**Annex 2a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-2))***

[insert: *Location]*.

[insert: *Date]*

To: Yakup Beris

UNDP Resident Representative

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP-2022-035** dated 15 June 2022, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

***The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :***

1. ***Company’s Profile*** *with detailed activity information – describing the nature of business, field of expertise, licenses, certifications, accreditations; confirming at least 5 years of experience in the field of testing and quality control of electrical equipment in the Republic of Kazakhstan, and at least 5 years of experience in the development of technical documents in the Republic of Kazakhstan in the field of standardization and metrology (technical standards, regulations, rules), and at least 5 years of experience in developing documentation in the field of testing and certification of electrical equipment in the Republic of Kazakhstan (test methods, instructions and protocols, documents for accreditation)*
2. *Business Licenses –* ***certificate of state registration / re-registration, VAT certificate*** *(if applicable). If the company is not a VAT payer, written confirmation to be provided;*
3. *Financial documents to confirm the Company’s financial stability, liquidity, credit standing, and market reputation –* ***balance sheets for 2020-2021, certificates confirming the absence of debts in the tax authorities***
4. *Track Record - a list of similar services performed, indicating the client, the name of the services / works, the year the services were provided and the cost;*
5. *Reputation -* ***at least 3 reviews / recommendations*** *based on the results of similar work performed*
6. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. It must include Work schedule (must include the composition of the team and the distribution of responsibilities).* |

1. **Qualifications of Key Personnel**

*The Service Provider must provide:*

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

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)