**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/286/2021** | 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** |
|  |  | |  |  |  |
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**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/286/2021** | 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 assignment**

|  |
| --- |
| *This section shall describe the proposed methodology to perform the task, including:*  *An overall vision of the implementation of the stages of the assignment:*   * + *A summary of work completion stages*   + *A summary of the necessity of the formulation of the National Adaptation Strategy and Plan for the Republic of Belarus*   + *How the works will be coordinated, quality control of document preparation* |

\* 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 **at least 3 completed projects** related to climate change and/or conservation implemented in partnership with government bodies / non-governmental organizations / national governing bodies in the Republic of Belarus / EU / EP / EEU countries.

List only those assignments for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

**Table 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the completed assignment**  ***(lines can be added or removed as needed)*** | **Period of assignment implementation** | **Description of the assignment (or in the form of an attachment to the Technical and Financial Proposal and / or a link to the project)** | **The name of the Client (the party of the contract concluded with the Bidder)** | **Position, full name of the contact person, telephone No** |
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1. Confirmation of the experience of conducted stakeholder discussions/workshops on adaptation to climate change with the analysis following these discussions (**at least 5 discussions/workshops**).

List only those assignments for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

**Table 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the project within which the stakeholder discussions /workshops on adaptation to climate change was held, country where the discussions/workshops were conducted**  ***(lines can be added or removed as needed)*** | **Subject of the stakeholder discussions /workshops** | **Period of work** | **The name of the Client** |
|  |  |  |  |
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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, Climate Change Adaptation Expert.**

Involvement of subcontractors (non-staff external expert) is not foreseen for this tender. UNDP reserves the right to additionally request copies of contracts of the proposed experts to confirm compliance with this requirement.

|  |  |  |
| --- | --- | --- |
| **Requirements to the Bidder’s personnel** | *Confirmation of Bidder’s compliance (fill in each column specifying the required information, supporting documents may be requested additionally)* | **Compliance of the Bidder’s personnel with the requirements** |
| Project Manager   * Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection; * at least 5 years of project management experience; * 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 name of the university and the years of study]  [specify the project title and the name of employing organization]  [specify the period of work]  [specify the project title and the country it was implemented in]  [specify the project objective]  [specify the expert’s position]  [specify the period of work] | Yes/No\*  Yes/No\*  Yes/No\* |
| Climate Change Adaptation Expert   * Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection; * at least 7 developed climate change adaptation plans / strategies | [specify the name of the university and the years of study]  [specify the project title under which the plans / strategies for adaptation to climate change were developed and the country of its implementation]  [specify the title of climate change adaptation plan / strategy]  [specify the expert’s position] | Yes/No\*  Yes/No\* |

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

**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: *Indicate currency of your quotation***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Description of Deliverables/Stages** | **% of the Total Contract price\*\*** | **Price**  **(excluding VAT)** | **VAT rate \_\_\_%**  **Amount of VAT (if applicable)** | **Total Price**  **(including VAT, if applicable)** | **Dates of delivery of Services\*** |
| 1. | Development of the plan, strategy and the methodology of the assessment of the impact of climate change, work schedule for the Contract implementation | **40%** |  |  |  |  |
| 2. | Stakeholder consultations have been conducted and the report containing data analysis and summary based on conducted consultations has been prepared | **30%** |  |  |  |  |
| 3. | A report with the finalized assessment of the impact of climate change, vulnerability and climate risks on the target sectors and a policy note with a brief description of the study findings have been prepared | **30%** |  |  |  |  |
| 4. | A report on coordination and supervision of the work of national consultants hired by the Project has been prepared |  |  |  |  |
| **Total Price** | | **100%** |  |  |  |  |

\*All the Stages shall be completed by February 21, 2022

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

**Table 2. Breakdown of Fees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price**  **excluding VAT** | **Unit Price**  **including VAT (if applicable)** | **Total Price excluding VAT** | **Total Price including VAT (if applicable)** |
| Personnel |  |  |  |  |  |  |
| Project Manager | Working day |  |  |  |  |  |
| Climate Change Adaptation 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 February 21, 2022)** |  |  | 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. |
| The contract concluded as a result of this RFQ **will be 100% executed by the Contractor's own resources without involving sub-contractors** (non-staff external expert) |  |  | Click or tap here to enter text. |
| Full acceptance of UNDP General Terms and Conditions and UNDP Model Contract |  |  | 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. |