**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: | **UNDP/253/2021** | 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? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate)* | | Yes  No | | | |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate)* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  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 *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  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. | | | |
| **List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project** | | | | | |
| **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** |  |
| --- | --- | --- |
|  |  | **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. |
|  |  | 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. |
|  |  | **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. |
|  |  | 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 wehave 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. |
|  |  | **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. |
|  |  | **Prohibitions, Sanctions:** l/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. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | 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: | **UNDP/253/2021** | Date: Click or tap to enter a date. |

**Technical Offer**

1. Compliance of the methodology proposed to perform the task with the following requirements:

**The methodology to perform the task**

|  |
| --- |
| *This section shall* ***demonstrate the compliance of the proposed by the Bidder methodology with the requirements specified in the Schedule of Requirements****. The methodology shall contain:*   * description of the sequence of actions: how the assigned tasks of assessing vulnerabilities and weather-climate risks, developing measures to raise interagency awareness of climate change issues in the waste management sector and wastewater treatmentwill be executed * brief description of the steps required to assess the vulnerability of the waste management sector and wastewater treatment to climate change, to analyse measures required for reactive and proactive adaptation in the waste management sector and wastewater treatment * how will the social-economic effectiveness of the reviewed measures will be assessed * how will the work be coordinated and how reports’ quality will be assured * which work elements will be outsourced to subcontractors (if applicable) |

\* If the description of the methodology (3-5 pages in single space) provided by the Bidder is incomplete and if the proposed methodology does not correspond to the Schedule of Requirements, then this methodology will be considered technically inappropriate to the requirements of this Request for Quotation.

1. Confirmation of minimum 5 years of experience in climate change mitigation or adaptation

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Subject of work in climate change mitigation or adaptation**  **(lines can be added or removed as needed)** | **Period of work** | **The name of the employing organization** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Confirmation of at least 3 similar projects completed (drafting of documents or plans related to climate, waste management and/or environment / research in the field of climate change adaptation in the European Union (EU), Eastern Partnership (EaP), Eurasian Economic Union countries (EAEU)

**Table 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the completed project**  ***(lines can be added or removed as needed)*** | **Period of project implementation** | **Description of the project (allowed in the form of an attachment to the Technical and Financial Proposal and / or a link to the project)** | **The name of the employing organization** | **Position, full name of the contact person, telephone No** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Confirmation of the availability of the required number of personnel with sufficient qualifications to perform works under the contract, to include, at a minimum: Project Manager (Team Leader), Waste Management Sector Expert, Economics Expert, Legal Expert.

**Table 3**

|  |  |
| --- | --- |
| **Requirements to the Bidder’s personnel** | **Compliance of the Bidder’s personnel with the requirements**  *(fill in each column specifying the required information, supporting documents may be requested additionally)* |
| Team Leader   * Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection;   [specify the name of the university and the years of study]   * at least 5 years of experience of management of projects related to climate change or environmental protection;   [specify the project title, the Client and the country where it was implemented]  [specify the period of work]   * at least 2 years' experience of working on the climate change adaptation projects in the EU, EaP, EAEU countries / environmental protection — over the past 5 years.   [specify the project title, the Client and the country where it was implemented]  [specify the project objective]  [specify the titles of positions held]  [specify the period of work] | Yes/No\*  Yes/No\*  Yes/No\* |
| Expert in the waste management sector / climate change adaptation   * Higher specialized education in the field of social sciences, economics, sustainable development and/or environmental protection;   [specify the name of the university and the years of study]   * At least 5 years’ practical experience in one of the following domains: sustainable development, waste management, waste management regulations, analysis of waste management strategies, analysis of climate change adaptation plans;   [specify the name of employing organization]  [specify areas of work]  [specify the titles of positions held]  [specify the period of work]   * Involvement in the implementation of at least 3 specialized projects in the field of climate change   [specify the project title, the Client and the country where it was implemented]  [specify the project objective]  [specify the titles of positions held]  [specify the period of work] | Yes/No\*\*  Yes/No\*  Yes/No\* |
| Economics Expert   * Higher education in economics / management;   [specify the name of the university and the years of study]   * At least 5 years of professional experience in one of the following domains: applied economic analysis, analysis of the scopes related to climate change mitigation and adaptation;   [specify the name of employing organization]  [specify the area of work]  [specify the titles of positions held]  [specify the period of work]   * Involvement in the implementation of at least 3 specialized projects in the field of climate change in terms of analysis and assessment of economic data for developing climate policies   [specify the project title, the Client and the country where it was implemented]  [specify the project objective]  [specify the titles of positions held]  [specify the period of work] | Yes/No\*  Yes/No\*  Yes/No\* |
| Legal Expert   * Higher education in the field of social sciences or in a related field   [specify the name of the university and the years of study]   * At least 5 years of practical experience in one of the following areas: analysis of legislation, including comparative analysis of the institutional, legislative, regulatory framework, analysis of legislation in the field of adaptation to climate change and / or mitigation and / or protection the environment;   [specify the name of employing organization]  [specify the area of work]  [specify the titles of positions held]  [specify the period of work]   * Involvement in the development of at least 2 legal acts or non-regulatory legal acts (strategies, programs, plans, concepts))   [specify the title legislative legal acts or non-regulatory legal acts]  [specify the period of work] | Yes/No\*  Yes/No\*  Yes/No\* |

\* leave the selected Yes/No answer for the expert and delete unnecessary)

If the Bidder lacks experience in performing specific types of work, the Bidder can engage subcontractors (organizations or individuals, or Individual Entrepreneurs)  with the relevant qualification and experience, as per section Qualification Requirements of Annex 1, to perform these works.

In this case, the Bidder shall additionally submit as part of the package of documents the following documents:

- **the official letter**, indicating:

* Subcontractor’s name;
* name of the Bidder, for whom the Subcontractor will perform the works;
* Subcontractor’s consent to perform the work for the Bidder;
* the list of works to be performed by the Subcontractor for the Bidder;
* description of the relevant experience and qualification as per section Qualification Requirements of Annex 1

- **Copy of the Registration Certificate** (for organizations and Individual Entrepreneurs).

The total cost of subcontracted works shall not exceed 30% of the total value of the works.

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Schedule of Requirements. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Table 1. Currency of Quotation:**

US dollars (USD)

EURO

Local currency (Belarusian Ruble)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Description of Deliverables/Stages** | **% of the Total Contract price\*\*** | **Price**  **(excluding VAT)** | **VAT rate \_\_\_%**  **Amount of VAT** | **Total Price**  **(including VAT)** | **Dates of delivery of Services\*** |
| 1. | Development and approval of a work plan and agenda of the introductory workshop | **10%** |  |  |  |  |
| 2. | Assessment of vulnerabilities and weather-climate risks, and possible measures for reactive and proactive adaptation in the waste management sector | **50%** |  |  |  |  |
| 3. | Analysis of climate change interagency awareness in the waste management sector | **40%** |  |  |  |  |
| **Total Price** | | 100% |  |  |  |  |

\*All the Stages shall be completed by December 20, 2021

\*\* % of each Stage of work is fixed and shall not be changed.

**Table 2. Breakdown of Fees**

**Currency:**

US dollars (USD)

EURO

Local currency (Belarusian Ruble)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Q-ty** | **Unit Price, excluding VAT** | **Unit Price, with VAT** | **Total Price excluding VAT** | **Total Price including VAT** |
| Personnel |  |  |  |  |  |  |
| Team lead | Working day |  |  |  |  |  |
| Energy Sector Expert | Working day |  |  |  |  |  |
| Expert in economics | Working day |  |  |  |  |  |
| Legal Expert | Working day |  |  |  |  |  |
| Other expenses *(delete unnecessary)* |  |  |  |  |  |  |
| International flights |  |  |  |  |  |  |
| Subsistence allowance |  |  |  |  |  |  |
| Local Transportation |  |  |  |  |  |  |
| Communication |  |  |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

**\*** **The Total Price including VAT** *(if applicable)* **in Table 1 shall coincide with the Total Price including VAT** *(if applicable)* **in Table 2**

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time (by December 20, 2021) |  |  | Click or tap here to enter text. |
| Payment terms (in stages in accordance with Section 8 "Terms of payment" of Annex 1 within 15 banking days from the date of  receiving from the Contractor a report on the Stage completed; approval of the report UNDP and signing the Acceptance Certificate for the services rendered |  |  | Click or tap here to enter text. |
| Quotation remains valid for **60 (sixty) calendar days** from the deadline for the submission of Quotation. |  |  | Click or tap here to enter text. |
| Full acceptance of the General Conditions of Contract |  |  | Click or tap here to enter text. |
| The total cost of subcontracted works doesn’t exceed 30% of the total value of the works |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | 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.  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. |