## **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 singed 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 *Submission of report on autumn soil preparation approved by Pavlodar Municipal State Forestry Enterprise*  | 25% |  |
| 2 | Spring soil preparation carried out *Submission of report on spring soil preparation approved by Pavlodar Municipal State Forestry Enterprise*  | 25% |  |
| 3 | Planting material supplied *Submision of waybills for goods supply* *approved by Pavlodar Oblast Territorial Forestry and Wildlife Inspection*  | 30% |  |
| 4 | Hand planting of forest crops carried out on area of 20 hectares *Submisison of report, approved by Pavlodar Oblast Territorial Forestry and Wildlife Inspection*  | 20% |  |
| **Total price without VAT (KZT)** |  |
| **VAT** |  |
| **Total Final and All-inclusive Price (KZT)** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit measure** | **Q-ty, person/month** | **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) |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation (90 days) |[ ] [ ]  Click or tap here to enter text. |
| Payment Terms (as per TOR) |[ ] [ ]  Click or tap here to enter text. |
| UNDP General Terms and Conditions (GTC) |[ ] [ ]  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 NameClick or tap here to enter text.Address: 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. |