

REQUEST FOR QUOTATION (RFQ)

Date: 04 April 2013

Dear Sir/Madam,

Subject: Request for Quotation for services “Recommendations on environmental investments on active concerns to reduce pollution discharge in the Russian Federation”**Project:** 00078317, Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem**Case reference:** RFQ/EMO/2013-037 (IWC-00078317)

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 April 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 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 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
Room: 13,
8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation
Telephone: +7 3012 415759
Fax +7 3012 338030
E-Mail: SergeyK@unops.org



ANNEX I - TERMS OF REFERENCES

Terms of Reference (TOR) for Local Service Contract

Recommendations on environmental investments on active concerns to reduce pollution discharge in the Russian Federation

Location :	Ulan-Ude, The Russian Federation
Application Deadline :	25-Apr-2013
Type of Contract :	Service Contract
Post Level :	Local
Languages Required :	English, Russian
Starting Date :	30-Apr-2013
Duration of Initial Contract :	30-Apr-2013 – 30- November- 2013
Expected Duration of Assignment:	8 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:

In the course of Output 1.4. “Pollution hot spot assessment of the transboundary Baikal Basin, including a prioritized list of projects to be considered for future investment, the development of prefeasibility studies and revised regulations to reduce industrial pollution loading in the Baikal/Selenga basin”, a detailed analysis of the most significant hot spots of the Baikal Basin has been carried out during the first year of implementation of the Lake Baikal Project. This was included into the preparation of Transboundary Diagnostic Analysis.

Development objective:

Purpose of the work is to work out recommendations for setting of investment priority in decrease of pollutants discharge in the biggest hot spots. Recommendations are to be based on the level of available and potential risks of surface and ground waters, proximity of pollution focus to drinking water intake, fisheries protected zone and protected territories.

Immediate objective(s):

The following tasks are to be done within the scope of the work:

- to set the priority of investment into the hot spots for the purpose of decrease of negative impact on water objects;
- to carry out condition and efficiency analysis of water object use and protection management in selected hot spots;
- to prepare justification recommendations for state investment attraction for the purpose of surface and ground waters pollution decrease;
- to prepare proposals for use of modern economic incentives to attraction of private investments in building, reconstruction and modernization of water facilities;
- to give an estimate of possible decrease in water pollution loads in different scenario of investment in building, reconstruction and modernization of water facilities.

Specific Deliverables:

The work is expected to deliver the following results:

- Recommendations for setting of investment priority in decrease of pollutants discharge in the biggest hot spots. Recommendations are to be based on the level of available and potential risks of surface and ground waters

Inputs

- The final hotspot report for The Russian Federation.

Expected Outputs, reports and related logistics:

- Detailed calendar plan for activities.
- Technical progress report with analysis of condition and efficiency analysis of water object use and protection management in selected hot spots – in 2 months after the beginning of the contract;
- Final report. Recommendations for investment priority for the purpose of pollutant decrease

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

- 20% payment as a first installment upon the submission of detailed calendar plan - at the end of first 15 days.
- 40% remaining payment upon submission of the technical progress report - no later 1 July 2013.
- 40% remaining payment upon submission of the final report - no later 30 October 2013.

Budget: An indicative cost of USD 6 000 has been estimated for these services

Приблизительный перевод

(английский текст имеет преимущественное значение)

Обоснование:

В рамках выполнения работ по Output 1.4. “Pollution hot spot assessment of the transboundary Baikal Basin, including a prioritized list of projects to be considered for future investment, the development of prefeasibility studies and revised regulations to reduce industrial pollution loading in the Baikal/Selenga basin” в первый год деятельности Байкальского проекта был выполнен подробный анализ наиболее значительных горячих точек в бассейне озера Байкал, что нашло отражение в подготовленном Трансграничном диагностическом анализе.

Цель развития:

Целью работы является разработка рекомендаций по определению приоритетов инвестирования для снижения сброса загрязняющих веществ в наиболее значительных горячих точках на основе уровня известных и потенциальных рисков для поверхностных и подземных вод, близости очагов загрязнения к питьевым водозаборам, заповедным рыбохозяйственным зонам и охраняемым территориям.

Цели и задачи:

В рамках выполнения данной работы необходимо:

- определить приоритеты инвестирования в горячие точки с целью снижения негативного воздействия на состоянии водных объектов;
- провести анализ состояния и эффективности управления использованием и охраной водных объектов в выбранных горячих точках;
- разработать рекомендации по обоснованию привлечения государственных капиталовложений с целью снижения загрязнения поверхностных и подземных вод;
- подготовить предложения по применению современных экономических стимулов для привлечения частных инвестиций в строительство, реконструкцию и модернизацию водохозяйственных сооружений;
- дать оценку возможного снижения нагрузки на водные объекты при различных сценариях инвестирования в строительство, реконструкцию и модернизацию выбранных водоохраных сооружений.

Конкретные результаты:

В рамках работы должны быть достигнуты следующие результаты:

- рекомендации по определению приоритетов инвестирования для снижения сброса загрязняющих веществ в наиболее значительных горячих точках на основе уровня известных и потенциальных рисков для поверхностных и подземных вод;

Ожидаемые результаты, отчёты и сроки:

- Подробный календарный план действий.
- Промежуточный технический отчет с анализом состояния и эффективности управления использованием и охраной водных объектов в выбранных горячих точках - через 2 месяца после начала контракта;
- Финальный отчёт. Рекомендации по определению приоритетов инвестирования для снижения сброса загрязняющих веществ.

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.