



REQUEST FOR QUOTATION (RFQ)

<ul style="list-style-type: none"> RFQ Reference: RFQ-2022-057 - to provide services for planting trees in the green area of the city of Pavlodar on an area of 20 hectares 	Date: July 26, 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex A: to the Annex 1: Schedule of Requirements

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

DocuSigned by:
Karina Amralina
 Signature: E4D23A614AD4405...

Name: Karina Yamashita

Title: UNDP Procurement Associate

Date: 26-Jul-2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>August 09, 2022, 15:00 (Nur-Sultan time)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>Dedicated Email Address</p> <p>Bid submission address: procurement.kz@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: *.pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: RFQ-2022-057 - planting trees in the green area of the city of Pavlodar on an area of 20 hectares ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. 1 of 5”, and the final “email no. 5 of 5”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p>

	<p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion of outputs is delayed by [30 days]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>For companies registered in the Republic of Kazakhstan: the proposal must be submitted in local currency - tenge;</p> <p>For foreign companies - in US dollars</p>
Joint Venture, Consortium or Association	<p>No participation of Joint Ventures/Consortiums is admitted in the bid.</p>
Only one Bid	<p>The Bidder shall submit only one Bid on its own name.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) 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 Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p>be inclusive of VAT and other applicable indirect taxes</p>

Language of quotation	English and/or Russian
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed. <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1. <input checked="" type="checkbox"/> Company's profile describing the activities, confirming as min. 5-years experience in forest planting; <input checked="" type="checkbox"/> Recommendation letters at least 2 (on the official letterhead with signature and date) on successfully completed similar assignment <input checked="" type="checkbox"/> State registration/re-registration certificate. <input checked="" type="checkbox"/> Certificate of VAT registration (if applicable) or written confirmation that the Supplier is not a VAT payer. <input checked="" type="checkbox"/> Certificate of absence of debts in tax authorities. <input checked="" type="checkbox"/> Last audited financial statement (if any) or/and Profit and Loss Statement, Balance Sheet 2020-2021, cleared by chief accountant. <input checked="" type="checkbox"/> Confirmation on validity of proposal – 90 days <input checked="" type="checkbox"/> Confirmation of Availability of material and technical base (own or leased) to perform all works as specified by this ToR (as minimum 2 tractors, 20 Kolesov's planting irons or tiling shovels); <input checked="" type="checkbox"/> Availability of supporting documents for the planting materials (certificates of conformity, label, supporting documents); <input checked="" type="checkbox"/> Document describing the warranty for one calendar year from the date of service acceptance <input checked="" type="checkbox"/> Written confirmation on acceptance of UNDP General Terms and Conditions <input checked="" type="checkbox"/> Documents for key personnel confirming the qualification (diplomas, certificates, etc.), detailed CV, as well as written confirmation from each employee that they will be available for the entire validity of the Contract. <input checked="" type="checkbox"/> Written confirmation of the Company on the availability of working staff in the amount of 20 people.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	Not permitted
Alternative Quotes	Not permitted
Payment Terms	As detailed in Annex 1
Conditions for Release of Payment	Invoice and Written Acceptance of Services, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	<p>Yerden Suttanov, UNDP Procurement Specialist E-mail address: yerden.suttanov@undp.org E-mail subject: query_RFQ-2022-057</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</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>
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated electronically by 07 August 2022
Evaluation method	The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	22 August 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures

ANNEX 1: SCHEDULE OF REQUIREMENTS (ENG)**Terms of Reference**

to provide services for planting trees in the green area of the city of Pavlodar on an area of 20 hectares

Project name and number:	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
Duty station:	Area of the Quarter 53 of Pavlodar Forestry at Pavlodar Municipal State Forestry Enterprise of Pavlodar oblast
Duration:	During 9 months from the date of Contract signing
Contract type:	Contract for services by UNDP format

PROJECT DESCRIPTION:

Project "Assistance to the Republic of Kazakhstan in fulfilling international obligations to reduce greenhouse gas emissions by reducing the carbon footprint of electricity suppliers for the leading technology company Bitfury" (hereinafter as the Project) aimed at assisting the Republic of Kazakhstan in the fulfillment of international obligations under the Paris Agreement to reduce greenhouse gas emissions through a set of measures to reduce "carbon footprint" produced by electricity suppliers of the company Bitfury in the territory of the Republic of Kazakhstan.

The Project is aimed at the implementation of comprehensive measures in Kazakhstan to absorb CO₂ emissions by forest ecosystems. The main objectives of the Project will be achieved through activities to:

- reduce the "carbon footprint" produced by Bitfury's electricity suppliers in the territory of the Republic of Kazakhstan, 110% with a total consumption of 82 MW;
- support for Kazakhstan's national initiative to create offset mechanisms to neutralize greenhouse gas emissions in fulfillment of obligations under the Paris Agreement;
- contributing to the achievement of the UN sustainable development goal of restoring 350 million hectares of forests worldwide by 2030 as part of the fight against climate change

JUSTIFICATION/CONTENT:

Forests are recognized worldwide as one of the most efficient absorbers of greenhouse gases. According to international experts, 1 hectare of forests absorbs at least 1 ton of CO₂ per year.

In accordance with project document, the objective of this assignment to create green area plantations in Pavlodar on area of 20 hectares. For this purpose, it is necessary to carry out creation of forest crops on area of Quarter 53 of Pavlodar forestry at Pavlodar Municipal State Forestry Enterprise.

SCOPE OF WORK**Works stages:**

- I – soil preparation according to "black fallow" system;
- II – purchase (supply) of planting material according to assortment of species and their quantity as provided in the working design on creation of green areas in Pavlodar;
- III – hand-planting of trees and shrubs.

I. Soil preparation to be carried out at Quarter 53 of Pavlodar Forestry at Pavlodar Municipal State Forestry Enterprise on area of 20 hectares.

The main types of works in soil preparation:

1. To till the area designated for planting the forest crops
2. In the early-autumn period, to perform ploughing (without turning the layer) to a depth of at least 40 cm;
3. To carry out harrowing with heavy disc harrows;
4. In the spring period, to carry out ploughing (with turning the layer) to a depth of 20-25 cm;
5. To carry out harrowing with light harrows

II. Purchase (supply) of planting material to be carried out in quantity and assortment as provided by the working design on creation of green areas of Pavlodar city.

Main requirements to the planting material

Quantity of planting material:
bushes (Golden currant) - 9440 pieces;

tree species - 22240 pieces, including:

- White Poplar - 5560 pieces,
- Ash-leaved Maple - 5560 pieces;
- Apple Tree - 5560 pieces;
- Siberian Larch - 5560 pieces.

The purchased (supplied) planting material must comply with requirements of the current GOST3317-77 and agreed with UNDP. Planting material must have all necessary documents, such as original certificates of conformity or their notarized copies. The information indicated on the label must be consistent with information in the supporting documents.

III.Planting of forest crops to be carried out by hand (under Kolesov's planting iron or tiling shovel).

Involvement of volunteers, youth and students is welcome.

Basic requirements to the planting process

Planting scheme:

4x1 for shrub (companion) species with 472 plantings per hectare;

4x0,75 for woody (main) species with 1 112 plantings per hectare

Location of the works: quarter 53 of Pavlodar forestry at Pavlodar Municipal State Forestry Enterprise (scheme is given in the Figure 1 below)

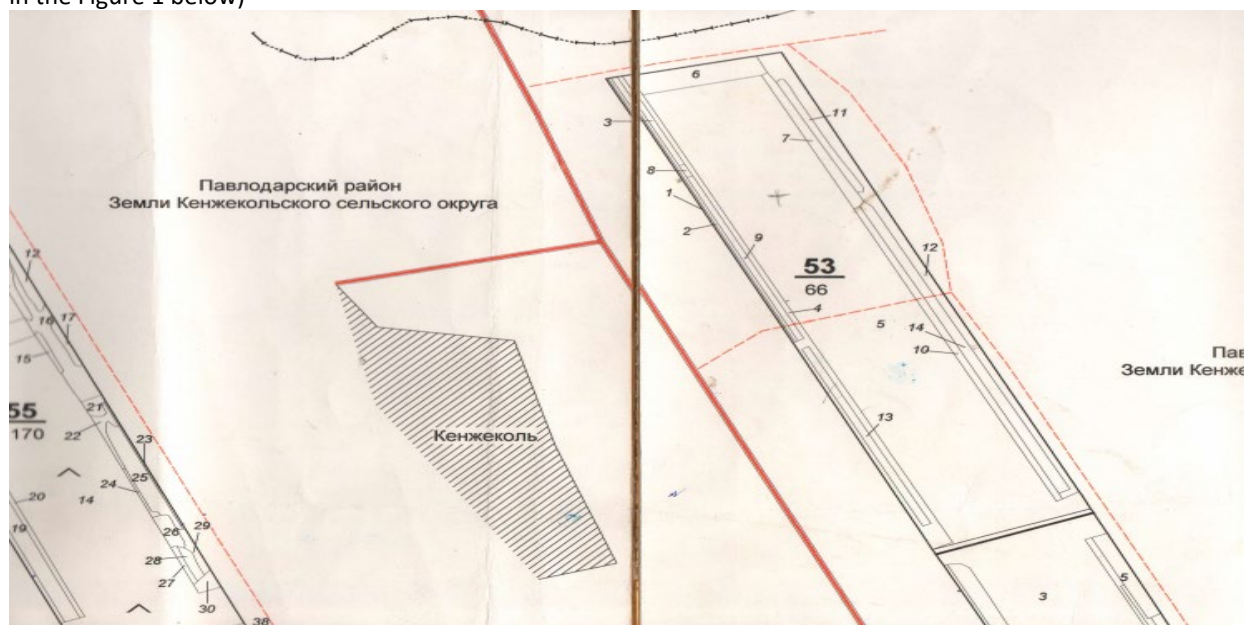


Figure 1

EXPECTED RESULTS, TIMELINE, AND PAYMENT:

Deadlines for submission expected results under this ToR is following:

№	Deliverables	Timeline	Payment amount	Approved by
1	Autumn soil preparation carried out <i>Submission of report on autumn soil preparation approved by Pavlodar Municipal State Forestry Enterprise</i>	6 weeks as the Contract signed	25%	Project Manager, Project Expert
2	Spring soil preparation carried out <i>Submission of report on spring soil preparation approved by Pavlodar Municipal State Forestry Enterprise</i>	Spring of 2023, 32 weeks as the Contract signed	25%	
3	Planting material supplied <i>Submission of waybills for goods supply approved by Pavlodar Oblast Territorial Forestry and Wildlife Inspection</i>	Spring of 2023, 34 weeks as the Contract signed	30%	

4	Hand planting of forest crops carried out on area of 20 hectares <i>Submission of report, approved by Pavlodar Oblast Territorial Forestry and Wildlife Inspection</i>	Spring of 2023, 36 weeks as the Contract signed	20%	
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ESSENTIAL CONDITIONS:

When performing the works that may be required under the assignment, the Contractor must ensure that the required results (reports, finished products, except for counterfeit products) are produced safely and legally.

It is necessary to comply with regulatory norms of Kazakhstan legislation, including during submission and application of the materials, by performing this assignment.

Gender equality issues must be respected by performing this assignment.

UNDP Project reserves the right to make any amendments to the Terms of Reference (up to 20% of the content) but does not allow for changes in the overall work content and Contract amount.

During the performing the works, the Contractor shall be accountable to the UNDP Project Manager. All actions related to works performance must be agreed with specified UNDP Project Team.

The works must be performed in a quality and timely manner, in accordance with the requirements of the Contract and this ToR.

The Contractor is fully responsible for accuracy and validity of information provided, links to the used resources.

In case of damage to the seedlings, the Contractor is fully responsible for substitution of seedlings.

In connection with the COVID 19 pandemic, the Contractor undertakes to provide all the necessary protective equipment for its employees and comply with all the norms and recommendations of the WHO. The Contractor 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 period of Contract.

RESPONSIBILITY AND COORDINATION:

The Contractor is fully responsible for accuracy and validity of information provided, and timely reporting.

- coordinates all actions with and is accountable to Project Manager;
- ensures timely and quality fulfilment of the requirements of the Terms of reference;
- ensures unconditional compliance with requirements specified in the Contract;
- provides the materials to the Project Manager for commenting and approval

REPORTING REQUIREMENTS:

Reports and materials should be submitted according to standards:

- in Russian in MS Word (2003 or later)
- in the format adopted by UNDP Projects (font used: Arial, 11);
- Reports and drafts should be carefully revised and edited

QUALIFICATION REQUIREMENTS TO THE CONTRACTOR:

Contractor can be a company/organization or consortium duly registered in the Republic of Kazakhstan and that meets the following requirements:

- **At least 5 years** of experience in forests planting
- Must have legal capacity to enter into agreements (state registration/re-registration certificate and constituent documents);
- Be solvent, not subject to liquidation, its property is not seized, and its business activities are not suspended constrainedly by laws (certificates of no debts issued by the serviced banks and tax authorities, financial statements for last 2 years (2020-2021), including the Balance Sheet 2020-2021 signed by the chief accountant, Profit and Loss Statement);
- Availability of material and technical base (own or leased) to perform all works as specified by this ToR (as minimum 2 tractors, 20 Kolesov's planting irons or tiling shovels);
- At least 2 recommendations from the previous clients for similar/analogous works;
- Availability of supporting documents for the planting materials (certificates of conformity, label, supporting documents);
- Document describing the warranty for one calendar year from the date of service acceptance
- Confirmation of quotation validity period - 90 days
- Availability of qualified personnel with the necessary work experience and qualifications according to the table below, with provision of a detailed CV, 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.

Team	Quantity	Minimum Acceptable Level of Education and Specialization	Experience /Special skills
Team leader	1 (one) ppl	Higher education in the forestry	<ul style="list-style-type: none"> as minimum 5 years of experience in the forestry knowledge of state and Russian languages
Forestry specialist	2 (two) ppl	Higher education in the forestry	<ul style="list-style-type: none"> as minimum 3 years of experience by specialization knowledge of state and Russian languages
Mechanician	3 (three) ppl	Availability of valid driver's license	<ul style="list-style-type: none"> as minimum 3 years of experience by specialization (tractorist)
Working staff	20 (twenty) ppl	- not required	<ul style="list-style-type: none"> Experience with forest crops planting is welcomed

RECOMMENDATIONS FOR SUBMITTING THE PROPOSALS:

- 1) A duly completed Annex 2: Bid Submission Form, the UNDP template must be used;
- 2) A duly completed Annex 3: technical and financial proposal, the UNDP template must be used;
- 3) Copies of state registration/re-registration certificate;
- 4) VAT certificate (if applicable). If the Contractor is not a VAT payer, written confirmation to be provided;
- 5) Company's profile describing the activities, confirming as min. 5-years experience in forest planting;
- 6) At least 2 recommendations from the previous clients duly signed and stamped;
- 7) Statements of no debts issued by tax authorities;
- 8) Confirmation on validity of proposal – 90 days;
- 9) Last audited financial statement (if any) or/and Profit and Loss Statement, Balance Sheet cleared by chief accountant;
- 10) Written confirmation on acceptance of UNDP General Terms and Conditions;
- 11) Documents for key personnel confirming the qualification (**diplomas**, certificates, etc.), **detailed CV**, as well as **written confirmation** from each employee that they will be available for the entire validity of the Contract.
- 12) Written confirmation of the Company on the availability of working staff in the amount of 20 people.

PAYMENT TERMS:

The price proposal shall specify all costs related to assignment with detailed breakdown as given in the Section «Duration and Expected Results», including the Contractor's agreement with ToR's terms. The price proposal shall specify all direct and indirect costs (VAT if applicable and other obligatory fees). Travel costs should be specified as well. The Contractor should indicate if it is a tax-payer.

This contract establishes a fixed price based on results achieved, regardless of extension of the specified period.

Payment will be made in instalments after satisfactory completion of respective Clauses under the Section "Duration and Expected Results" of the ToR and authorization of results by Project Manager through a performance certificate and invoice. Payments will be made as follows:

SELECTION CRITERIA

Based on lowest price between the technically complaint proposals. Purchase order will be awarded to the Supplier which proposal is evaluated as:

- 1) meeting the minimal criteria of the ToR,
- 2) proposing the lowest price

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-2022-057 - to provide services for planting trees in the green area of the city of Pavlodar on an area of 20 hectares	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> 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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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: at least 3 similar contracts within last 3 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	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity during 90 days.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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 - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation 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-2022-057 - to provide services for planting trees in the green area of the city of Pavlodar on an area of 20 hectares	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- *A duly completed Annex 2: Bid Submission Form, the UNDP template must be used;*
- *A duly completed Annex 3: technical and financial proposal, the UNDP template must be used;*
- *Copies of state registration/re-registration certificate;*
- *VAT certificate (if applicable). If the Contractor is not a VAT payer, written confirmation to be provided;*
- *Company's profile describing the activities, confirming as min. 5-years experience in forest planting;*
- *At least 2 recommendations from the previous clients duly signed and stamped;*
- *Statements of no debts issued by tax authorities;*
- *Last audited financial statement (if any) or/and Profit and Loss Statement, Balance Sheet 2020-2021, cleared by chief accountant;*
- *Documents for key personnel confirming the qualification (diplomas, certificates, etc.), detailed CV, as well as written confirmation from each employee that they will be available for the entire validity of the Contract;*
- *Confirmation of Availability of material and technical base (own or leased) to perform all works as specified by this ToR (as minimum 2 tractors, 20 Kolesov's planting irons or tiling shovels);*
- *Availability of supporting documents for the planting materials (certificates of conformity, label, supporting documents);*
- *Document describing the warranty for one calendar year from the date of service acceptance.*
- *Written confirmation of the Company on the availability of working staff in the amount of 20 people.*

Financial Offer

Provide with financial offer per below tables including breakdown of all costs of preparing and delivering the Goods/Services.

Currency of Quotation: KZT

Ref	Description of Deliverables	%	Price (KZT)
1	Autumn soil preparation carried out <i>Submission of report on autumn soil preparation approved by Pavlodar Municipal State Forestry Enterprise</i>	25%	
2	Spring soil preparation carried out <i>Submission of report on spring soil preparation approved by Pavlodar Municipal State Forestry Enterprise</i>	25%	
3	Planting material supplied <i>Submission of waybills for goods supply approved by Pavlodar Oblast Territorial Forestry and Wildlife Inspection</i>	30%	
4	Hand planting of forest crops carried out on area of 20 hectares <i>Submission of report, approved by Pavlodar Oblast Territorial Forestry and Wildlife Inspection</i>	20%	
Total price without VAT (KZT)			
VAT			
Total Final and All-inclusive Price (KZT)			

Breakdown of Fees

Description		Unit measure	Q-ty		Unit price, KZT	Total, KZT
PERSONNEL						
1	Team leader	person/month	1	9		
2	Forestry specialist	person/month	2	4		
3	Mechanician	person/month	3	2,5		
4	Working staff	person/month	20	1		
PROVISION OF WORKS FOR PLANTING FOREST						
5	Bayonet shovels	item	20			
6	Planting material for shrubs - golden currant	item	9 440			
7	Planting material of tree species - maple ash-leaved	item	5 560			
8	Planting material of tree species - white poplar	item	5 560			
9	Planting material of tree species - forest apple tree	item	5 560			
10	Planting material of tree species - Siberian larch	item	5 560			
11	Transportation costs					
12	Other (if necessary): provide a detailed description of expenses					
	Total price without VAT (KZT)					
	VAT					
	Total Final and All-inclusive Price (KZT)					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Outputs Timeframe (as per TOR)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (90 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment Terms (as per TOR)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
UNDP General Terms and Conditions (GTC)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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 Name: Click 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.