**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-2021-059 dated August 18, 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. *The Company’s profile with detailed activity information confirming:*

*- at least 5 years of experience in carrying out similar work to reduce injuries on the roads;*

*- at least 3 years of work experience in the development of methodologies/concepts, development of practical recommendations;*

1. *Legal capacity to enter into agreements (certificate of business registration/re-registration, copy of Charter);*
2. *Financial stability: certificates confirming the absence of debts in tax authorities, financial statements for 2019-2020. Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer;*
3. *Reputation - a table / list of services rendered over the last 3 (three) years in the required area to confirm the experience (the name of the Customer, the subject of services/works, the year of service provision and Customer’s contact details (e-mail, phone number and full name of contact person);*
4. *not less than 3 positive reviews and recommendations from previous customers over the past 3 years for similar /analogous services (on official letterhead, signed and dated);*
5. *Availability of material and technical base (Internet connection, computers, office equipment), provide written confirmation;*
6. *At least one employee must be proficient in English at the upper-intermediate level (provide a resume with confirmation);*
7. *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;*
8. *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*
9. *The proposal shall be valid for at least 120 days – to be confirmed in written;*
10. **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)