

**Date:** May 12, 2021

**To:** VENDOR and Local Short-Term Technical Assistance (STTA)

 Contact Information:

**Subject:** Request for Quotations: ACDI/VOCA Kyrgyzstan Enterprise Competitiveness Project - Technical Assistance, Bishkek

RFQ Number: ECP-OPS-BIS-Y3-RFQ -4

ACDI/VOCA’s Enterprise Competitiveness Project in the Kyrgyz Republic, funded by USAID, is hiring Local Short-Term Technical Assistance (STTA) to the State Service of Intellectual property and Innovation under the Ministry of Economy and Finance of the Kyrgyz Republic (Kyrgyzpatent). Under this technical assistance, the expert group is expected of following:

* Develop tools for CE assessment, measurement and registry with relevant methodologies and tools to measure the CE intervention in the national economy.
* Coordinate and cooperate with relevant representatives of the Kyrgyzpatent (beneficiary) to organize the working processes (work plan, research methodologies, etc.) jointly with the relevant Working Group under the KyrgyzPatent;
* Determination of general totality of subjects, sources of information for creation a subjects register (sample of subjects that are going to be surveyed).
* Conduct a survey among the subjects of the created register with a view to study their contribution to the CE
* Conduct in-depth analysis on CE with mandatory research on:
	+ International experience on CE classification.
	+ CE in the Kyrgyz Republic (CE related areas of activities, subjects of CE, legal framework);
* Drafting relevant CE measurement tools (criteria, systematization of areas of activities, etc.) in the realm of Kyrgyz Republic and give the best practices.
* Analysis and determination of contribution of CE to the GDP.
* Analysis and justification of the drafted measurement tools and methodologies. Providing clarifications on a differentiation between CE and other interconnected areas.
* Drafting recommendations on necessary changes to relevant legal acts and regulations to create a legal framework for conducting a comprehensive recording of CE areas on the national economy – to be presented within the Working Group.
* Present the measurement tools and methodologies under the representatives of the Kyrgyzpatent
* Conducting capacity building of the interested state bodies staff on using the tools (if necessary);
* ECP has the right to suspend the work of the STTA based on the availability of funds and the appearance of reputational risks.

**Deliverables**

The whole work is divided into the following stages with the following deliverables for each:

***Stage I (preparational activities):***

1. Inception Report consisting of:
	1. Work plan with a timeframe;
	2. Finalized ToR with a description of all research methodologies and assessment tools;
	3. Sample of subjects

***Stage II (analysis):***

1. Interim Report including:
	1. Analytical report on international experience on CE classification and measurement (UK, USA, Singapore, South Korea, Ireland, Germany, Japan, etc.);
	2. Report on conducted survey;
	3. Analysis on CE intervention in the Kyrgyz Republic:
		* Analytical report on CE related areas of activities prescribed by the National Classifier of Economic Activities (types of activities and their differentiation from other spheres and economy areas: Digital Economy, Green Economy, Economy of Knowledge, etc.);
		* Analysis on the input of such activities on the national economy (socio-economic and macro-micro economic indicators for the last 5 years and prospective trends, GDP share, etc.);
		* Analysis of the legal framework of such CE-related activities, including national strategic documents and policies (with a relevant list of all legal acts).

***Stage III (final stage - drafting tools):***

1. Final report including:
	1. Methodology on identification and measurement of CE areas in Kyrgyzstan given the analyzed best practices.
	2. Recommendations on harmonization of the methodology to the existing national recoding system for accurate statistics on CE areas (National Classifier of Economic Activities, methodologies of the National Statistics Committee, etc.) and possible changes to relevant legal acts and bylaws (if applicable).

Requirements for organizations. The years of experience listed below are qualifications as a firm, not by individuals within the company:

* Specialization in providing analytical and expert services in the field of state regulation of business activities.
* A legal entity registered in the Kyrgyz Republic with the necessary material and technical resources for carrying out the SoW.
* Experience performing economic and financial analysis.

Requirements for qualified experts/consultants:

* Knowledge of and preferably at least 5 years of experience with economic and legal analysis.
* Proof of performing economic and financial analysis.
* Experience in cooperation with industry associations and companies from CE-related areas other relevant economic sectors.

All materials/reports must be submitted in both Russian and English (of proper translation).

Reports must first be approved by the KyrgyzPatent before payment and reimbursement of expenses.

All quotes provided should meet the specification(s) listed, and include the following information for the criteria listed, which shall be used in evaluating the best offer. Selection criteria are listed below under “J2013-02”

## Other Requirements:

* Delivery To: 87/2 Zh.Pudovkin st., Bishkek, Kyrgyzstan
* Wire Banking Information: None

## Quote Submission Deadline:

**Date:** May 21, 2021 **Time:** 17:30

## Mode of Submission of Quote:

**Quote(s) shall be submitted in writing or electronically to:**

|  |
| --- |
|  |
| Name: Emiliya Salieva |
| Address: 87/2 Zh.Pudovkin st., Bishkek, Kyrgyzstan |
| Email: hr.ecpkg@gmail.com  |
| Phone: + 996 770 962 000 |

## Special Conditions

### Source and Nationality Information

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A blanket purchase agreement and/or a Service Agreement will be issued to the responsible Bidder who is found to be most advantageous to ACDI/VOCA per the following selection criteria:

1. Experience and qualifications (by providing proven documents)
2. Past performance of common service (including efficiency)
3. Cost

 ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## Response to Request for Quotes

|  |  |
| --- | --- |
| Date | Click here to enter text. |
| To: | ACDI/VOCA |  |
| From: | Click here to enter text. |
| Subject: | Response to RFQ number: J2013-02 | ACDI/VOCA Kyrgyzstan Enterprise Competitiveness Project - Local Short-Term Technical Assistance (STTA): Data Collection for ECP Gender Assessment |

The following quote is submitted in response to the RFQ from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

## ITEM DESCRIPTION

Information about Consultant/Company:

**Application form**

1. **General section**

|  |  |
| --- | --- |
| Name of the Consultant |  |
| Actual Address |  |
| Contact numbers  |  |
| E-mail |  |

1. **Capability and technical experience statement**
2. Company / Organization Overview (certificate of registration, the company / organization profile).
3. Capabilities statement by providing information on the following:
* Implementation plan with timelines.
* Key staff to be engaged to perform the assignment, their resume. Recommendation letters are desirable.

Technical approach, methodology of the performance of the assignment.

Quotes must include the following costs if applicable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items** | **Days/ quantity** | **##** | **Cost per unit/KGS** | **Total KGS** |
| **Service providing** |  |  |  |  |
| Consultant on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(issue), XX days  |  |  |  |  |
|  |  |  |  |  |
| Taxes (17.25%) |  |  |  |  |
|  |  |  | **subtotal**  |  **KGS**  |
| **Other expenses** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |   |   |  **subtotal**  | **KGS**  |
| **Other expenses** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |   |   |  **subtotal**  | **KGS** |
| **Total Budget:** |   |   |   |  **KGS**  |

1. Only direct costs should be included in the budget and allocated appropriately;

2. Budget should include detailed explanations on the planned expense item and information/justification on the rates and quantities applied.

Technical responsiveness/Full compliance to requirements and lowest price

ACDI/VOCA reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

All items procured under this RFQ shall have their source and origin from Geographic Code 937 or 110 (United States, Kyrgyzstan, the independent states of the former Soviet Union, and developing countries other than advanced developing countries, and excluding prohibited sources).

## Anti-Terrorism Certification

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will

take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>, and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for [\_\_\_ ] days.

Printed Name Title Signature Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.