**ANNEX 2**

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

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

[insert: *Location]*.

[insert: *Date]*

To: UNDP Uzbekistan

We, the undersigned, hereby offer UNDP the following services in accordance with the requirements specified in **RFP** and all its annexes, as well as the General Terms and Provisions of UNDP contracts. We confirm that we have read, understood and accept the requirements and terms of the terms of reference describing our duties and responsibilities under this RFP, as well as the general UNDP terms and conditions under the contract.

We agree to abide by the terms of this commercial offer within **90 calendar** days from the deadline specified in the request for the submission of the offer; it remains binding and can be accepted at any time before the expiration of this period. We hereby declare that:

 (a) All information and statements presented in this tender offer are true, and we agree that any incorrect information contained in it may lead to our disqualification;

(b) At present, we are not included in the UN register which includes companies that are not entitled to supply, and other similar lists of other UN agencies, and we are in no way connected with any companies or persons included in the UN Security Council Committee Consolidated List 1267/1989.

(c) We are not at the stage of unfinished bankruptcy and we have no lawsuits or claims that could adversely affect our work as an operating enterprise;

(d) We do not employ people who work or have recently worked for the UN or UNDP, and we do not plan to hire such persons.

We are aware that your organization reserves the right to accept or reject any of the proposals received, is not responsible for such actions and does not undertake to inform the supplier of their reasons without a request from us:

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:* |
| *a)* *Profile – describing the nature of business, information about the company (10 pages max.) confirming the field of expertise, practical experience of the Offeror in the required area.* |
| *b) The company’s charter should include the right and other permits to provide the service, Registration Papers, Tax Payment Certification, etc.* |
| *d) At least 3 similar works performed by the Contractor within the last 5 years* |
| *e) A copy of Latest Business Registration Certificate and License verified by signature of authorized person and stamp.* |

1. **Proposed Methodology for the Completion of Services**

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| --- |
| *The service provider should provide a step-by-step concept and implementation scheme for the tasks/methodology with a work schedule (5 pages max.), describe how it will meet the RFP requirements with a detailed description of the main performance characteristics of the work, reporting mechanisms and quality assurance, and rationale for the proposed methods in the context of local conditions and the type of work.* |

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.*
4. *Copy of diplomas, certificates, as required by UNDP.*
5. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Outputs** | **Activity/Output** | **Payment Structure** | **Price \_\_\_\_ (indicate currency)**  **(The total amount)** |
|  | **Result No. 1**  Analysis report of the current situation in organization of the Agency's communication activities and review of the relevant foreign experience in the development of communication strategy, and Strategy's general plan | 10% |  |
|  | **Result No. 2**  Draft version of the Strategy | 20% |  |
|  | **Result No. 3**  Final version of the Strategy | 20% |  |
|  | **Result No. 4**  Presentation of the Strategy and conducting trainings for the personnel | 15% |  |
|  | **Result No. 5**  Report on the conducted 2 trainings for PSA PR specialists and journalists | 10% |  |
|  | **Result No. 6**  Report on the implementation of activities together with the PSA, selected in accordance with paragraph 3.6 of this TOR | 15% |  |
|  | **Result No. 7**  Analytical report (post review) based on the Strategy implementation outcomes by the results after six (6) months of implementation, interviews, surveys, etc. | 10% |  |
|  | **TOTAL** | 100% |  |
|  | **V. VAT (if applicable for companies registered in the Republic of Uzbekistan)** |  |  |
| Payment will be proceeded by output bases by bank transfer to the account of a Contractor in accordance with the Breakdown of Costs, upon completion of the works and following terms:   1. A written document of acceptance by UNDP of Outputs 1, 2, 3, 4, 5, 6 and 7. 2. Receiving of the invoice for payment of Vendor 3. The signing by the parties of documents confirming the completion of the contractual obligations and the adoption of UNDP. | | | |

*\*This shall be the basis of the payment tranches, whether there are discrepancies between the total amount specified in tables D and E, in that case the price rate indicated in table (D) will be prevalent.*

1. **Cost Breakdown by Cost Component:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services of attracted Expertise |  |  |  |  |
| a. Expertise Services 1 |  |  |  |  |
| b. Expertise Services 2 |  |  |  |  |
| 2. Services from Overseas (if required) |  |  |  |  |
| a. Expertise Services 1 |  |  |  |  |
| b. Expertise Services 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance including accommodation |  |  |  |  |
| **III. Other Direct Related Costs (translation, printing and other)** |  |  |  |  |
| **IV. Overhead expenses (no more 3,5%)** |  |  |  |  |
| **V. VAT (if applicable for companies registered in the Republic of Uzbekistan)** |  |  |  |  |

*Name and signature of authorized person]*

*[Position]*

*[Date]*

*[Stamp of the company]*

**ANNEX 3**

**Part 1: DECLARATION OF INTEREST**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir/Madam,

We/I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name and Title), as Director/Founder of \_\_\_\_\_\_\_\_ Company, declare that:

(a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the tender; and do not have access to information about, or influence on the selection process for this tender;

(b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;

(c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor’s team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the tender.

We declare that we are not in the UN Security Council 1267/1989 List, UN Procurement Division List or other UN Ineligibility List.

*Name and signature of authorized person]*

*[Position]*

*[Date]*

*[Stamp of the company]*

**TABLE 1: COMPANY PROFILE**

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| --- |
|  |

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| --- | --- | --- |
| **Part 3: COMPANY PROFILE** 1. Offeror’s Legal Name [insert Offeror’s legal name]  Click or tap here to enter text. | | |
| 2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]  Click or tap here to enter text. | | |
| 3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]  Click or tap here to enter text. | | |
| 4. Year of Registration in its Location: [insert Offeror’s year of registration] Click or tap here to enter text. | | |
| 5. Countries of Operation  Click or tap here to enter text. | 6. No. of permanent staff in each Country Click or tap here to enter text. | 7. Years of Operation in each Country  Click or tap here to enter text. |
| 8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror’s legal address in country of registration] Click or tap here to enter text. | | |
| 9. Value and Description of Top 3 (three) Biggest Contracts for the past 5 (five) years  Click or tap here to enter text. | | |
| 10. Latest Credit Rating (Score and Source, if any)  Click or tap here to enter text. | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.  Click or tap here to enter text. | | |
| 12. Offeror’s Authorized Representative Information Click or tap here to enter text.  Name: [insert Authorized Representative’s name] Click or tap here to enter text.  Address: [insert Authorized Representative’s Address] Click or tap here to enter text.  Telephone/Fax numbers: [insert Authorized Representative’s telephone/fax numbers] Click or tap here to enter text.  Email Address: [insert Authorized Representative’s email address] Click or tap here to enter text. | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? □ YES or □ NO | | |

*Name and signature of authorized person]*

*[Position]*

*[Date]*

*[Stamp of the company]*

**TABLE 2: PERFORMANCE OF SIMILAR CONTRACTS. \***

|  |  |  |  |
| --- | --- | --- | --- |
| Name of delivered goods | Terms of the contract (year, month) | Cost of work | Customer (Company name, full name of the contact person, telephone) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Requires at least two similar contracts during last 3 years on supply of machinery (including field and sport equipment).

*[Name and signature of authorized person]*

*[Position]*

*[Date]*

*[Stamp of the company]*

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)