**Annex 2a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-3))***

[insert: *Location]*.

[insert: *Date]*

To: Zhanat Tileumuratova

Procurement Coordinator

UNDP Kazakhstan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP-2021-058 dated August 03, 2021 and all of its annexes, 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 providing the following:*

1. *Company profile with detailed activity information confirming the following experience:*

*- at least 3 years of experience in similar research work;*

*- at least 1 year experience in developing recommendations on amendments to legislative acts;*

*- availability in the Company’s team at least one international consultant in the field of protecting the rights of persons with disabilities, promoting the CRPD, etc. (detailed CV to be enclosed);*

*b) Legal capacity to enter into contracts (certificate of registration/re-registration, Charter);*

*c) Financial documents: certificates confirming the absence of debts owed to the company’ servicing banks and tax authorities, balance sheets for 2019-2020. Certificate of VAT, if the company is a VAT payer.* *Otherwise, written confirmation that the company is not a VAT payer;*

*d) Previous experience with international organizations will be considered as asset;*

*e) Reputation - a table / list of clients for the last 2 years for similar services required by UNDP, with indication of the customer, description of the objectives of the contract, duration, contract name and customer contact details (e-mail, phone number and full name of contact person);*

*f) At least three letters of recommendation from key clients over the past 2 years for similar services (on official letterhead, signed and dated);*

*g) Own written declaration on letterhead that the company is not on UN Security Council 1267/1989 list, UN Procurement Division list or other UN Ineligibility List;*

*h) An affidavit on company letterhead that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients;*

*i) The proposal shall be valid for at least 90 days – to be confirmed in written.*

1. **Proposed methodology**

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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.*  ***Work schedule*** *(must include the composition of the team and the distribution of responsibilities).* |

1. **Qualifications of Key Personnel**

*The Service Provider must provide:*

* *Names and qualifications of the key personnel that will perform the services indicating a team leader and supporting personnel, etc.;*
* *Diplomas, detailed CVs demonstrating qualifications and necessary work experience;*
* *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-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)