

REQUEST FOR QUOTATION (RFQ)

Date: 28 Sept 2013

Dear Sir/Madam,

Subject: Request for Quotation for service “Extension of eco-trail “Cedar Alley” and enhancement of biodiversity compatible comprehensive botanical tour for it in the Baikal State Nature Biosphere Reserve, Tankhoi, Buriatiya, Russia »

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

Case reference: RFQ_GPSO_2013-065 (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 **Tuesday, 8 Oct 2013 10:00 A.M. Irkutsk time** via e-mail DmitriP@unops.org (it must not exceed 8MB) or fax +73012338030 to the attention of **Dmitry Popov**. Please specify above project and reference number (RFQ_GPSO_2013-065 (IWC-78317)) on your quotation and in the e-mail subject line.
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 415759
Fax +7 3012 338030
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
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
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ANNEX I - TERMS OF REFERENCES

Biodiversity compatible comprehensive sightseeing program “Nature conservation traditions of the Baikal region” for the Baikal State Nature Biosphere Reserve, Tanhoi, Buriatiya, Russia

Location :	Tanhoi, Buryatiya, Russia, Russia
Application Deadline :	8 October 2013
Type of Contract :	Service Contract
Post Level :	Local
Languages Required :	Russian
Starting Date (date when the selected candidate is expected to start) :	10 October 2013
Duration of Initial Contract :	10 October - 10 December 2013
Expected Duration of Assignment:	2 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:

Baikalsky, Baikalo-Lensky and Barguzinsky protected areas (PA) in Russia’s Baikal Basin are receiving large investment from the government for tourism development. This PA will receive over \$13 million from the MNRE in 2011-2013 for tourism development. In addition a regional

Baikal investment programme has been developed with a large tourism development component focused on Buryatia.

This output will provide incremental assistance in shaping investments to maximize the mainstreaming of biodiversity and ecosystem health objectives and practices into tourism development. Biodiversity-compatible tourism plans has to be developed and adopted. Russian plans will be designed specifically to inform decision-making. Project resources will also support the development of model public-private contracts for these PA to use that incorporate these clear principles and requirements for “eco-tourism” at the planning and operational stages of tourism enterprises. The "Baikal Special Economic Zone of Tourism and Recreation" regulation and plan will be served as the entry point for mainstreaming activities under this output. Practical guidelines and principles appropriate to the Baikal context will be promulgated. PA staff, tourism operators and tourism policy makers will be trained as part of the pilot.

Each park and protected area needs a plan that describes how tourism and associated development will be managed. The plan represents the desired future state or condition of the protected area and the most efficient and equitable path to that future. Such a plan details the specific goals and objectives mandated for the area in its founding legislation, decree or government policy, describes the objectives for tourism development, and specifies the management actions, budgeting, financing and park zoning needed to achieve those goals. In a sense, park plans for managing tourism attempt to maximize the benefits of tourism while minimizing its costs. Tourism policies are an important component of the overall document, sometimes called a management plan.

It is important in designing a planning process to adopt a procedure that is understandable, defensible, where decisions can be traced and where the value judgments inherent in protected area planning are made explicit. Most of all, it is essential that all stakeholders are appropriately involved in the process. Making management decisions about tourism in protected areas is not easy; it involves not only protected area managers but also affected citizens, including the local public, visitors, private operators and scientists. To ensure that each group can contribute its different type of knowledge to decision making, it is essential to establish a public involvement programme, which may be modest or comprehensive, depending upon the needs.

Development objective:

2013 year was announced in the Republic of Buryatia as Republican Year of Tourism (Decree of the President of the Republic of Buryatia, 02 March 2012, No. 33). The realization of Republican Year of Tourism in the Republic of Buryatia was supported by Federal Tourism Agency and was expected to provide dynamical and progressive development of tourism sphere, promotion of touristic product of the Republic of Buryatia in the world and domestic market.

A Tourism Agency has developed the Plan of key activities for Year of Tourism, the plan was based on proposals from Ministries, governmental departments, scientific and educational institutions, travel industry representatives, publishers, municipal units.

In the framework of Republican targeted program “Development of domestic and entry tourism in the Republic of Buryatia on 2011-2016” (Decree of the Government of the Republic of Buryatia, 04 Dec 2012 No724) and in accordance with Clause 2.2.3, arrangements on territories accomplishment near touristic spots will be carried out in 22 municipal units. These objects and

places of public amusement are on 8 popular touristic routes; works on accomplishment will be co-financed from both Republican budget (15M RUB) and local budget (15M RUB).

Within Output 3.3.: “Pilots for mainstreaming biodiversity and ecosystem health management objectives into tourism planning and practice” implementation the “Biodiversity compatible tourism plan for Baikal State Nature Biosphere Reserve” has been developed.

During the plan development it was revealed, that Baikal State Natural Biosphere Reserve doesn't have biological central treatment facilities of main visit center, main eco-trail root should be extended and started directly from visit center, at the beginning of the eco-trail a toilet should be constructed and connected to the main treatment facilities. Additionally it was recommended to create a biodiversity compatible comprehensive botanical tour in eco-trail “Cedar Alley” in English and Russian. This tour will be based on central eco-trail and main tourist objects around visit center of Baikal State Natural Biosphere Reserve.

The purpose of this work, which is carried out under Component 3.3 is the development of biodiversity compatible comprehensive botanical tour in eco-trail “Cedar Alley”, installation of biological central treatment facilities of the main visit center, extension of eco-trail with mounting a toilet at the beginning of the root.

Immediate objective(s):

It should be necessary to implement in the frameworks on consultancy:

- Develop design estimate documentation for installation of biological central treatment facilities in the main farmstead of Baikal State Natural Biosphere Reserve.
- Install biological central treatment facilities in the main farmstead of Baikal State Natural Biosphere Reserve and connect to it all administrative buildings, visit-center, garage, outside toilets, bathhouse, teahouse, and guesthouse. The supposed capacity of treatment facilities is 70 persons per day.
- Perform a reconnaissance of the eco-trail “Cedar Alley”.
- Develop the conception of extension of the eco-trail “Cedar Alley” starting from visit center.
- Setup a toilet at the beginning of eco-trail “Cedar Alley” and connect it to the central treatment facilities.
- Rebuild and extent the eco-trail “Cedar Alley”.
- Enhance a biodiversity compatible comprehensive botanical tour for the eco-trail “Cedar Alley” in English and Russian.
- Develop a content and publish information materials for visit center about developed comprehensive botanical tour for eco-trail “Cedar Alley” in English and Russian, using the [UNDP-GEF standards of publications](#).

Specific Deliverables:

The service is expected to deliver the following:

- Report about an installation of a biological central treatment facilities in the main farmstead of Baikal State Natural Biosphere Reserve.
- Plan of the extension of the eco-trail “Cedar Alley”.
- Enhanced biodiversity compatible comprehensive botanical tour for the eco-trail “Cedar Alley” in English and Russian.
- Information materials for the developed botanical tour in English and Russian.

Expected Outputs, reports and related logistics:

- Detailed calendar plan for activities to be carried out within the framework of the consultancy.
- A design estimate documentation for installment of biological central treatment facilities in the main farmstead of Baikal State Natural Biosphere Reserve, approved by PMU and Baikal State Natural Biosphere Reserve administration.
- Report on installation of biological central treatment facilities in the main farmstead of Baikal State Natural Biosphere Reserve
- Plan of extension of eco-trail “Cedar Alley”, approved by PMU and Baikal State Natural Biosphere Reserve administration.
- Report on extension of eco-trail “Cedar Alley”.
- Description of a biodiversity compatible comprehensive botanical tour for the eco-trail “Cedar Alley” in English and Russian.
- Information materials for comprehensive botanical tour for eco-trail “Cedar Alley” in English and Russian, using the standards of publications of UNDP-GEF
- Multimedia materials made within the framework of the consultancy (photo of all stages installation of biological central treatment facilities, photo of eco-trail, infrastructure objects, informational center etc.).

The payment will be made by 3 parts, based on the adoption of the project manager reports required in accordance with the following schedule:

- 20% payment for the provision of itemized schedule no later than the first 5 days;
- 50% payment for the provision of: a) a conceptual design for installment of biological central treatment facilities in the main farmstead of Baikal State Natural Biosphere Reserve b) plan of extension of eco-trail “Cedar Alley” - no later than 25 October 2013;
- 30% of the remaining payment - to provide: a) report on installation of biological central treatment facilities; b) report on extension of eco-trail “Cedar Alley”; c) description and information materials of a biodiversity compatible comprehensive botanical tour for the eco-trail “Cedar Alley” in English and Russian - no later than 30 November 2013.

Приблизительный перевод на русский язык:

Расширение экологической тропы «Кедровая аллея» и усовершенствование для нее комплексной ботанической экскурсионной программы в Байкальском государственном природном биосферном заповеднике.

Цель:

2013 год объявлен в Республике Бурятия Республиканским Годом туризма (Указ Президента Республики Бурятия от 02.03.2012 г. № 33). Проведение Года туризма в Республике Бурятия поддержано Федеральным агентством по туризму и направлено на создание условий для динамичного и поступательного развития сферы туризма, на продвижение туристского продукта Республики Бурятия на мировом и внутреннем рынках.

Агентством по туризму разработан проект Плана основных мероприятий Года туризма на основе предложений, которые поступили от министерств и ведомств, научных и

образовательных учреждений, от турбизнеса, от издательских организаций, от муниципальных образований.

В рамках реализации мероприятий РЦП «Развитие внутреннего и въездного туризма в Республике Бурятия на 2011-2016 годы» (Постановление Правительства Республики Бурятия от 4 декабря №724) и согласно п. 2.2.3 мероприятия по благоустройству территорий, прилегающих к местам массового скопления туристов и туристическим объектам, будут проводиться в 22 муниципальных образованиях. Эти объекты и места массового отдыха находятся на 8 популярных туристских маршрутах, работы по благоустройству будут осуществляться на условиях со-финансирования из республиканского (15 млн. руб.) и местного (15 млн. руб.) бюджетов.

В рамках выполнения Компонента 3.3 был разработан план развития эко-туризма для Байкальского государственного природного биосферного заповедника. В ходе выполнения данной работы было выявлено, что на центральной усадьбе отсутствует централизованная биологическая очистная станция сточных вод, тропа «Кедровая аллея» должна начинаться непосредственно от здания визит-центра, туалет в начале тропы нуждается в благоустройстве и подключению к центральной очистной станции. Дополнительно было рекомендовано усовершенствование комплексной ботанической экскурсионной программы по тропе «Кедровая аллея».

Целью данной работы, которая выполняется в рамках Компонента 3.3, является усовершенствование комплексной ботанической экскурсионной программы по тропе «Кедровая аллея», установка биологической очистной станции на центральной усадьбе, расширение экологической тропы «Кедровая аллея» и установка благоустроенного туалета в ее начале.

Задачи:

В рамках выполнения данной работы необходимо:

- Подготовить проектно-сметную документацию для установки биологической очистной станции на центральной усадьбе заповедника.
- Установить биологическую очистную станцию на центральной усадьбе Байкальского заповедника и подключить административное здание, визит-центр, гараж, туалеты наружные, баня, чайный домик, гостевой дом. Нагрузка станции - до 70 человек ежедневно.
- Выполнить рекогносцировку экологической тропы «Кедровая аллея».
- Разработать концепцию экологической тропы «Кедровая аллея».
- Подготовить проектно-сметную документацию расширения эко-тропы, начиная от визит-центра.
- Установить туалет в начале экологической тропы «Кедровая аллея» и подключить его к центральной биологической очистной станции на центральной усадьбе.
- Обустроить экологическую тропу «Кедровая аллея».
- Усовершенствовать комплексную ботаническую экскурсионную программу по тропе «Кедровая аллея».
- Разработать контент для информационного пункта и изготовить информационные материалы для комплексной ботанической экскурсионной программы по тропе «Кедровая аллея» на русском и английском языках, используя [стандарты публикаций UNDP-GEF](#).

Конкретные результаты:

- Отчет об установке биологической очистной станцию на центральной усадьбе Байкальского заповедника.
- План благоустройства эко-тропы «Кедровая аллея».
- Отчет о благоустройстве территории и эко-тропы «Кедровая аллея».
- Описание комплексной ботанической экскурсионной программы по тропе «Кедровая аллея» на русском и английском языке.
- Информационные материалы для разработанной комплексной ботанической экскурсионной программы по тропе «Кедровая аллея» на русском и английском языке.

Ожидаемые отчеты и сроки:

- Детальный календарный план деятельности.
- Проектно-сметная документация для установки биологической очистной станции на центральной усадьбе Байкальского заповедника, утвержденная БУП и администрацией Байкальского Биосферного Заповедника.
- Отчет об установке биологической очистной станции на центральной усадьбе Байкальского Биосферного Заповедника.
- План благоустройства эко-тропы «Кедровая аллея», утвержденный БУП и администрацией Байкальского Биосферного Заповедника.
- Отчет о благоустройстве эко-тропы.
- Описание комплексной ботанической экскурсионной программы по тропе «Кедровая аллея» на русском и английском языке.
- Информационные материалы для разработанной комплексной ботанической экскурсионной программе по тропе «Кедровая аллея» на русском и английском языке.
- Мультимедиа материалы (фото всех этапов установки очистных сооружений, благоустройства эко-тропы, объектов инфраструктуры, информационного пункта и пр.).

Платеж будет осуществлен 3 частями, на основании принятия руководителем проекта требуемых отчетов согласно следующему графику:

- 20% платеж по предоставлению детализированного календарного плана не позднее первых 5 дней;
- 50% платеж по предоставлению: а) проектно-сметной документации для установки биологической очистной станции; б) план благоустройства эко-тропы – не позднее, чем 25 октября 2013 г.;
- 30% оставшийся платеж – по предоставлению: а) отчет об установке биологической очистной станции б) отчет о благоустройстве эко-тропы; в) описание и информационные материалы комплексной ботанической экскурсии по тропе «Кедровая аллея»; – не позднее, чем 30 ноября 2013 года.

ANNEX II. FINANCIAL OFFER

(please, download the [recommendations](#) in English and Russian)

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.