**Tender Questions & Answers:**

**Update 2018-02-20**

Contract for a Kazakh Legislative Consultant in support of the implementation in Kazakhstan of Project 53 of the EU Chemical Biological Radiological and Nuclear Risk Mitigation Centres of Excellence Initiative, titled “STRENGTHENING THE NATIONAL LEGAL FRAMEWORK AND PROVISION OF SPECIALIZED TRAINING ON BIO-SAFETY AND BIO-SECURITY IN CENTRAL ASIAN COUNTRIES” (EU CBRN CoE Project 53, or P53)

**Questions on Section 6.2 of Tender Notice (Full Technical Proposal)**

**Q1:** Are there any additional requirements to the contents and form of the Project Management Plan?  If yes, could ISTC please provide them?  If not, could ISTC please advise on the minimum requirements to the contents of such document?

**A1:** There is no template Project Management Plan (PMP). However, the PMP should describe how the bidder will approach of implementation of the scope, and organization of the bidders team (if applicable), as well as the bidders own estimate of schedule.

**Questions on Section 6.4 of Tender Notice (Legal Requirements)**

**Q2:** Do the documents that are proof of bidder’s corporate legal status in Kazakhstan need to be translated into English?

**A2:** Scans of documents, which proof corporate legal status, in original language are sufficient. No need to get them translated into English.

**Q3:** What kind of document should an Individual provide to prove his/ her legal capacity?

**A3:** Proof that individual is registered as an independent contractor/entrepreneur in Kazakhstan.

**Q4:** Attached Declaration of Honour does not apply to bidder legal status, does it still need to be filled out?

**A4:** A Declaration of Honour still needs to be signed. To address the issue of non-applicability of the Declaration of Honour of the tender notice, two additional Declarations of Honour are attached to this document, one is for companies/organizations (Annex A), which needs to be filled out by a legal representative of the company, and one for individuals representing themselves (Annex B).

**Questions on Terms of Reference (TOR)**

**Q5:** Are there any additional requirements to the contents and forms of the Scope of Work, Work Package Deliverables and Implementation Schedule?  Do documents need to be prepared in line with the information set out in the Terms of Reference?

**A5:** Documents need to be prepared in line with the information set out in the Terms or Reference. Specifically, the filled-out assessment tools for BWC, IHR and Codex Alimentarius are the key deliverables, which will be provided to winner of the tender after signing of the contract, but which bidders had to opportunity to review in hard copy.

**Q6:** What is the language of deliverables: English, Russian or both?

**Q6:** The assessment tools are available in both English and Russian. Expectation is that contractor will populate assessment tools in Russian. ISTC will then have documents translated professionally into English.

However, it is expected that technical reports (summary of activities and deliverables) will be provided in English, although attachments (preliminary and final deliverables) can be in Russian language.

**Q7:** The scope of work requires an access to normative and technical documents. Will be such a module of legal data base provided? Can be such expenses reimbursed? Or does the bidder bear all expenses?

**A7:** In principle all legislative documents should be publicly available documents. In case this is not true the bidder bears the expense.

**Q8:** In the Technical Schedule to the Terms of Reference there are indications on when certain tasks need to be implemented and completed. The Schedule implies the bidder’s services performance in the period from August 2017 through November 2018 (the total period of 16 months).

Is there an updated Technical Schedule? If not, could ISTC please provide an indication on when certain tasks need to be implemented and completed? Or could the bidder elaborate their own Implementation Schedule without being bound to the Technical Schedule?

**A8:** There is no updated Technical Schedule. The Technical Schedule to the Terms of Reference is tentative, and is based on the schedule for other partner countries of Project 53. It is expected that the bidder as part of this tender will propose an updated Technical Schedule. However, the deadlines for the assessments of the various assessment tools should ideally be completed close to the indicated deadlines as in the provided Schedule. But it is up to the bidder as part of the tender to indicate whether this is still realistic and/or achievable.

**DECLARATION OF HONOUR**

I, the undersigned, hereby declare that I am a person duly authorized to represent the organization **[NAME OF THE ORGANIZATION]**, in order to provide technical consulting services to the International Science and Technology Centre for the implementation of the Project “‘STRENGTHENING THE NATIONAL LEGAL FRAMEWORK AND PROVISION OF SPECIALIZED TRAINING ON BIO-SAFETY AND BIO-SECURITY IN CENTRAL ASIAN COUNTRIES’ (CBRN CoE Project 53 as approved by the Coordination Committee of the EU CBRN Risk Mitigation Centres of Excellence project).

Furthermore, I declare that the organization, for which I am representative:

* has the financial and operational capacity to carry out the proposed project and is not bankrupt or in the process of being wound up at.
* does not have its financial affairs under the administration of a court, or other similar constituted body established by a national or international courts or any of the organization’s creditors.
* has fulfilled its obligations relating to the payments, taxes and social security contributions in accordance with the legal provisions of the country in which they are established or those of any other country in which they operate.
* is not in breach, serious or otherwise, of any of its contractual obligations subsequent to any procurement or grant award procedures financed by the budget of the European Union or the United Nations, as well as its institutions and agencies.
* is not subject to any perceived or actual conflict of interest.
* is not currently, nor has it at any point in the past been, under investigation or sanction by the European Union, the United Nations, the government of any European Union or United Nations State, or any other United Nations agency, organization or entity (including the world bank).
* has not been convicted or does not employ persons within its management who have been convicted of an offence concerning professional conduct by a final and binding judgment, nor been deemed guilty by any duly established national or international body of professional misconduct or other activities detrimental to the interests of UNICRI or its partners.

**SIGNED:**

**FULL NAME:**

**TITLE OF POSITION:**

**PLACE AND DATE**

**DECLARATION OF HONOUR**

I, the undersigned, hereby declare that I am a person duly authorized to represent myself, in order to provide technical consulting services to the International Science and Technology Centre for the implementation of the Project “‘STRENGTHENING THE NATIONAL LEGAL FRAMEWORK AND PROVISION OF SPECIALIZED TRAINING ON BIO-SAFETY AND BIO-SECURITY IN CENTRAL ASIAN COUNTRIES’ (CBRN CoE Project 53 as approved by the Coordination Committee of the EU CBRN Risk Mitigation Centres of Excellence project).

Furthermore, I declare that I:

* have the financial and operational capacity to carry out the proposed project and am not bankrupt or in the process of being wound up at.
* do not have my financial affairs under the administration of a court, or other similar constituted body established by a national or international courts or any of the my creditors.
* have fulfilled my obligations relating to the payments, taxes and social security contributions in accordance with the legal provisions of the country in which I am established or those of any other country in which I operate.
* am not in breach, serious or otherwise, of any of my contractual obligations subsequent to any procurement or grant award procedures financed by the budget of the European Union or the United Nations, as well as its institutions and agencies.
* am not subject to any perceived or actual conflict of interest.
* am not currently, nor have I at any point in the past been, under investigation or sanction by the European Union, the United Nations, the government of any European Union or United Nations State, or any other United Nations agency, organization or entity (including the world bank).
* have not been convicted or do not employ persons who have been convicted of an offence concerning professional conduct by a final and binding judgment, nor been deemed guilty by any duly established national or international body of professional misconduct or other activities detrimental to the interests of UNICRI or its partners.

**SIGNED:**

**FULL NAME:**

**PLACE AND DATE**