



## REQUEST FOR PROPOSAL (RFP)

<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b> <b>PROJECT NAME AND ID:</b> Assistance to the Republic of Kazakhstan in fulfilling international obligations to reduce greenhouse gas emissions by reducing carbon footprint of electricity suppliers for the leading technology company Bitfury, 00111145	<b>DATE:</b> July 13, 2022  <b>REFERENCE: RFP-2022-048</b> Provision of services for development of land management projects for land plots of unaccounted forests in Pavlodar region
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP-2022-048 Provision of services for development of land management projects for land plots of unaccounted forests in Pavlodar region.**

**Please be guided by the form attached hereto as Annex 2a and 2b, in preparing your Proposal.**

The proposal, comprising of Technical and Financial Proposals (Financial proposal must be protected by password and in \*.pdf format) must be submitted on or before **27 July, 2022, 18:00 (Nur-Sultan time)** to the email address [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with mandatory indication of the Reference **RFP-2022-048** in the subject of your letter.

**No participation of Joint Ventures/Consortiums is admitted in the bid.**

**Notes on financial proposals:**

- The financial proposal shall be prepared and submitted in password-protected PDF file separately from the rest of the proposal.
- The password for the financial proposal should not be provided to UNDP until it is formally requested by UNDP Procurement Specialist [dana.saifullina@undp.org](mailto:dana.saifullina@undp.org)

**Note:** Detailed information on the procedure for submitting proposals is presented below.

Your Proposal must be expressed in Russian or English language, and valid for a minimum period of 120 calendar days.

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.

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 Supersonier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
Karina Amralina  
UNDP Procurement Unit Head

DocuSigned by:

*Karina Amralina*

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*DS*

## Annex 1

## Description of Requirements

Context of the Requirement	<i>Assistance to the Republic of Kazakhstan in fulfilling international obligations to reduce greenhouse gas emissions by reducing carbon footprint of electricity suppliers for the leading technology company Bitfury, 00111145</i>
Brief Description of the Required Services <sup>1</sup>	Services for the development of land management projects for land plots of unaccounted forests in Pavlodar region
List and Description of Expected Outputs to be Delivered	As per the TOR
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager and Project Expert</i>
Frequency of Reporting	<i>As per the TOR</i>
Progress Reporting Requirements	As per the TOR
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if necessary, with trips to the Pavlodar region, on the territory of the identified unaccounted forests (in case the supplier is not located in Pavlodar)
Expected duration of work	12 (twelve) months from the date of Contract signing
Target start date	August, 2022
Latest completion date	September, 2023
Travels Expected	As per the TOR, with trips to the Pavlodar region, on the territory of the identified unaccounted forests (in case the supplier is not located in Pavlodar)
Special Security Requirements	As per the TOR
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	<input checked="" type="checkbox"/> Required

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

completing the services				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars – for international companies <input checked="" type="checkbox"/> Local Currency (KZT) – for local companies			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes If applicable			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  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.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms <sup>3</sup>	#	Deliverables	Estimated duration to complete	Payment %
	1	Result 1. Preparatory work was carried out in accordance with the requirements of the terms of reference  Result form: a report on the results of preparatory work, cartographic materials; land cadastral information on unrecorded forests by districts	5 months after signing a contract	40%
	2	Result 2. Land management projects of land plots were developed in the context of Zhelezinsky, Irtyshsky, Kachirsky, Lebyazhinsky, Shcherbaktinsky and Maysky districts and accounting quarters of the Pavlodar region in accordance with the requirements of the terms of reference Result form: 1) Interim progress report; 2) Land management projects	9 months after signing a contract	40%
	3	Result 3. The coordinates of land plots were entered into the database of the State Land Cadastre in accordance with the legislation of the Republic of Kazakhstan and the requirements of the terms of reference Result form: interim progress report, including confirmation from the State Land Cadastre	11 months after signing a contract	10%
	4	Result 4. Land management projects were agreed and approved in the authorized bodies in accordance with the requirements of the	12 months after signing of the Contract	10%

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>legislation of the Republic of Kazakhstan and the terms of reference</p> <p>Result form: Final progress report including documents confirming the official approval of land management projects by the authorized body</p>			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager and Project expert			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>			
Evaluation Criteria	<p><b>Bids will be evaluated in 3 steps:</b></p> <ol style="list-style-type: none"> <li><b>1. Pre-liminary examination against the minimum eligibility criteria;</b></li> <li><b>2. Technical evaluation: maximum obtainable points are 700 (passing score 70% or 490 points and above);</b></li> <li><b>3. Financial evaluation.</b></li> </ol> <p><b>Step 1. Following are defined as the minimum eligibility criteria:</b></p> <ul style="list-style-type: none"> <li>• Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract; Annex 2a; Annex 2b – must be password protected;</li> <li>• Company must have legal capacity to enter into agreements (certificate of registration/re-registration, copy of Charter).</li> <li>• Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws (certificates confirming the absence of debts in the tax authorities, balance sheets for 2020-2021). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.</li> <li>• Company profile with detailed information on activities, confirming at least 5 years of experience in land management and environmental design;</li> <li>• To have experience in developing at least 5 (ten) land management projects.</li> <li>• Have state licenses to perform work in the field of land management or engineering and geodetic surveys in accordance with the legislation of the Republic of Kazakhstan;</li> <li>• Methodology for the approach to the implementation of the expected results of the TOR.</li> <li>• Detailed work schedule (should include the composition of the project team and the distribution of responsibilities, a description of the stages of work, effectiveness and expected results)</li> </ul>			

- Financial statements for the last two years (2020-2021), including the balance sheet; report about incomes and material losses;
- Certificates confirming the absence of debts in the tax authorities following the results of the last financial year;
- Reputation - a table / list of clients for the last 2 years for similar services required by UNDP with indication of the Customer, name of services / works, year of service provision, contract name and customer contact details (e-mail, phone number and full name of contact person);
- 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);
- The proposal shall be valid for at least 120 days – to be confirmed in written;
- Submission of all documents according to the list of Annex 2a and 2b
- Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire duration of the contract.

*\* If the above documents are not provided, the organization may not be accepted for the technical evaluation.*

**Step 2. Technical Proposal (70%, maximum 700 points):**

- ✓ Expertise of the Firm (45,7%);
- ✓ Proposed methodology, strategy and implementation plan (30%);
- ✓ Qualification of Key Personnel (24,29%)

Summary of Technical Proposal		Weight, %	Max points
1.	Expertise of the Firm	45,7%	320
2.	Proposed methodology, strategy and implementation plan	30%	210
3.	Management Structure and Qualification of Key Personnel	24.29%	170
<b>Total</b>			<b>700</b>

Expertise of the Firm		Max Points
1.1	<p>At least 5 years of experience in the field of land management and environmental design:</p> <ul style="list-style-type: none"> <li>• 5 years - 84 points (minimum requirement)</li> <li>• +6 points for each year additional year of experience; maximum 120 points</li> </ul>	<b>120</b>

	1.2	Experience in developing at least 5 (five) land management projects <ul style="list-style-type: none"> <li>• 5 projects - 70 points (minimum requirement)</li> <li>• More than 5 projects - 10 points for each project, maximum 100 points</li> </ul>	<b>100</b>
	1.3	It is desirable to have own or rented electronic office equipment and a program for performing design work, for performing cartographic work based on GIS technologies - "MapInfo Professional" or "ArcGIS": <ul style="list-style-type: none"> <li>• Absence - 0 points</li> <li>• Availability - 50 points</li> </ul>	<b>50</b>
	1.4	Availability of certificates of conformity ST RK ISO (is an advantage) <p>If not - 0 points</p> <p>If available - 50 points</p>	<b>50</b>
	<b>Total</b>		<b>320</b>
	<b>Proposed methodology, strategy and implementation plan</b>		<b>Max Points</b>
	2.1	Methodology for performing work: <ul style="list-style-type: none"> <li>• A general description of the approach and methodology by which the tenderer will fulfill the Terms of Reference - 77 points</li> <li>• The presented methodology clearly and in detail explains the algorithm for achieving results, includes a description of the methods and procedures for performing work - 110 points</li> </ul>	<b>110</b>
	2.2	Work plan: <ul style="list-style-type: none"> <li>• General work plan is presented - 70 points</li> <li>• The plan presented has a logical framework for achieving results, incl. distribution of responsibilities among the members of the expert group - 100 points</li> </ul>	<b>100</b>
	<b>Total</b>		<b>210</b>
	<b>Qualification of Key Personnel</b>		
	3.1	<b>Team Leader</b>	<b>80</b>
	3.1.1	Higher education in the field of land cadastre and land management: <ul style="list-style-type: none"> <li>• Bachelor's degree - 14 points (minimum requirement)</li> <li>• Master's degree or 5-year higher education before 1999 - 17 points</li> <li>• PhD - 20 points</li> </ul>	20
	3.1.2	At least 5 years of experience in the field of land cadastre and land management: <ul style="list-style-type: none"> <li>• 5 years - 42 points (minimum requirement)</li> <li>• +6 points for each additional year of experience, but not more than 60 points</li> </ul>	60
	3.2	<b>Land Surveyor Specialist</b>	<b>30</b>

	3.2.1	Higher education in the field of land cadastre and land management: <ul style="list-style-type: none"><li>• Bachelor's degree – 10,5 points (minimum requirement)</li><li>• Master's degree or 5-year higher education before 1999 - 12 points</li><li>• PhD - 15 points</li></ul>	15
	3.2.2	At least 3 years of experience in land management: <ul style="list-style-type: none"><li>• 3 years – 10,5 points (minimum requirement)</li><li>• +1,5 points for each additional year of experience, but not more than 15 points</li></ul>	15
	3.3	<b>Forestry specialist</b>	<b>30</b>
	3.3.1	Higher education in the field of forestry: <ul style="list-style-type: none"><li>• Bachelor's degree - 10,5 points (minimum requirement)</li><li>• Master's degree or 5-year higher education before 1999 - 12 points</li><li>• PhD - 15 points</li></ul>	15
	3.3.2	At least 3 years of experience in the field of forest management: <ul style="list-style-type: none"><li>• 3 years – 10,5 points (minimum requirement)</li><li>• +1,5 points for each additional year of experience, but not more than 15 points</li></ul>	15
	3.4	<b>Cartographer</b>	<b>30</b>
	3.4.1	Higher education in the field of cartography, geodesy, land management: <ul style="list-style-type: none"><li>• Bachelor's degree – 10,5 points (minimum requirement)</li><li>• Master's degree or 5-year higher education before 1999 - 12 points</li><li>• PhD - 15 points</li></ul>	15
	3.4.2	At least 3 years of experience in specialization and in GIS programs: <ul style="list-style-type: none"><li>• 3 years – 10,5 points (minimum requirement)</li><li>• +1,5 points for each additional year of experience, but not more than 15 points</li></ul>	15
	Total:		170
	<b>Grand Total</b>		<b>700</b>

**Step 3. Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

**Rating the Financial Proposal (FP):**

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

**Total Combined Score:**

Combined Score = (TP Rating) x 70% + (FP Rating) x 30%

	<b>The financial offer must be password protected.</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <b>No participation of Joint Ventures/Consortiums is admitted in the bid.</b>
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annexes 2a and 2b) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>Procurement Specialist Dana Saifullina</i> <a href="mailto:dana.saifullina@undp.org">dana.saifullina@undp.org</a> 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.
Electronic Submission Procedure	<b>Attention:</b> Applicants shall submit their bids by email: <a href="mailto:procurement.kz@undp.org">procurement.kz@undp.org</a>  <b>Technical and financial parts</b> of the Proposal must be submitted <b>in separate files</b> . The financial proposal (Annex 2b) must be <b>protected by password</b> . The password to the Financial Proposal must not be provided to UNDP until a request is received from a UNDP Procurement Specialist: Dana Saifullina.  - <b>Document Format: PDF files only;</b> -File names must have a maximum of 60 characters, which should not contain any special characters other than letters; -Files must not contain viruses and be damaged; -Maximum file size for one electronic transmission: up to 19 MB; -Maximum number of electronic transmissions: 5 messages; - In case of more than 1 transmission / e-mail, please indicate the numerical order in the subject.  The e-mail subject shall indicate <b>RFP-2022-048</b>

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Documents to be provided	<ul style="list-style-type: none"> <li>• Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract; Annex 2a; Annex 2b – must be password protected;</li> <li>• Company must have legal capacity to enter into agreements (certificate of registration/re-registration, copy of Charter).</li> <li>• Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws (certificates confirming the absence of debts in the tax authorities, balance sheets for 2020-2021). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.</li> <li>• Company profile with detailed information on activities, confirming at least 5 years of experience in land management and environmental design;</li> <li>• To have experience in developing at least 5 (ten) land management projects.</li> <li>• Have state licenses to perform work in the field of land management or engineering and geodetic surveys in accordance with the legislation of the Republic of Kazakhstan;</li> <li>• To have the certificates of conformity CT PK ИСО (recommended requirement);</li> <li>• Methodology for the approach to the implementation of the expected results of the TOR.</li> <li>• Detailed work schedule (should include the composition of the project team and the distribution of responsibilities, a description of the stages of work, effectiveness and expected results)</li> <li>• Financial statements for the last two years (2020-2021), including the balance sheet; report about incomes and material losses;</li> <li>• Certificates confirming the absence of debts in the tax authorities following the results of the last financial year;</li> <li>• Reputation - a table / list of clients for the last 2 years for similar services required by UNDP with indication of the Customer, name of services / works, year of service provision, contract name and customer contact details (e-mail, phone number and full name of contact person);</li> <li>• 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);</li> <li>• The proposal shall be valid for at least 120 days – to be confirmed in written;</li> <li>• Submission of all documents according to the list of Annex 2a and 2b</li> <li>• To have own or rented electronic office equipment and software: for design works -AUTOCAD, for cartographic work based on GIS technologies - MapInfo Professional or ArcGIS. Having at least 2 letters of recommendation from previous clients when performing a similar task (in the field of organic agriculture)</li> <li>• Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire duration of the contract.</li> </ul>
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## Annex 2a

**FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>7</sup>***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location].

[insert: Date]

To: Yakup Beris  
 Resident Representative  
 UNDP Kazakhstan

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2022-048 dated 7/13/2022 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. 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:*

- *Full acceptance of the UNDP General Terms and Conditions, with the format of the UNDP contract; Annex 2a; Annex 2b – must be password protected;*
- *Company must have legal capacity to enter into agreements (certificate of registration/re-registration, copy of Charter).*
- *Company must be solvent, not subject to liquidation, their property is not seized, and their business activities are not suspended constrainedly by laws (certificates confirming the absence of debts in the tax authorities, balance sheets for 2020-2021). Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer.*
- *Company profile with detailed information on activities, confirming at least 5 years of experience in land management and environmental design;*
- *To have experience in developing at least 5 (ten) land management projects.*
- *Have state licenses to perform work in the field of land management or engineering and geodetic surveys in accordance with the legislation of the Republic of Kazakhstan;*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- To have the certificates of conformity CT PK ICO (recommended requirement);
- Methodology for the approach to the implementation of the expected results of the TOR.
- Detailed work schedule (should include the composition of the project team and the distribution of responsibilities, a description of the stages of work, effectiveness and expected results)
- Financial statements for the last two years (2020-2021), including the balance sheet; report about incomes and material losses;
- Certificates confirming the absence of debts in the tax authorities following the results of the last financial year;
- Reputation - a table / list of clients for the last 2 years for similar services required by UNDP with indication of the Customer, name of services / works, year of service provision, contract name and customer contact details (e-mail, phone number and full name of contact person);
- 2 letters of recommendation from previous customers for similar /analogous services (on official letterhead, signed and dated);
- The proposal shall be valid for at least 120 days – to be confirmed in written;
- Submission of all documents according to the list of Annex 2a and 2b
- To have own or rented electronic office equipment and software: for design works -AUTOCAD, for cartographic work based on GIS technologies - MapInfo Professional or ArcGIS. Having at least 2 letters of recommendation from previous clients when performing a similar task (in the field of organic agriculture)
- Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with the provision of a detailed resume, documents confirming the expert's qualifications (diplomas, certificates of advanced training in the subject area, other certificates), as well as written confirmation from each employee that they will be available during the entire duration of the contract.

## B. Proposed Methodology for the Completion of Services

*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.*

**Schedule of work** (should include the team composition and distribution of responsibilities)

## 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, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) 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]  
[Seal]*

**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>9</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)***

[insert: Location].

[insert: Date]

To: Yakup Beris  
Resident Representative  
UNDP Kazakhstan

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2022-048 dated 7/13/2022 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

The proposed financial offer is valid for 120 days.

**A. Cost Breakdown per Deliverable\***

#	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive) – indicate currency
1	Result 1. Preparatory work was carried out in accordance with the requirements of the terms of reference Result form: a report on the results of preparatory work, cartographic materials; land cadastral information on unrecorded forests by districts	5 months after signing a contract	
2	Result2. Land management projects of land plots were developed in the context of Zhelezinsky, Irtyshsky, Kachirsky, Lebyazhinsky, Shcherbaktinsky and Maysky districts and accounting quarters of the Pavlodar region in accordance with the requirements of the terms of reference Result form: 1) Interim progress report; 2) Land management projects	9 months after signing a contract	
3	Result 3. The coordinates of land plots were entered into the database of the State Land Cadastre in accordance with the legislation of the Republic of Kazakhstan and the requirements of the terms of reference Result form: interim progress report, including confirmation from the State Land Cadastre	11 months after signing a contract	

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

4	Result 4. Land management projects were agreed and approved in the authorized bodies in accordance with the requirements of the legislation of the Republic of Kazakhstan and the terms of reference Result form: Final progress report including documents confirming the official approval of land management projects by the authorized body	12 months after signing a contract	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**B. Cost Breakdown by Cost Component [This is only an Example]:**

**Cost per unit (currency) Amount (currency)**

#	Service	Description	Unit	Cost per Unit (currency)	Amount (currency)
<b>1. Expert group</b>					
1.1	Team Leader		12 mo		
1.2	Land Surveyor Specialist		4 mo		
1.3	Forestry specialist		9 mo		
1.4	Cartographer		1 mo		
1.5					
<b>2. Field trip costs</b>					
2.1	Trip to Pavlodar				
	Daily allowance and accommodation				
2.2	Trip to regions				
	Daily allowance and accommodation				
<b>3. Other expenses</b>					
3.1	Acquisition of cadastral data				
3.2	Communication services, Internet				
3.3	Banking expenses				
3.4	Postal and courier services				
3.5	Administrative expenses				

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

*[Date]*