



REQUEST FOR QUOTATION (RFQ)

RfQ-21/02362: Re-advertisement: Selecting a company to conduct the Strategic Environmental Assessment of the draft Low Emission Development Programme for 2030	Date: 15 September 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Denis Suschevici

Signature: _____

Name: Denis Suschevici

Title: Head of Procurement and Operational Support Unit

Date: 14 September 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>September, 24, 2021, 16:30 Chisinau time. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> ▪ File Format: PDF, JPG, PNG, ZIP, DOC, DOCX, XLS, XLSX ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 50 MB ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • BU Code: MDA10 and Event ID number 0000010418. <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent</p>

	practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be quoted in USD
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.

	<p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>Click or tap here to enter text</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 2 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in SEA conducting field;</p> <p><input checked="" type="checkbox"/> Last update CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other 25% upon submission of the Deliverables 1 and 2; 50% upon submission of the SEA Report (Deliverable 3); 25% upon submission of the Deliverables 4-6.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>

Contact Person for correspondence, notifications and clarifications	E-mail address: ana-maria.manole@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline days before the submission deadline. Responses to request for clarification will be communicated via email by 30 August 2021
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <p>The minimum qualifications required for the bidder are set up as following:</p> <ol style="list-style-type: none"> a. At least 7 years of experience in environmental and/or socio-economical consultation. b. Demonstrated experience in conducting at least 3 Strategical Environmental Assessment of similar complexity. c. Qualified staff (demonstrated by CVs) who meet the minimum requirements (as per below requirements). <p>The bidder company team must include the following minimum staff qualifications:</p> <ul style="list-style-type: none"> - The Team Leader / Project Manager, - Environmental experts for the air, water, soil, flora, and fauna areas, - Climate expert, - Socio-economical expert, - Public-health expert. <p>Staff must have the following minimum criteria.</p> <p>Team leader/Project manager*:</p> <ul style="list-style-type: none"> - has a master's degree in a relevant area, such as environment, climate change, natural resources management, economical, social or other related fields. - has 7 years of experience in environmental, climate, and/or socio-economical consultancy. - acted as a team leader/project manager for at least 3 Strategical Environmental Assessments. <p>* Position of Team leader/Project manager can be combine with one or several position(s) of environmental, climate or socio-economical experts, if has the minimum qualifications required.</p> <p>Environmental experts for the air, water, soil, flora, and fauna areas**:</p> <ul style="list-style-type: none"> - have a master's degree in environment protection, environmental governance or other related fields. - have 5 years of experience in environmental consultancy. - have participated in at least 2 Strategical Environmental Assessments. <p>**One expert can combine more than one area of expertise if has demonstrated knowledge.</p> <p>Climate expert:</p> <ul style="list-style-type: none"> - has a master's degree in climate, environment protection or other related fields. - has 5 years of experience in climate consultancy. - has participated in at least 2 Strategical Environmental Assessments. <p>Socio-economic expert:</p> <ul style="list-style-type: none"> - has a master's degree in socio-economic science. - has 5 years of experience in socio-economical consultancy. - has participated in at least 2 Strategical Environmental Assessments.

	<p>Public-health expert:</p> <ul style="list-style-type: none"> - has a master's degree in public health or other related fields. - has 5 years of experience in public-health consultancy. - has participated in at least 2 Strategic Environmental Assessments.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, Click or tap here to enter text. reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	08 October 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Re-advertisement: Selecting a company to conduct the Strategic Environmental Assessment of the draft Low Emission Development Strategy for 2030

1. BACKGROUND

The goal of EU4Climate Project¹ is to contribute to climate change mitigation & adaptation and the development towards a low-emissions and climate-resilient economy in line with the Paris Agreement² in Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine.

To realize this project goal, the following results should be achieved:

- Result 1:** Updated nationally determined contributions communicated to the UNFCCC;
- Result 2:** Improved inter-institutional awareness and coordination at political and technical level of the Paris Agreement and the corresponding national commitments;
- Result 3:** Strengthened MRV systems, with countries getting on track with Paris Agreement transparency requirements;
- Result 4:** Advanced alignment with EU climate acquis as provided by bilateral agreements with EU and in the context of Energy Community Treaty on climate matters;
- Result 5:** Establishment of concrete sectoral guidelines for the implementation of the Paris Agreement in each of the Eastern Partners;
- Result 6:** Increased mobilization of climate finance;
- Result 7:** Enhanced adaptation planning.

The Paris Agreement on Climate Change was adopted at the UNFCCC Conference of Parties in December 2015 and officially entered into force on 4 November 2016. The Paris Agreement was the first ever universal, legally binding climate deal that set out a plan to put the world on track to avoid dangerous climate change by limiting global warming to “well below 2°C”. Together with Agenda 2030 and the Sendai Framework for Disaster Risk Reduction, the Paris Agreement provides an unprecedented opportunity to create an integrated development approach towards inclusive resilient economies with a zero-carbon footprint by 2100.

The Republic of Moldova’s INDC (NDC1) was submitted on 25 September 2015¹. According to it, the Republic of Moldova intends to achieve an economy-wide unconditional target of reducing its greenhouse gas emissions by 64-67 per cent below its 1990 level in 2030 and to make best efforts to reduce its emissions by 67 per cent. The reduction commitment expressed above could be increased up to 78 per cent below 1990 level conditional to a global agreement addressing important topics including low-cost financial resources, technology transfer, and technical cooperation, accessible to all at a scale commensurate to the challenge of global climate change. To achieve at the national level the Moldova’s NDC targets, the Low emissions development Strategy by 2030 and the Action Plan for its implementation (LEDS 2030) were adopted by the Government². The Strategy plans the low emission development for the following sectors: energy, transport, building, industry, agriculture, forestry and waste.

The decision 1/CP.21 requests those Parties whose intended nationally determined contribution pursuant to decision 1/CP.20 contains a time frame up to 2030 to communicate or update by 2020 these contributions and to do so every five years thereafter pursuant to Article 4, paragraph 9, of the Paris Agreement.

Thus, Ministry of Agriculture, Regional Development and Environment presented on March 2020 the second Nationally Determined Contribution (NDC2) of the Republic of Moldova³ to the Secretariat of the UNFCCC. According to it, Republic of Moldova intends to achieve more ambitious targets than in its NDC1. The country's new economy-wide unconditional target is to reduce its greenhouse gas emissions by 70 per cent below its 1990 level in 2030, instead of 64-67 per cent as committed in NDC1. As to the new economy-wide conditional target, instead of 78 per cent as committed in NDC1, the reduction commitment expressed above could be increased in NDC2 up to 88 per cent below 1990 level, provided a global agreement addressing important topics including low-cost financial resources, technology transfer, and technical cooperation, accessible to all at a scale commensurate to the challenge of global climate change, is insured. The Republic of Moldova has included in its updated NDC the adaptation component in line with Articles 2.1 and 7.1 of the Paris Agreement and Katowice Rulebook (COP 24). According to it, the adaptation priority sectors are agriculture, water resources, forestry, human health, transport and energy.

Following the submission of the NDC2, the LEDS 2030 was updated. The general objective of the updated Strategy corresponds to the pre established in the NDC2 - to reduce its GHG emissions by 70% below its 1990 level in 2030, which could be further decreased to 88%, if international low cost financial resources, technology transfer, and technical cooperation are ensured. Specific objectives of the LEDS 2030 emphasize the GHG emission reduction targets per following sectors: energy – unconditional - 81%, conditional - 87%; transport – unconditional - 52%, conditional - 55%; buildings – unconditional - 74%, conditional - 77%; industry – unconditional - 27%, conditional - 31%; agriculture – unconditional - 44%, conditional - 47%; LULUCF – unconditional - 10%, conditional - 391%; and waste – unconditional - 14%, conditional 18%. Additionally, draft LEDS 2030 contains an Action Plan where concrete activities/projects, that will contribute to the achievement of the GHG emission reduction targets, are planned. Draft updated LEDS 2030 and its Action Plan were publically presented and consulted with the stakeholders on 17 June 2021. Currently the draft document is reviewed based on the received comments.

In 2017 the Law on Strategical Environmental Assessment¹ (SEA) was adopted. It transpose at the national level the EU Directive Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment. The Law entered into force in 07.04.2018. Moldova has ratified the Protocol on Strategic Environmental Assessment to the Espoo Convention in 2018². SEA is a process for evaluating the environmental implications of a proposed policy, plan or programme. According to the Law #11/2017 the SEA is performed for plans and programs prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water resources management, electronic communications, tourism, land use, urban and rural planning. A SEA is required to be conducted for defining the draft updated LEDS 2030.

2. OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to conduct the Strategic Environmental Assessment of the draft updated Low Emission Development Strategy 2030 of Moldova. In particular, the consultant is expected to support the Ministry of Environment in launching and conducting the Strategic Environmental Assessment of the draft updated LEDS 2030, in compliance with the Law #11/2017 on Strategic Environmental Assessment

¹ https://www.legis.md/cautare/getResults?doc_id=98607&lang=ro

² https://www.legis.md/cautare/getResults?doc_id=105513&lang=ro

and considering the provisions of the Guideline on conducting SEA, approved by the Order of MARDE #219 as of 01.10.2018³.

In order to reach the proposed objectives, the selected company/organization is expected to perform the following tasks:

1. To determine the scope of the SEA Report in accordance with the art. 7 of the Law #11/2017 and Chapter VI, Section 1 of the Guideline on conducting SEA, including the list of the stakeholders, the structure of the SEA Report and the information to be included in the SEA Report.
2. To consult the Scope of the SEA Report with, but not limited to, Ministry of Environment and Ministry of Health.
3. To updated the Scope, including the structure of the SEA Report and the information to be included in the SEA Report, based on the comments and proposals of Ministry of Environment and Ministry of Health.
4. To develop the SEA Report in accordance with the requirements of the art. 8 and Annex 2 of the Law #11/2017 and the Chapter VI, Section 2 and Annex 6 of the Guideline on conducting SEA. SEA will include (but not limited to): impact on environmental components (air, water, soil, flora, and fauna), climate impact, socio-economic impact, and health impact.
5. To conduct the consultation of the SEA Report in accordance with the provision of the art. 9 of the Law #11/2017 and Chapter VI, Section 3 of the Guideline on conducting SEA.
6. Based on the received comments and proposals, to develop the table of divergences and the final version of the SEA Report to be submitted to the Ministry of Environment.

3. Expected Deliverables and Schedules

The expected deliverables and schedules are provided in the table below as following:

Deliverables	Schedule
Deliverable 1. Activity Plan and Methodology for the assignment submitted and coordinated.	By 19 October 2021
Deliverable 2. The scope of the SEA Report* as per tasks 1-2 above.	By end October 2021
Deliverable 3. SEA Report developed* as per task 4 above.	By end-January 2022
Deliverable 4. Consultations of the SEA Report as per task 5 above.	By end-February 2022
Deliverable 5. Final version of the SEA Report* as per task 6 above.	By mid-March 2022
Deliverable 6. A consolidated final report on the execution of the assignment , covering all the above-mentioned aspects under the deliverables 1 to 5.	By end-April 2022

4. Institutional Arrangement

The contractor company shall ensure timely delivery of outputs. The contractor company will report to the EU4Climate Project National Coordinator and will work in close coordination with the project team and national partners who will monitor and facilitate the work.

5. Duration of the Work

³ https://www.legis.md/cautare/getResults?doc_id=110732&lang=ro

Tentative duration of the assignment will be 7 months (October 2021– April 2022).

6. Duty Station

Duty station – homebased.

7. Qualifications of the Successful Contractor

The minimum qualifications required for the bidder are set up as following:

- a. At least 7 years of experience in environmental and/or socio-economical consultation.
- b. Demonstrated experience in conducting at least 3 Strategic Environmental Assessment of similar complexity.
- c. Qualified staff (demonstrated by CVs) who meet the minimum requirements (as per point 9 below).

8. Staff Qualification of the Successful Contractor

The bidder company team must include the following minimum staff qualifications:

- The Team Leader / Project Manager,
- Environmental experts for the air, water, soil, flora, and fauna areas,
- Climate expert,
- Socio-economical expert,
- Public-health expert.

Staff must have the following minimum criteria.

Team leader/Project manager*:

- have a master's degree in a relevant area, such as environment, climate change, natural resources management, economical, social or other related fields.
- have 7 years of experience in environmental, climate, and/or socio-economical consultancy.
- acted as a team leader/project manager for at least 3 Strategic Environmental Assessments.

* Position of Team leader/Project manager can be combine with one or several position(s) of environmental, climate or socio-economical experts, if has the minimum qualifications required.

Environmental experts for the air, water, soil, flora, and fauna areas**:

- have a master's degree in environment protection, environmental governance or other related fields.
- have 5 years of experience in environmental consultancy.
- have participated in at least 2 Strategic Environmental Assessments.

**One expert can combine more than one area of expertise if has demonstrated knowledge.

Climate expert:

- has a master's degree in climate, environment protection or other related fields.
- has 5 years of experience in climate consultancy.
- has participated in at least 2 Strategic Environmental Assessments.

Socio-economic expert:

- has a master's degree in socio-economic science.
- has 5 years of experience in socio-economical consultancy.
- has participated in at least 2 Strategic Environmental Assessments.

Public-health expert:

- has a master's degree in public health or other related fields.
- has 5 years of experience in public-health consultancy.
- has participated in at least 2 Strategic Environmental Assessments.

9. Schedule of Payments

Payments will be provided in three tranches:

1. The 1st disbursement will account for 25% of the contract amount, upon submission of the Deliverables 1 and 2, i.e. by end October 2021;
2. The 2nd disbursement of 50% of the contract amount will be issued after the upon submission of the Deliverable 3, i.e. January 2022;
3. The last disbursement will account for 25% of the contract amount and will be issued upon submission and approval of deliverables 4-6, and certification by the EU4Climate Project's National Coordinator that the services have been satisfactorily performed, i.e. by April 2022.

10. Application Process

Interested companies shall submit the following documents:

- a) Company's brief profile and the CVs of its relevant members;
- b) Brief description of why the Company considers itself as the most suitable for the assignment, and a methodology and approach to complete the assignment;
- c) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided;
- d) Copies of company registration documents;
- e) Reference to similar projects developed and implemented by the company.

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:	Click or tap here to enter text.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.			
Previous relevant experience: 3 contracts				
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	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 we have 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. 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.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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.

<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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