

**REQUEST FOR QUOTATION (RFQ)**

Date: 28 April 2012

Dear Sir/Madam,

**Subject:** Request for Quotation for services “Baikal Information Center (BIC) Conception”**Project:** 00078317, Integrated Natural Resource Management in the Baikal Basin  
Transboundary Ecosystem**Case reference:** RFQ/EMO/2012-016 (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 **25 May 2012 10:00 a.m. Irkutsk time** via e-mail [DmitriP@unops.org](mailto: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](mailto: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](http://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  
Room: 13,  
8, Sakhyanovoy Str.,  
670047, Buryatia, The Russian Federation  
Telephone: +7 3012 415759  
Fax +7 3012 415759  
E-Mail: [SergeyK@unops.org](mailto:SergeyK@unops.org)



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**ANNEX I - TERMS OF REFERENCES**

**Location :** Mongolia, The Russian Federation  
**Application Deadline :** 25-May-2012  
**Type of Contract :** Service Contract  
**Languages Required :** English, Russian  
**Post Level :** Local  
**Starting Date :** (date when the selected candidate is expected to start) 01-June-2012  
**Duration of Initial Contract:** 01 June 2012 - 30 June 2012  
**Expected Duration of Assignment:** 1 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 of consultancy:**

Lake Baikal and its transboundary basin including Lake Hovsgol represent an unparalleled global benefit in terms of international waters and biodiversity values. While past and current efforts to protect and sustainably utilize the environment and its natural resources are impressive, they are insufficient to the task of addressing the threats to the health of the Baikal Basin's interconnected aquatic ecosystems. These threats include: climate change, pollution and sedimentation, nutrient loading, and habitat destruction. To address these threats successfully

conservation work must move beyond the protected area limits and into the 87% of the Basin that is not protected where natural resource exploitation continues without regard to ecosystem health and biodiversity conservation objectives. Significant barriers hamper both countries' ability to move ahead both within their national envelopes and jointly on a robust transboundary level. These barriers include: policy and regulatory gaps, institutional weaknesses, poor utilization of BAT/BEP relevant to key issues facing the Basin, and low levels of awareness of transboundary BB issues.

Overall, the basic legal and policy frameworks for the conservation and sustainable management of the Baikal Basin are in place. From a transboundary perspective, lacking are specific laws or policies enabling the transboundary monitoring of aquatic ecosystem health both in Russia and Mongolia. The regulatory basis for ecosystem conservation and water-pollution prevention in Baikal has not yet been completed. For example, the regulatory and policy mechanisms needed to implement a SAP, as well as sub-basin watershed management plans are as yet uncertain. Several scientific components for SAP development and implementation remain yet to be completed, particularly with regard to the extent of groundwater / surface water interconnectivity in the region, especially along the Selenga River; and accumulation of persistent organic pollutants in the benthic sediments and biota of the Basin's rivers, deltas and lakes. Neither Russian or Mongolian law adequately stipulates clear and practical environmental quality standards for ground water and surface water. The two are inextricably linked in most river systems. The picture of water quality threats from industrial and mining sites remains incomplete; and measures on how best to handle residual pollution problems from abandoned mining sites have not been defined in policies on either side of the border. EIA procedures do not properly address biodiversity risks; and sectoral programs are operating without standards for minimization or reduction of impacts to biodiversity. Tourism laws and policies focus more upon the economic aspects of tourism development and promotion and give short shrift to detailing guidelines and training on mainstreaming biodiversity and ecosystem health management objectives into tourism planning and management practices, including utilizing new tools such as certification incentives for environmentally sustainable behavior by tourism operators.

None of the existing bodies set up at bilateral and national levels (the Joint Task Force, and the Baikal Commission in Russia) have the authority, budget and cooperative framework necessary to reduce threats / barriers to water quality and biodiversity objectives.

The EIA process does not adequately address biodiversity conservation considerations. Even though Russia has established national procedures for assessing environmental impacts of economic projects, or any other activity that may have direct or indirect impacts on the environment, and biodiversity is an obligatory part of EIA content, there are still some barriers to fully integrating biodiversity conservation considerations into all phases of mining and tourism sector investment projects.

Obstacles to capacity building among involved stakeholders relates in part to peculiarities of public "environmental" awareness in the region.

**Development objective:**

In order to trigger replication and ensure the sustainability of results, the project will set a Baikal Center for Technology Dissemination, conduct a series of forums for industries, and support local NGO actions.

**Immediate objective(s):**

Work under Output 3.4.”Baikal Information Center, with NGO Forum and Business and Industry Partnerships” will enhance data and information sharing through the establishment of a web-based BIC, incorporating available environment status data. Initially, the BIC will be housed within the PMU and will have the form of an interactive web-site. The BIC will promote data collection, monitoring, analysis, harmonization and public communication. It will build upon work done to create the harmonized Baikal Basin Water Quality Monitoring Program under Outcome 2, Output 2.4. This activity will make harmonized data and related environmental reports available on the Internet -- accessible and transparent for public – as a critical element to facilitating good transboundary environmental governance.

The BIC will prepare the biennial report on the state of the environment of the Baikal Basin. Public education is key element for enhanced public awareness of the conditions, challenges and threats to the environment of the Baikal Basin. Adequate education is relevant to all concerned stakeholders at all levels in the civil society. This activity will aim at ensuring and improving the availability of regular comprehensive reports providing accurate, up-to-date and accessible information about environmental conditions of the Baikal Basin and thereby enhancing the consciousness of the civil society.

The report will be prepared in close collaboration with main stakeholders and on the basis of scientific assessment. The activity will also contribute to the preparation of other relevant information/education materials. All materials will be accessible through the BIC and will be widely distributed to the public.

**Specific Deliverables:**

The objective of the BIC is to enhance knowledge and awareness of Natural Water Resources Management (NWRM) and the state of the environment in the Baikal basin. This will be achieved by developing a DVD-ROM and web-based Baikal Information Center (BIC), which has to be interactive and rich in both content and media. In addition, a separate web-based platform will have to be developed to enhance cooperation, knowledge-sharing and networking between the stakeholders, industries, NGO and public society.

BIC must be based on open source software. Flash and Silverlight technologies is not allowed. BIC have to be built like integrated portal but most important information have to be a part of the site. BIC must be multilingual and initially set up for English, Russian and Mongolian.

The service is expected to deliver the following results:

- Conduct needs BIC assessment study.
- Define the BIC data needs and create BIC informational structure.
- Develop conception of BIC based of needs assessment study.

**Expected Outputs, reports and related logistics:**

- Draft data structure of BIC for approval - no later than by first 10 days.
- Data structure and conception of BIC report for approval - no later than by first 30 days.

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

*Please note that the shortlisted candidates will be requested to provide price offers.* Price offers will include only consultancy fees.

Payment will be made in 1 installments based on the acceptance of the required deliverables by the Project Manager as specified below:

- 100% remaining payment upon submission of BIC conception and structure report – no later than by 30 June 2012.

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

**Qualifications:**

- Technical expertise in the required fields of: water and natural resource management, informational technology, developing of information portals with focus on environment and ecology.
- Demonstrated experience in similar project and relevant fields (please provide updated list of projects, preferably in the country).
- Presence of the company in Mongolia or the Russian Federation.
- Fluency in writing and spoken the Russian language.
- Good in writing and spoken the English language.
- Availability of required tools and materials for the scientific work.

**Budget:** An indicative cost of USD 2,500 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))
<b>GRAND TOTAL</b>				

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

Other Costs (description)	Cost
<b>GRAND TOTAL</b>	

**ANNEX III: PREVIOUS EXPERIENCE FORM**

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

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.