agree all developed documents (training module, agenda, etc.) with UNDP - Organize whole process of the practical training with the support on selection of near-by accommodation to the place and logistics/ transportation within the host country** <p>*It is necessary to specify the cost of translation services to Russian language separately, if applicable</p> <p>**Accommodation and transportation will be paid by the participants of the training</p>
III. Key Expected Outputs
<ul style="list-style-type: none"> - Participants are trained for use of internationally recognized methodology for analysis of ODS and their alternatives (including F-gases) - Internationally recognized methodology on ODS/their alternatives and other training materials are received by the Central Customs Laboratory of the State Customs Committee of the Republic of Uzbekistan for its application and official use