

REQUEST FOR QUOTATION (RFQ)

Date: 28 April 2012

Dear Sir/Madam,

Subject: Request for Quotation for services “Study on the Selenga Delta habitat and the health of the benthic zone”

Project: 00078317, Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem

Case reference: RFQ/EMO/2012-008 (IWC-78317)

1. The United Nations Office for Project Services (hereinafter “UNOPS”) is pleased to invite you to submit a quotation for supply of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **21 May 2012 10:00 a.m. Irkutsk time** via e-mail DmitriP@unops.org (it must not exceed 8MB) or fax **+7 3012 27-50-04** to the attention of **Dmitry Popov**. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:
Contact Person: Dmitry Popov
Office: UNOPS
Address: Room: 13,
8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation

Telephone: +7 3012 41-57-59
Fax +7 3012 27-50-04
E-Mail: DmitriP@unops.org
4. Your quotation shall include the following:
 - Brief approach and methodology as well as CV(s) of proposed staff/personnel in response to the Terms of Reference as per Annex I.
 - Fixed overall quotation in a single currency (see Annex II) with the following structure:

Name(s) of consultant(s)
Number of working days and daily fee
Daily subsistence allowance
Number of international travels and cost
Number of local travels and costs
Other costs
TOTAL
 - Completed Previous Experience Form (see Annex III)

5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
- (a) Suitability of the approach and methodology including firm's capacity to undertake the services
 - (b) Qualifications and suitability of the staff/personnel proposed for the assignment including their previous experience with same type of assignment
 - (c) Cost-effectiveness of price quotation

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is **[150]**.

- I. The technical component, which has a total possible value of **[100]** points, will be evaluated using the following criteria:
- a) local presence in a country relating to the assignment - max 10 points;
 - b) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (10 points);
 - c) the approach in responding to the TOR and the detailed work plan (30 points);
 - d) other experience relating to the assignment, which can be considered favorably - max 10 points;
 - e) The qualifications and competence of the personnel proposed for the assignment for a total of (40 points). The personnel will be rated in accordance with:
 - i. their general qualifications (10 points);
 - ii. suitability for the assignment (10 points); and
 - iii. their language qualifications and experience in the region (20 points).
- II.
- a) The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of **[70]** points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.
 - b) The maximum number of points for the Price Component is **[50]**. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

Points for the Price Component of a proposal being evaluated =

$$\frac{[\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

Please note that the UNOPS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNOPS's general principles, including economy and efficiency, UNOPS does not bind itself in any way to select the firm/institution offering the lowest price.

6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items.
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under “UNOPS general conditions of contract”: UNOPS Conditions of Services - For contracts of a value of less than USD 50,000. (Annex IV)
9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
 - (a) Suppliers are already suspended by UNOPS, or,
 - (b) Supplier’s names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
 - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
 - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS’s list of registered suppliers.

10. **Information regarding Bid Protest can be found at:**
<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>
11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,
Sergey Kudelya
Project Manager
EMO/IWC
UNOPS
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8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation
Telephone: +7 3012 415759
Fax +7 3012 415759
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ANNEX I - TERMS OF REFERENCES

Location :	Ulan-Ude, The Russian Federation
Type of Contract :	Service Contract
Post Level :	Local
Languages Required :	English, Russian
Starting Date :	01-June-2012
Duration of Initial Contract :	01-June-2012 - 15 – December-2012
Expected Duration of Assignment:	6.5 months

Background:

The project's objective is to spearhead integrated natural resource management of Baikal Lake Basin and Hövsgöl Lake ensuring ecosystem resilience, reduced water quality threats in the context of sustainable economic development. The project has three primary components: elaborating a strategic policy and planning framework; strengthening institutional capacity for IWRM; and demonstrating water quality and biodiversity mainstreaming practice, including groundwater monitoring and protection.

This project builds upon a solid, decades-old baseline of bilateral cooperation between Russia and Mongolia on the transboundary waters of the Selenga River and by extension the Baikal Basin itself. To date, international support for environmental conservation and management in the Baikal Basin has not been transboundary in orientation; little support has been provided the two countries in strengthening their transboundary cooperation to manage sustainably the globally significant environmental benefits represented by the incomparable Lake Baikal and its transboundary Basin, at the top of which lies Mongolia's aquatic jewel, Lake Hovsgol. In addition to this solid baseline of transboundary cooperation are two rapidly growing economic baselines in mining and tourism, with mining being the biggest and fastest growing economic activity in the Baikal Basin and tourism a smaller but also rapidly growing sector in both the Russian and Mongolian portions of the Baikal Basin. Both of these sectors hold much promise in becoming better stewards of the Baikal Basin's aquatic ecosystems. In the absence of a GEF investment, these barriers are likely to continue hampering an effective transboundary response to the critical threats that are already impacting the ecosystem health and resilience of the Baikal Basin.

Successful implementation of a regional project like "Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem", to a large degree depends on effective implementation and ownership of project-inspired work at the national and local levels.

Justification:

Among the objects in the central zone of the Baikal natural territory, firstly requiring the retention, is an ecosystem Selenga which has rich resource potential. It's necessary to perform the environmental assessment of the projected its aquatic and terrestrial ecosystems to use this potential (taking into account its border status). This primarily refers to the Selenga delta, which is one of the largest freshwater deltas in the world. Selenga river carries up to 50% water and more than 50% of chemical runoff, that is a key factor in stability of Lake Baikal ecosystem. Despite the considerable amount of research and studies on basin rivers of Lake Baikal, the

Selenga River and delta are the most important objects for study, as Selenga is the main water flow for augmentation the lake volume. There are the seasonal migration routes of valuable commercial species of fish fauna. Wetland ecosystems of the delta are important for nesting birds, including listed in the Red Book. However, the positive role of water, soil and plant ecosystems in the environmental aspects is weakened considerably due to economic activity in the basin, and Selenga River is one of the major sources of pollutants into the lake.

Development objective:

The purpose of this study is to develop a baseline and ongoing monitoring of inflow and outflow values for the Selenga Delta, including flux and balance calculations of substances. This will include establishing or upgrading basic monitoring sites at inflow, midpoint and outflow locations in the Delta. The study will include analyses of the composition of benthic systems and sediment, diversity of aquatic flora and fauna, and presence of alien species. Pollution loading will be monitored and climate variability effects will be studied. The review will also consider conservation measures for the biotopes for migratory birds, waterfowls and near-water species of flora and fauna within the Delta.

Immediate objective(s):

Working under Output 1.2, Study on Selenga delta habitat and water quality parameters, (including toxic pollution and nutrient loading, water level fluxes, sedimentation levels, and the health of the benthic zone) service will develop a baseline and inflow and outflow values monitoring of Selenga delta, including flux and balance calculations of substances; and will accomplish the following activities:

- Establish baselines relating to the composition of benthic systems, diversity of aquatic flora and fauna (including presence of alien species), and presence/use of terrestrial species;
- Evaluate the benthic systems composition of the monitoring stations;
- Estimate the climate change effect on the benthic system;
- Develop and present analysis on the impact to delta flora and fauna of changing water conditions;

Specific Deliverables:

The work is expected to deliver the following results:

- an analytical review of the scientific and technical literature;
- evaluation the benthic systems composition on monitoring stations;
- analysis on the impact to delta flora and fauna of changing water and climate conditions;
- recommendations and proposals on the use of research results;

Expected Outputs, reports and related logistics:

- Inception report at the end of first 15 days.
- Detailed calendar plan for activities
- Technical progress reports (every 2 months)
- Multimedia materials made within the framework of the consultancy (photo of monitoring sites, samples, scientists, Selenga delta photos)
- Preliminary Report
- Result Report

All scientific publications made within the framework of the consultancy must have reference on the project and have to be provided to Project Manager.

Payment will be made in 3 installments based on the acceptance of the required deliverables by the Project Manager as specified below:

- 30% payment as a first installment upon the submission of a) detailed calendar plan for activities to be carried out within the framework of the consultancy;
- 40% Preliminary Report
- 30% remaining payment upon submission of Surveys Result Report – no later than by 1 Dec.2012.

In the case that the conditions of the TOR are not met, the contract may be terminated and the consultancy fee reduced.

Qualifications:

1. Technical expertise in the required fields of: research of benthic systems, diversity of aquatic flora and fauna (including presence of alien species), and presence/use of terrestrial species.
2. Demonstrated experience in similar project and relevant fields (please provide up-dated list of projects, preferably in the country).
3. Presence of the company in the country.
4. Fluency in writing and spoken the Russian language.
5. Availability of required tools (like boats and certified equipment for chemical and biochemical analysis) and material for the scientific work.

Budget: An indicative cost of USD 25,000 has been estimated for these services

ANNEX II. FINANCIAL OFFER

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
GRAND TOTAL				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (d)	Total (e)=(b)x(c)
GRAND TOTAL				

Other Costs (description)	Cost
GRAND TOTAL	

ANNEX III: PREVIOUS EXPERIENCE FORM

Previous Experience				
Description of services/goods/works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: _____

Date: _____

ANNEX IV - UNOPS CONDITIONS OF SERVICES

1-Contractor's Status In all matters relating to this Contract, the Contractor shall be acting as an independent contractor. Neither the Contractor nor its employees are the employees of UNOPS. The Contractor assumes all liabilities or obligations imposed by any law or regulation with respect to such employees. The Contractor shall not have the authority to create any obligation on behalf of UNOPS and shall not represent itself as an agent, employee or in any other capacity of UNOPS. The Contractor shall be responsible for the professional and technical competence of its employees, who shall be expected to respect local customs and conform to a high standard of moral and ethical conduct.

2-Damage to Persons and Property The Contractor shall indemnify and hold harmless UNOPS, its officers, agents, employees and servants from and against all suits, claims, demands, proceedings, and liability of any nature or kind, including costs and expenses, for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of acts or omissions of the Contractor or its agents, employees, servants or subcontractors in the execution of this Contract.

3-Intellectual Property Rights All intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks, in all countries, with regard to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and other materials, except pre-existing materials, publicly or privately owned, collected or prepared as a consequence of or in the course of the performance of this Contract, shall become the sole property of UNOPS. The Contractor shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Contractor's performance.

4-Confidentiality All maps, drawings, plans, reports, documents and all other data compiled by or received by the Contractor under the Contract shall be the property of UNOPS, shall be treated as confidential and shall be delivered only to the duly authorized representative of UNOPS upon completion of the Services.

5-Advertising The Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed services for UNOPS or use the name, emblem or official seal of UNOPS or the United Nations or any abbreviation of the name of UNOPS or the United Nations for advertising purposes or any other purposes.

6-Modifications Any modification or change to this Contract shall require an amendment in writing between both parties duly signed by the authorized representatives of the Contractor and UNOPS.

7-Sub-contracting and Assignment of Contract The Contractor shall not sub-contract the Services or otherwise assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Contractor's rights, claims or obligations under this Contract.

8-Termination UNOPS may terminate this Contract for cause or convenience in the interest of the UNOPS upon not less than fourteen (14) days written notice to the Contractor. Upon termination of this Contract, the Contractor shall take immediate steps to terminate his performance of the Contract in a prompt and orderly manner and to reduce losses and to keep further expenditures to a minimum. Unless such termination has been occasioned by the Contractor's breach of this Contract, the Contractor shall be entitled to be paid for the part of the Services satisfactorily completed as of the date of termination, plus substantiated costs resulting from commitments entered into prior to the date of termination as well as any reasonable substantiated direct costs incurred by the Contractor as a result of the termination, but shall not be entitled to receive any other or further payment or damages.

9-Privileges and Immunities Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of the United Nations of which the UNOPS is an integral part.

10-Settlement of Disputes Any controversy or claim arising out of or in connection with provision of this Contract or any breach thereof, shall, unless resolved through direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules then in force. UNOPS and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.