

## Support to Nature Protected Areas (SNPA) in Ukraine MENR / KFW

Project Implementation Unit – Steering Division

Project Implementation Unit – Implementation Division (AHT GROUP AG)

---

### Request for Bid Solicitation (RBS)

At least three interested, competent service providers	DATE: 10 March 2017
	REFERENCE: QSM-2017-2-PA-GOR-conference

Dear Sir / Madam:

We kindly request you to submit your Proposal to provide services for: Preparation and holding the 20th anniversary conference event for the Gorgany Nature Reserve.

Therefore, please find herewith the present RBS with Conditions of Providing Services and other annexes. Please be guided by the forms in Annex 2 attached hereto in preparing your Proposal.

The maximum value of services must not exceed EUR 20.000.

Proposals may be submitted in a sealed envelope on or before **17:00 (GMT+3) on July 3<sup>rd</sup>, 2017** to the address below:

Shevchenka Str., 70, apt. 1, Lviv, 79039 Ukraine

#### ***By courier mail or delivery upon signature***

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by AHT GROUP AG after it has received the Proposal.

Please be advised that AHT GROUP AG is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with preparation and submission of a Service Provider's Proposal, regardless of the outcome or the manner of conducting the selection process.

AHT GROUP AG implements a zero tolerance on fraud and other prescribed practices, and is committed to preventing, identifying and addressing all such acts and practices against AHT GROUP AG, as well as third parties involved in AHT GROUP AG activities.

Kindly inform the Procurement officer/Team leader by email (stefanyshyn@snpa.in.ua/  
brombacher@snpa.in.ua) within 3 days that you have received this invitation letter. Please inform AHT Group  
AG not later than 5 days after reception of this invitation letter that you will submit your Proposal.

Yours sincerely,

Solomiya Stefanyshyn, National Procurement and Financial Officer  
Support to Nature Protected Areas in Ukraine  
Project Office: Shevchenka Str., 70, apt. 1, Lviv, 79039 Ukraine  
Email: stefanyshyn@snpa.in.ua  
Phone (office): +380 032 2330423

*Attachment:*

- Annex 1. Conditions of Tender
- Annex 2 Form for Submitting Service Provider's Proposal
- Annex 3. Declaration of Undertaking
- Annex 4. Terms of Reference

Project: "Support of Nature Protected Areas in Ukraine"

BMZ Project Numbers: 2011.6612.3 and 2013.6588.1. financed from the loan funds provided by the Government of the Federal Republic of Germany through KfW pursuant to the Agreement between the Cabinet of Ministers of Ukraine and the Government of the Federal Republic of Germany on Financial Cooperation (allocation 2011, 2012 and 2013) dated 10.05.2015, implemented by AHT GROUP AG (the leading partner of the consortium in association with WWF International Danube-Carpathian Programme, Frankfurt Zoological Society (FZS), and Ukrainian Society for the Protection of Birds (USPB))

## **Conditions of Tender**

For: Preparation and holding the 20th anniversary conference event for the Gorgany Nature Reserve.

Date: 10 March 2017

RBS Number: QSM-2017-2-PA-GOR-conference

### **General**

The rules of the present RBS are in accordance with the latest version of the SNPA Manual of Procedures governing the procurement of Quick-Start Measures. These procedures are compliant with the general KfW Guidelines for the procurement.

### **Project Executing Agency**

The Project Executing Agency is AHT GROUP AG (the leading partner of the consortium in association with WWF International Danube-Carpathian Programme, Frankfurt Zoological Society (FZS), and Ukrainian Society for the Protection of Birds (USPB). The present purchase is carried out by AHT GROUP AG.

The project is delivered within the framework of the German Financial Cooperation (FC) through the KfW Development Bank. Beneficiary of the KfW disposition fund is the Ministry of Ecology and Natural Resources of Ukraine (MENR).

### **Presentation of Proposal**

The Proposal should be submitted to the following address:

AHT GROUP AG

Att. Michael Brombacher, Team Leader/ Authorized representative

Solomiya Stefanyshyn, National Procurement and Financial Officer

Project: "Support to Nature Protected Areas in Ukraine"

Address: Shevchenka Str., 70, apt. 1, Lviv, 79039 Ukraine

The package shall display the following information:

- the address where proposals are to be sent
- the title of the RBS;
- the Service provider's name;
- Marking

**"Call for RBS – To be opened only by the PIU-ID Evaluation Committee"**

**"Документація для ПЗ – відкривати лише представником тендерного комітету ГВП-ПВ "**

### **Language of the Proposal**

The Proposal as well as all communication related to the present RBS should be prepared in English language.

### **Submission of Proposal**

The Proposal should be sent by courier mail/delivery upon signature or delivered in person, against confirmation of receipt.

The deadline for receipt of proposals is specified in the RBS. No public submission meeting is foreseen. All proposals received after that deadline will be rejected automatically without being evaluated.

In the course of preparing your proposal, it shall remain the bidder's / applicant's responsibility to ensure that it reaches the address above on or before the deadline.

### **Validity period of Proposal**

The period of validity of the Proposal is **60 days** from the deadline for receipt of Proposals.

### **Request for additional information**

Any question, communication or request for additional information concerning this RBS are only permitted in writing by e-mail to the AGT GROUP AG National Procurement and Financial Officer (stefanyshyn@snpa.in.ua), or Team Leader (brombacher@snpa.in.ua) up to 10 days before the deadline for the submission of the proposals.

## **ORGANISATION OF SERVICES**

### **Activity duration**

The total duration of the provided services amounts to approximately 4 months starting immediately after the contract commencement date.

4 months are foreseen for designing, editing and publishing of books and hand-outs as well as preparation of the conference activities.

The preliminary date of the conference is October 19-20<sup>th</sup>, 2017

The final reporting date is October 31<sup>st</sup>, 2017

### **Services required**

The offered services must in all respect satisfy the requirements laid down in the Terms of Reference (ToR) given in Annex 4. The preparation of the Proposal includes a critical verification of these services and, if necessary, their completion or modification according to the service provider's own assessment of the local situation and his professional experience in order to achieve the set project objectives and results. In this context, the local standards and laws will be respected.

### **Performance of services**

The service provider shall co-ordinate all his activities with the Team Leader Mr. Brombacher and National Conservation officer Mr. Prots.

The service provider will render his services as defined in the ToR in Annex 4. The service provider will submit detailed proposals in his technical and financial offer.

### **Contribution of National/Regional Beneficiary**

The service provider will take into account in his financial proposal that Gorgany Nature Reserve will:

- provide the service provider with all the information, documents, etc. in his possession and necessary for the completion of his services, free of charge, for the duration of the preparation of the event.

### **Project visibility requirements**

The details of the branding and visibility will be provided after signing the contract.

## **PAYMENT CONDITIONS**

### **Currency**

All payments will be made in UAH.

### **Taxes and duties**

The Service Provider shall prepare his offer under the assumption that he shall be exempted from all taxes, duties, levies and other charges. AHT GROUP will supply the Service Provider with the document from the Ministry of Economy to compensate the respective amounts.

AHT GROUP AG is exempt from all taxes, customs duties and charges. The Registration Card of the Project No. 3450 was issued by the Ministry of Economic Development and Trade of Ukraine on 5th August 2016 is valid from May 1st, 2016 to April 30th, 2022. The registration card gives he following additional information:

“Pursuant to Article 3 of the Agreement dated February 03, 2016: “Goods and transactions with goods, works and services financed with grant money indicated in clause 1 Article 1, are exempt from duties and other taxes and duties which are applied in the territory of Ukraine. This also concerns transactions conducted via local management funds, which may be created for the purposes of project. Goods, works and services procurement plan submitted for registration.”

### Terms of Payment

Payments are made by bank transfer from the AHT GROUP AG account to the Service Provider within 5 working days upon the reception by AHT GROUP AG of:

- The original reception protocol signed by the co-contractor, the Recipient and AHT GROUP AG
- The original invoice with two copies
- Invoices are issued after signing the Acceptance report of provided works and services.

Payments are done through 4 (four) instalments:

**Instalment 1** in the amount of 10 % of the Contract value - after submitting a report and accepting this report by the SNPA National Conservation officer on the following activities: conference preparation, which includes the promotion books preparation (design, editor work of 3 promotion books, ready for printing), purchase and delivery to GNR an external hard drive.

**Instalment 2** in the amount of 40 % of the Contract value - after submitting a report and accepting this report by the SNPA National Conservation officer on the following activities: conference preparation, which includes printing of promotion books, preparation and printing of conference materials, conference programme, preparation of promotion materials, like writing pads, ballpoint pens, cups, banners, workshop bags, badges, T-shirts, magnets and preparation of photo exhibition

**Instalment 3** in the amount of 40 % of the Contract value - after submitting a report and accepting this report by the SNPA National Conservation officer on the following activities: Conference run (all related activities, which includes food, accommodation, excursion, transportation, translation services, etc. for participants)

**Instalment 4** in the amount of 10 % of the Contract value - after submitting a Final report (logistic and financial) and accepting this Final report by the reception committee

### Proposal evaluation

The Proposal will be technically and financially verified by AHT GROUP AG, who establishes a Bid Solicitation evaluation report and proposes the selection of the technically compliant offer at the lowest price to the MENR PIU-SD for approval. AHT issues the purchase order within 5 working days after the reception of PIU-SD approval.

## Description of Requirements

Context of the Requirement. Project name:	RBS Number: QSM-2017-2-PA-GOR-conference Project: “Support of Nature Protected Areas in Ukraine”, BMZ Project Numbers: 2011.6612.3 and 2013.6588.1
Brief Description of the Service	Preparation and holding the 20th anniversary conference event for the Gorgany Nature Reserve.
Place of delivery	1. The Conference will take place within the Nadvirna County (Rayon) of Ivano-Frankivsk Oblast or neighbouring counties. 2. All printing materials (books, handouts, etc) and promotion materials should be delivered to Gorgany nature reserve head administration office at: Str. Komarova, 7, Nadvirna 78400 Ivan-Frankivsk region 3. The reports on the deliverables should be delivered to the address: Shevchenka 70/1, Lviv 79039 Ukraine
Deadline for delivery	The preliminary date of the conference is October 19-20 <sup>th</sup> , 2017  All hand-out materials and promotional items should be delivered to Gorgany nature reserve head administration office before October 5 <sup>th</sup> , 2017,  Books and booklets should be delivered to Gorgany nature reserve head administration office before September 22 <sup>nd</sup> , 2017,

	<p>Communication and PR activities: first on October 9<sup>th</sup>, 2017; second on October 19<sup>th</sup>, 2017; third on October 21<sup>st</sup>, 2017</p> <p>The final reporting date is October 31<sup>st</sup>, 2017</p>
Currency of Proposal	<p>- UAH</p> <p>Payment is done in UAH</p>
Value Added Tax on Price Proposal	<p>must be exclusive of VAT and other applicable direct or indirect taxes and duties</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p>- 60 days</p> <p>In exceptional circumstances, AHT GROUP AG may request the bidder to extend the validity of the Proposal beyond what has been initially indicated in this RBS. The bidder shall then confirm the extension in writing. Modifications to the proposal are not allowed.</p>
Person(s) to review/inspect/ approve outputs and authorize the disbursement of payment	<p>AHT GROUP AG Team Leader</p>
Type of Contract to be Signed	<p>1. Service Contract</p>
Criteria for Contract Award	<p>1. Lowest Price Quote among technically responsive offers</p>
Criteria for the Assessment of Proposal	<p>The technically compliant offer at the lowest price received by AHT GROUP AG.</p> <p><b>Administrative Requirements:</b></p> <ul style="list-style-type: none"> <li>✓ Offers must be submitted within the stipulated deadline</li> <li>✓ Offers must meet required Offer Validity</li> <li>✓ Offers have been signed by the proper authority</li> <li>✓ Offers include requested company/organization documentation, including documentation regarding the company/organization's legal status and registration</li> <li>✓ Offers must comply with general administrative requirements: <ul style="list-style-type: none"> <li>a) The service provider should be the relevant Ukrainian legal entity or NGO, located in the vicinity of the Gorgany Nature Reserve or in the Carpathian Provinces, like Lviv, Ivano-Frankivsk, Zakarpattya or Chernivtsi regions</li> <li>b) Experience in similar works must be at least 3 years (Proven records of similar project during this period).</li> </ul> </li> </ul>
AHT GROUP AG will award the contract to:	<p>One and only one Service Provider</p>
Annexes to this RBS	<p>Form for Submission of Proposal (Annex 2), Declaration of Undertaking (Annex 3) Terms of Reference (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Solomiya Stefanyshyn, National Procurement and Financial Officer e-mail: <a href="mailto:stefanyshyn@snpa.in.ua">stefanyshyn@snpa.in.ua</a></p>
Documents to be submitted in proposal	<ul style="list-style-type: none"> <li>• Dully filled in and Signed Form for Submission of Proposal (Annex 2)</li> <li>• Business Licenses (Copies of State/Tax registration documents) and other Certificates (if any)</li> <li>• Declaration of Undertaking (Annex 3)</li> <li>• Financial statements (Copies of income/balance statements for last 3 years)</li> <li>• References (at least three)</li> </ul>