INVITATION TO TENDER

Consultancy services for "Forest Resource Assessment in Nepal"

1. DESCRIPTION OF PROCUREMENT

The general objective of the intervention is to strengthen forestry sector and its administration in order for it to play its corresponding role in Nepalese economy and society. The purpose of the project is to improve the provision of adequate forestry data and its processing for national forest policy development and for national forestry sector decision making.

Technical Assistance is directed to four components: Implementation of national forest resource assessment (FRA), Implementation of national forest cover mapping, Development of forest information system research and development, and Project management. For more detailed information see project document (Annex A). For the purpose, a team of five experts are subject to this tender.

2. TYPE OF CONTRACT

An open national procedure shall be used as the form of procurement. Act on Public Procurement (348/2007 Finlex) shall be complied with in the procurement.

3. DIVISION INTO LOTS

Variants and partial proposals shall not be accepted. In case of a joint tender, one tenderer shall be nominated as the Leading partner with whom the agreement shall be signed.

4. THE CONTRACTING AUTHORITY

The Ministry for Foreign Affairs of Finland, Department for Americas and Asia, Unit for Asia and Oceania.

5. PROCUREMENT CONTACT PERSON

Contact person in the Ministry for Foreign Affairs of Finland is Katja Hirvonen (e-mail: katja.hirvonen@formin.fi, copied to heli.lehto@formin.fi). The contact person in the embassy of Finland in Kathmandu is Kari Leppänen (e-mail: kari.leppanen@formin.fi). The contact person in Nepal is Mr. Sahas Man Shrestha, Director General, Department of Forest research and Survey, Ministry of Forests and Soil Conservation, e-mail: sahas1957@yahoo.com, tel. +977-1-4233510, fax +977-1-4220159. Meetings should be agreed beforehand and well in advance.

If considered necessary, the tenderer’s representatives may visit the partner country, and contact relevant organisations in the country at the tenderer's own expense. The purpose of the possible visit should be only technical fact-finding. Any marketing effort may lead to a disqualification of the tender.
6. QUERIES

All communication and contacts are to be submitted through the contact persons mentioned in the paragraph 5. Only communication and contacts through these persons shall be considered official and valid for the competition. All other contacts are considered invalid and no petition related to any of this kind of contact can be considered.

Tenderer requiring clarification of the Tender Documents shall submit queries to the Ministry in writing to the contact persons (copied to heli.lehto@formin.fi). The Ministry shall respond in writing. These replies, including the query shall be issued:

- to all Tenderers who have identified themselves to the Ministry by e-mail to katja.hirvonen@formin.fi

Queries received later than 14.08.2009 will not be answered. Only written questions will be answered.

Possible amendments to the Tender Documents issued during the tendering period will be in writing, each provided with a serial number for reference purposes. The receipt of an Amendment shall be acknowledged by the Tenderer immediately. Amendments will become part of the Tender Documents.

7. SUBMITTING THE TENDER

The tender must be received by the Ministry no later than at 12.00 HRS (GMT+2), 11.9.2009. A two envelope system is used. The tender shall consist of two parts, the Technical Tender and the Price Tender, to be submitted separately and simultaneously in sealed envelopes. The envelopes shall be marked accordingly.

The Tender dossier shall be submitted in one signed original, four paper copies and a soft copy on a CD. If there are any discrepancies between the written tender and the tender delivered by CD disk, the written tender will be regarded as the principal tender. Tenders submitted after the closing date will not be taken into account. The language of the tender is English. The price tender is to be submitted in a separate closed envelope.

Binding tenders shall be delivered to the following address:

Ministry for Foreign Affairs
Unit for Asia and Oceania
Katja Hirvonen
"Forest Resource Assessment in Nepal"
P.O.Box 513
00023 Government, Finland

Street address:
Katajanokanlaituri 3, Helsinki

8. ELIGIBILITY OF TENDERER, VERIFICATION OF CONFORMANCE OF TENDERS WITH THE INVITATION TO TENDER

8.1 Processing of tenders

The assessment and comparison of the tenders shall be implemented by an assessment group in three stages:

- Assessment of the eligibility of tenderers
- Verification of conformance of tenders with the invitation to tender
- Comparison of the economically most advantageous tender in terms of overall cost and technical merits based on the tenders and the team interview.
Only tenders that are eligible to tender, and fulfill the minimum criteria set below, shall be evaluated and interviewed. Team interviews shall be held in English by the evaluation team to be established for this purpose. It is estimated that the interviews will take place on date, 14 - 17.9.2009 in Helsinki, Finland. At least Chief Technical Advisor (CTA), Senior Technical Advisor (STA) and a company’s representative shall be interviewed. (Absence of these accepted only due to force majeure). A maximum of 5 persons can enter to the interview.

8.2. Assessment of the eligibility of tenderers and the minimum requirements

8.2.1. Financial capability of the company
A candidate or tenderer who cannot be deemed to have the professional, economic or other prerequisites for implementing the procurement or who has neglected to pay taxes or statutory social contributions may be excluded from the invitation to tender. The prerequisites shall be assessed in accordance with the tender minimum requirements table provided in Annex F.

Furthermore, tenderers subject to exclusion criterion in accordance with sections 53 or 54 of the Public Procurement Act of Finland may also be excluded from the invitation to tender.

8.2.2. Technical capability and professional experience

The minimum requirements for the consortium are:

- The turnover for 2008 of the Leading Partner exceeds 2 000 000 €. The Tenderer shall provide detailed information regarding the Leading Partner's financial standing and data on financial statements and turnover in 2008.
- The Tenderer shall have at least two (2) reference projects/programmes indicating experience on implementation of forestry projects/programmes.
- Availability and feasibility of the professional, logistical and financial management back-up facilities in the home-office;

The minimum requirements for the Team are:

The Team shall comprise of minimum 5 experts. Out of these, 3 shall be with international experience (CTA, STA, Junior Technical Advisor (JTA)), 2 (BD mapping expert, project field manager) with regional (Nepal / Himalaya) experience. The tenderer shall identify the CTA and define his/her responsibilities.

- All five team members shall have minimum of a Bachelor level degree.
- All five team members shall have at least intermediate knowledge of written and spoken English
- Two Experts with regional experience shall have working knowledge of Nepalese
- Minimum individual working experience required is five (5) years in the field of development cooperation in forestry, except junior advisor.
- Junior Expert has working knowledge of Finnish

Fulfilment of the minimum requirements must be specified in the respective CVs, Annex B.

8.3 Verification of conformability of tenders to the invitation to tender

The tender shall conform to the Invitation to Tender (ITT) and its Annexes, as well as to the requirements set out within them.
The tender consists of the following parts:

**I. Technical proposal** (max 11 pages in total, size A4)
- Presentation of the Service Provider
- Approach and methodology
- Critical issues and strategic highlights of the project
- Presentation of the expert team and table of expertise (see Annex E)
- Work Plan for the first six working months
- Filled Minimum Requirements sheet (Annex F)

The pages exceeding the maximum number given for the technical part of the tender shall not be considered. The Ministry expects to receive a well prepared technical tender and not a mere reformulation of the Programme Document/TOR. The Ministry encourages the tenderers to further constructively develop the methodology and approach given in the Programme Document and to derive through them into a concrete work plan and time schedule.

**II. Curriculum vitae (CV)** of the experts (format as in Annex B of this ITT)
CV of the CTA shall not exceed eight (8) pages (size A4). CVs of the other team members shall not exceed five (5) pages. The pages exceeding the maximum number given for the CVs shall not be considered. The statements of exclusivity of the proposed experts must be annexed to the tender.

**III. Company references** (max. 10 pages in total, size A4)
The number of relevant company reference sheets in the Tender should not exceed ten (10) and should not be older than five (5) years. The company references are needed in English language only.

The pages exceeding the maximum number given for the company references shall not be considered.

**IV. Presenting the tender price and amount of work** (format as in Annex C of this ITT)
The price shall be given in Euros and shall include fees and all reimbursable costs excluding VAT. All fees, other costs and reimbursables shall be given in Euros (the currency of payments). Prices shall be given exclusive of Finnish VAT and if tenderer is from an EU-country, then all trade is tax free and the tenderer may charge only the sum which does not include European VAT. The Tenderer shall indicate the share of the value added tax where applicable.

VAT 0 % DIR2006/112/EC Art 56 reverse charge.

To make an intra-Community supply without charging VAT, the tenderer should ensure that the customer to whom the tenderer is supplying the services or goods is a taxable person in another Member State, and that the services or goods in question have left, or will leave your Member State to another MS. Ministry for Foreign Affairs of Finland is a taxable person in Finland and as such has VAT-registration (= validity of VAT-numbers) in EU and VAT-number should also be included in the invoice. Ministry’s VAT-number is FI02459739, which may be checked through VIES VAT number validation

http://ec.europa.eu/taxation_customs/vies/vieshome.do

Taxable persons making the intra-Community supplies report the total supplies in the relevant quarter to each taxable person in another Member State on a recapitulative statement which is submitted to the tax administration of the taxable person making the supply.
The Service Provider is exempted from local taxes, customs duties and other charges as specified in the Agreement between Finland and Nepal on Development Cooperation signed on September 20, 1988 (Annex K).

The budget annexed to the Project Document is indicative.

In the Price Tender the fees for the whole contract period shall not exceed the total allocated fees as indicated in the TA-budget annexed to the Project Document. The Service Provider is allowed to invoice 10.5 person months per year for the Long Term Experts with international expertise and 12 person months per year for the Long Term Experts with regional expertise. The JTA's fee is limited to the salary and employer's compulsory salary related charges. The other costs of the JTA are to be included in the reimbursable costs.

The Price Tender shall also include the costs of the Home Office Coordination and back-up services (excluding financial administration and management, which will be covered from the overhead of long-term experts and reimbursable travel costs). The Home Office Coordination will be indicated separately and counted together with the technical assistance fees in the Price Tender evaluation. Travel costs are subject to the Ministry's prior approval.

Price to be evaluated is the total monthly cost of CTA, STA, JTA, BD Mapping Expert, Project Field Manager and Home Office Coordination.

In addition to the above long-term experts, the Service Provider is expected to provide 26 person-months of short-term consulting services (18 of international expertise and 8 of regional expertise). These short-term experts shall not be named and they are not subject to evaluation of the technical tender as their selection will be carried out during the project implementation. The number of person months is only tentative and does not tie any party. The short-term consultancies shall be included to the price tender according to the estimated ratio of persons months in each KEH class (KEH 1, 2, 3) stated in annexed Price Tender Evaluation Sheet (Annex C). These fees are subject to evaluation of the price tender and will be attached to the Consultancy Contract and followed when recruiting short term consultants.

The Tenderers should not include the fees of other advisers in their Price Tender. The fees for locally employed advisers are not subject to the price evaluation.

Fee for regional consultants shall consist of the salary added by Employers' compulsory charges and 20 % of 'management' fee. The fees of regional short-term experts are not subject to evaluation and will not be included to the Price Tender. The Steering Committee approves the TORs including qualification requirements, length of the assignment and budget for all short term consultancies, both international and local.

The mode and the schedule of invoicing and reporting shall be presented in the Tender. All the Tender unit rates and total sums shall be given in Euros (the currency of payments). Tender Bonds or performance guarantees are not required. Index based price fluctuations or adjustments are not accepted. Any other compensations for the financing costs are not accepted.

Payments will be made on the basis of subsequent invoicing.
9. COMPARISON OF TENDERS

The evaluation will be carried out by an evaluation team set by the Ministry for Foreign Affairs of Finland in consultation with Ministry of Forests and Soil Conservation of Nepal.

Tenderers are not allowed to contact the evaluation team or any other official involved in the intervention during the tender evaluation process. In the case a Tenderer is found to have engaged in any illegal or corrupt practice related to the tender process the tender will be disqualified.

The Tenderer and the proposed Team members are expected to have no participation in the appraisal of the intervention. The Tenderer shall state any actual or potential conflict of interest he/she has or may have before the award of the contract.

In the interview, the evaluators will concentrate on following aspects:
- substance expertise of the advisors on issues and themes that are relevant to the implementation of the project as proposed in the project document and tenderer’s proposal
- understanding of critical issues and how these are addressed by the tenderer’s methodological choices
- the roles and capacities of each member of the team to contribute to a successful implementation
- communication skills of the team members

The selection criterion of the tender is the most economically advantageous tender with the following weightings:

9.1. Technical tender (80%)

9.1.1. Qualification and experience of the proposed long-term personnel (max 50 points)

The requirements are in the order of importance.

Chief Technical Advisor 0-20 points
- Working experience and knowledge (in addition to minimum requirements) in the following areas:
  - national forest resource assessments,
  - forest policy and national institution building,
  - programme management
- A proven track-record in managing multi annual development cooperation programmes in a developing country.
- Previous working experience in Asia, preferably in Nepal.
- Education in addition to minimum requirements
- Communication skills

Senior Technical Advisor 0-10 points
- Working experience and knowledge (in addition to minimum requirements) in the following areas:
  - comprehensive forestry sector monitoring and evaluation or forest management information systems,
  - Geographic Information System (GIS) and Remote Sensing in forestry
  - capacity building programmes
- Previous forestry related working experience in Asia, preferably in Nepal.
Experience on design and management of training courses
Education in addition to minimum requirements
Communication skills

**BD mapping expert 0-10 points**
- Working experience and knowledge (in addition to minimum requirements) in the following areas:
  - forest biodiversity mapping and implementation of BD mapping
  - design of surveys in regard to biodiversity, NTFPs and TOF
- Previous forestry related working experience in Asia, preferably in Nepal
- Language skills

**Project Field Manager 0-10 points**
- Working experience and knowledge (in addition to minimum requirements in the following areas:
  - national forest inventories, preferably in Nepal,
- Proven experience in implementing forest inventories
- Experience in the use of GPS, field computers and Geographic Information System
- Experience of design and management of training courses
- Language skills

**9.1.2. Experience and Resources of the Company (max. 20 points)**
Expertise in the following areas:
- Proven experience in international projects in Forest Resource Assessment in developing countries
- Experience in Southern Asian countries and in Nepal particularly
- Availability and feasibility of the professional, logistical and financial management back-up facilities in the home-office;
- Proven capability and experience in service provision, knowledge of the principles of the Finnish development cooperation in the Home-Office;

**9.1.3. Approach and methodology (max. 20 points)**
- Feasibility of the selected approach and methodology from the point of view of achievement of proposed results
- Understanding of the critical issues, underlying assumptions and risks for the implementation of the project
- Quality of the work plan
- Training programme of the Junior Expert (Junior Expert’s experience is not assessed but only the involvement and tasks which Consultant gives to the Junior Expert so that Junior Expert gets adequate experience for the project)
- Inclusion of the cross-cutting issues including gender impact assessment

**9.1.4. Team (max. 10 points)**
- Team’s coverage of the capacity needs for the implementation of the programme
- Involvement of experts with regional expertise in defining approach and methodology and also their involvement in the whole project
- Proven experience in gender strategies and inclusive development strategies

**9.2. Price Tender (20 %)**
Price of the technical assistance as indicated in the Annex C.
10. OTHER CONDITIONS RELATED TO THE INVITATION TO TENDER

Tenders must remain valid for a period of (90) days after the deadline for submission of tenders. Any change of the proposed personnel during the above mentioned period may cause the disqualification of the Tender except for reasons of force majeure.

Possible amendments to the Tender Documents issued during the tendering period will be in writing, each provided with a serial number for reference purposes. The receipt of an Amendment shall be acknowledged by the Tenderer immediately. Amendments will become part of the Tender Documents. Amendments will be issued not later than five working days prior to the date of the submission of the Tender.

The Ministry has the right to reject any delayed tender, tender which does not conform with the mandatory requirements of the ITT as well as tender containing reservations related to IPR-rights. The Ministry emphasises that all costs related to preparing and submitting the tender and all costs related to the evaluation and contract negotiations shall be at the tenderer’s expense and risk, and no requirements related to these costs can be submitted to the Ministry.

Should the procurement process be interrupted prior to any procurement decision the Ministry has no obligation whatsoever to indemnify any of the costs caused to the tenderers when participating in the competition.

11. PUBLIC ACCESS TO TENDER DOCUMENTS

As a rule, the procurement documents shall be in the public domain according to the legislation on public access to documents. Efforts should be made to draw up the tenders so that they do not contain any trade secrets. If it is necessary to include trade secrets in the tender, this must be specified in the tender, and reasons for non-disclosure shall be stated in accordance with the Act on Openness of Government Activities. It is requested that notification be sent on a separate appendix of any information to be kept secret (the price cannot be a trade secret). According to legislation on public procurement and public access to documents, the information concerning the tender price is public.

Public access to documentation is restricted during the procurement procedure. Publicity is based on "Act on the Openness of Government Activities 621/1999". Which defines, that: An invitation to tender with all its appendices is public when it has been published. Secret documents remain secret always. A party, his/her representative or counsel shall not have the right of access to the information compiled in connection with an authority's official invitation to tender and relating to the business or professional secret of another tenderer, with the exception of the total price. If the Tender contains information that the Tenderer believes to fall under business or other secret, the Tenderer is requested to clearly indicate this in the Tender. The fact that a Tenderer claims its information confidential does not make it confidential but Ministry considers confidentiality individually.

After a procurement decision has been made, all documents (except secret) are public to a tenderer and any other person whose right, interest or obligation in the matter is concerned. They shall have the right of access, to the contents of a document (other tenders, evaluation, evaluation grid etc.) which is not yet in a public domain, if these documents may influence or may have influenced the consideration of his/her matter.

After a contract has been signed, all documents (except secret) related to it are public. The procurement documents and other tenders that have been delivered to an authority on the basis of an invitation to tender and the result of the tendering process can be put on a public domain after the contract is signed.
12. CONTRACT, PERIOD OF CONTRACT AND TERMS OF CONTRACT

A contract shall be drawn up with the service provider on the service. The period of contract will be agreed during the contract negotiations. The contracts will be drawn up in the English language.

12.1. SUBCONTRACTING

The service provider is entitled to use subcontracting in the provision of the service.

12.2. LIABILITY INSURANCE

The service provider shall have liability insurance for the operations. The persons carrying out the tasks must also be covered by the insurance. The insurance will be verified in connection with the contractual negotiations as required in terms of the Consultancy contract (short/long).

13. PETITION INSTRUCTIONS

The decision of the Ministry for Foreign Affairs to award the consultancy contract to the selected Service Provider can be appealed via a petition procedure referred in Chapter 11 of Public Procurement Act. The petition must be submitted within 14 days from the date on which the candidate or tenderer has been notified in writing of his or her exclusion from the competition and the criteria for exclusion or the award of the contract and the award criteria and has received written instructions for referral to the Market Court (petition instructions).

Unit Director

______________________________
Johan Schalin

Attached to this document please find the following annexes, which form an integral part of this invitation to tender:

Annexes:
A: Draft Project document
B: Curriculum Vitae - CV Form
C: Price Tender Sheet
D: Consultancy Contract - model
E: Table of expertise
F: Minimum Requirements
G: Standard Terms for the Payment of Fees and Reimbursement of Costs

available at:
http://formin.finland.fi/Public/download.aspx?ID=8979&GUID={51153bc1-3942-4fa1-9570-547129fbeffe}

H: Statement of Exclusivity and Availability
I: Instructions for the utilization of project motor vehicles

available at:

J: Consultancy Assignment and Requirement Classification (PDF)

available at:
http://formin.finland.fi/Public/download.aspx?ID=15971&GUID={B2ABA9C5-781C-4A77-8D10-E5EB7FFE44C6}

K: Agreement between Finland and Nepal on Development Cooperation signed on September 20, 1988.

L: Selected materials used in the preparation of the draft project document (CD)

(Annex L will be sent by mail to the interested service providers on request. The contact person for these requests is Katja Hirvonen (katja.hirvonen@formin.fi, copy to heli.lehto@formin.fi).
# CONSULTANCY ASSIGNMENT AND REQUIREMENT CV-FORM

## Name of the project

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## A. PROFESSIONAL EXPERIENCE

### 1. General:
- Total working experience in years and months in area of Expertise
- Working experience in years and months in developing countries:
- Working experience in years and months in the region, preferably in Nepal:

### 2. Minimum criteria requirements
- International working experience (outside one's home country) or regional experience (Himalaya and Nepal):
- Degree
- Language requirement

### 3. Employment record: Eight most relevant employments. (Starting from the present. Excluding non relevant employment and duties)

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<th>Duty station</th>
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1. Main duties:
Duration: ____________________________  Position: ____________________________
Employer: __________________________  Duty station: __________________________
Main duties: __________________________

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8. Main duties:
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Employer: __________________________  Duty station: __________________________
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4. Employment record: Information about employment which exceeds above mentioned eight most relevant cases.

9. Main duties:
Duration: ____________________________  Position: ____________________________
Employer: __________________________  Duty station: __________________________
Main duties: __________________________

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11. Main duties:
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12. Main duties:
Duration: ____________________________  Position: ____________________________
Employer: __________________________  Duty station: __________________________
Main duties: __________________________
Employer: Duty station:
Main duties:

5. Short term international assignments abroad: (Excluding routine trips)

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B. EDUCATION (Excluding short term and non relevant education. Establishments and degrees also in Finnish)

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C. LANGUAGE ABILITIES

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D. REFERENCES

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<th>Position</th>
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Price tender sheet

All fees, costs and reimbursables shall be given in Euros (the currency of payments). Fees shall be given exclusive of Finnish VAT but shall include all other taxes and levies. If tenderer is from the EU-country, then all trade is tax free and tenderer may charge only the sum which does not include VAT. The Tenderer shall indicate the share of the value added tax where applicable. Ministry’s VAT-number is FI02459739.

<table>
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<th>Technical Assistance/ Fees</th>
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<th>Work experience</th>
<th>Unit price</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>Long-term Experts</strong></td>
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<tr>
<td>Chief Technical Advisor</td>
<td></td>
<td></td>
<td>EUR</td>
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<tr>
<td>Senior Forestry Advisor</td>
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<td>EUR</td>
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<tr>
<td>Junior Technical Advisor</td>
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<tr>
<td>Biodiversity Mapping Expert</td>
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<td>EUR</td>
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<tr>
<td>Project Field Manager</td>
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<tr>
<td><strong>Home Office Coordinator</strong></td>
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<td>EUR</td>
<td>52.5</td>
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<tr>
<td><strong>Short-term Experts</strong></td>
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<tr>
<td>Intl. Short Term Experts</td>
<td>KEH-1</td>
<td>KEH-2</td>
<td>KEH-3</td>
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<tr>
<td>(18 months*)</td>
<td></td>
<td></td>
<td>EUR</td>
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<tr>
<td>Regional Short Term Experts</td>
<td>KEH-1</td>
<td>KEH-2</td>
<td>KEH-3</td>
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<tr>
<td>(8 months*)</td>
<td></td>
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<td>EUR</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>EUR</td>
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<tr>
<td><strong>GRAND TOTAL = Technical Assistance</strong></td>
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Consultancy fee
The consultancy fee is the compensation to be paid for the services provided by the Tenderer in accordance with the contract. The fee shall include:
- basic salary of the experts
- social security and other compulsory payments to be made by the employer
- the overhead costs and profit of the Consultant (Tenderer)

* For budgeting reasons and evaluation of the tender. Number of person months is an estimate, but the unit prices will be transferred to the contract and will be used throughout the contract period.
# Table of Expertise

<table>
<thead>
<tr>
<th>Task</th>
<th>CTA</th>
<th>STA</th>
<th>JTA</th>
<th>BD Adv.</th>
<th>Field Manager</th>
<th>Intl ST Experts</th>
<th>Regional ST Experts</th>
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</thead>
<tbody>
<tr>
<td>National forest resource assessments</td>
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<tr>
<td>National Forest cover mapping</td>
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<tr>
<td>Forest Information System</td>
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<tr>
<td>Project management</td>
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<tr>
<td>MINIMUM REQUIREMENTS</td>
<td>Answers</td>
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<td>-------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>1. PERSONNEL</strong> (VOLUNTEER WORK IS NOT CONSIDERED AS WORKING EXPERIENCE)</td>
<td>Answer Yes/No</td>
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<tr>
<td>THE PROPOSED EXPERTS (EXCEPT THE JUNIOR ADVISOR) MUST HAVE AT LEAST FIVE (5) YEARS OF WORKING EXPERIENCE IN ASSIGNMENTS WITH RELEVANCE TO DEVELOPMENT COOPERATION IN FORESTRY.</td>
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<td><strong>2. The Business Information System (BIS)</strong></td>
<td>Answer Yes/No</td>
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<tr>
<td>The tenderer (Lead Company) is registered in the Trade Register in tenderers country of origin. Country of origin is from the country from the European Community or other which is covered by the WTO Agreement on Government Procurement.</td>
<td>BIS (Y-tunnus)__________</td>
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<td><strong>3. Tenderers meets social requirements</strong></td>
<td>Answer Yes/No</td>
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<tr>
<td>Tenderer sees to the payment of their taxes and social security and employment pension contributions. To verify this, the tenderer shall answer yes or no, and if separately required tenderer shall present an attestation of its paid tax liabilities obtained from the tax authorities and of its paid pension contributions obtained from the tenderer’s pension insurance company.</td>
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<td><strong>4. Economical and financial standing</strong></td>
<td>Answer Yes/No</td>
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<tr>
<td>Turnover of the tenderer in 2008 has been over 2.000.000 €. Tenderer shall provide detailed information about tenderer’s financial standing and data on financial statements and turnover.</td>
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<td><strong>5. Quality Assurance in place</strong></td>
<td>Answer Yes/No</td>
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<tr>
<td>Tenderer has the regularly assessed Quality Assurance System in place. Tenderer shall provide information about the assessment methods, reporting and overall concept of the Quality Assurance System. The information given shall be in English, and total length not more than four pages in font size 11.</td>
<td>Annex ________</td>
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<tr>
<td><strong>6. Experts in all category levels are proposed</strong></td>
<td>Answer Yes/No</td>
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<tr>
<td>Tenderer proposes at least two persons as Senior Expert. Tenderer proposes at least two persons as Regional Expert. Tenderer proposes at least one persons as Junior Expert. Not more than two persons shall be proposed for backstopping services.</td>
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