**Annex 2a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL**6F**[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery***7F***[[2]](#footnote-2))***

[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:

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:*

*• 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;*

*•To have the certificates of conformity СТ РК ИСО (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.*

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

1. **Qualifications of Key Personnel**

*If required by the RFP, 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 demonstrating qualifications must be submitted if required by the RFP; 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]*

*[Seal]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)