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Resilient nations.*

**REQUEST FOR QUOTATION (RFQ)  
MARTINENGO BASTION COURTYARD IMPROVEMENT WORKS**

REFERENCE: UNDP-CYP-RFQ-134/2017	DATE: November 17, 2017
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Dear Sir / Madam:

We kindly request you to submit your quotation for **the courtyard improvement works at Martinengo Bastion**, as detailed in the Specifications annex of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Quotations may be submitted on or before November 30, 2017 09:00 Cyprus local time via *email to*:  
**[solicitations.cy@undp.org](mailto:solicitations.cy@undp.org)**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Please kindly ensure that your quotation they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms	n/a
Customs clearance, if needed, shall be done by:	n/a
Exact Address of the project	<b>Martinengo Bastion located in Famagusta</b>
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents	n/a
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 4 calendar months from the date of site possession. <b>If site possession is not given within 60 days of the contract signature, the contract will become null and void at no cost to UNDP.</b>
Delivery Schedule – for each site	<input checked="" type="checkbox"/> Required – Workplan showing the courtyard improvement works carried out within the stipulated timeframe.
Packing Requirements	n/a
Mode of Transport	n/a
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes.
After-sales services required	<input checked="" type="checkbox"/> As per the General Conditions of Contract for Civil Works.
Deadline for the Submission of Quotation	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> <b>Form for Quotation Submission</b> as per the template given in Annex 1 <input checked="" type="checkbox"/> <b>Bill of Quantities (BoQ)</b> as per the template given in Annex 2  <b>ADMINISTRATIVE COMPLIANCE DOCUMENTS</b> Forms 1 and 2 in Annex 1 must be filled up and submitted together with the required annexes: <input checked="" type="checkbox"/> <b>Form 1 - General Information</b> Official registration documents of the Bidder from the companies registrar. There is no need to submit the company constitution. <input checked="" type="checkbox"/> <b>Form 2 – Local Registration</b> Certification from the contractors association that the bidder has been registered building contractor for the current year.  <b>TECHNICAL COMPLIANCE DOCUMENTS</b>

	<p>Forms 3, 4, 5 and 6 given in Annex 1 must be filled up and submitted together with the required annexes:</p> <p><input checked="" type="checkbox"/> <b>Form 3 - Technical Experience</b></p> <p><input checked="" type="checkbox"/> <b>Form 4 - Supervision Personnel for the Contract</b></p> <p><input checked="" type="checkbox"/> <b>Form 5 - CVs of the Supervision Personnel</b></p> <p><input checked="" type="checkbox"/> <b>Form 6 – Work plan.</b></p>										
Evaluation Criteria	<p><b><u>Evaluation Method</u></b></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest priced bid.</p> <p><b><u>Evaluation Criteria</u></b></p> <p><input checked="" type="checkbox"/> Registered legal entity.</p> <p><input checked="" type="checkbox"/> Registered building contractor for the current year.</p> <p><b>TECHNICAL COMPLIANCE CRITERIA</b></p> <p><input checked="" type="checkbox"/> <b>Technical Experiences</b> in years of 2014, 2015, 2016 and until 30 September 2017.</p> <table border="1"> <thead> <tr> <th colspan="2">Description and Requirement</th></tr> </thead> <tbody> <tr> <td>Number of relevant construction of fences of any irrespective of magnitude and size</td><td>at least 2</td></tr> <tr> <td>Total length of fencing of any type carried out</td><td>At least 500 meters</td></tr> <tr> <td>Number of relevant construction of pathway with bouri</td><td>at least 2</td></tr> <tr> <td>Total area of pathway with bouri</td><td>At least 150 meter square</td></tr> </tbody> </table> <p><input checked="" type="checkbox"/> <b><u>Supervision personnel;</u></b></p> <p>Site supervisor</p> <ul style="list-style-type: none"> <li>- <b><u>Architect or Engineer</u></b> with 5 years of post-education experience; 3 year of site experience – fluent in English – full time</li> <li>- <b><u>Health &amp; Safety Officer</u></b> with a certificate to function – as needed.</li> </ul> <p><input checked="" type="checkbox"/> <b>Work-plan</b> - Main works items must be included and shown in bar-chart format.</p>	Description and Requirement		Number of relevant construction of fences of any irrespective of magnitude and size	at least 2	Total length of fencing of any type carried out	At least 500 meters	Number of relevant construction of pathway with bouri	at least 2	Total area of pathway with bouri	At least 150 meter square
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Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days										

	In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation
Partial Quotes	<input checked="" type="checkbox"/> Not accepted.
Payment Terms	Payment against works done. One interim and one final payment.
Liquidated Damages	n/a
UNDP will award to:	<input checked="" type="checkbox"/> One contractor
Type of Contract to be Signed	<input checked="" type="checkbox"/> Civil Works contract
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Approval the payment certificates for the works done
Annexes to this RFQ – in digital format to be downloaded from the webpage	<input checked="" type="checkbox"/> Forms for Quotation Submission (Annex 1) <input checked="" type="checkbox"/> Bill of Quantities (Annex 2) <input checked="" type="checkbox"/> General Requirements (Annex 3) <input checked="" type="checkbox"/> Technical Specifications (Annex 4) <input checked="" type="checkbox"/> Drawings (Annex 5) <input checked="" type="checkbox"/> General Conditions of Contract for Civil Works and Model Contract (Annex 6)
Contact for Inquiries (Written inquiries only)	<b>UNDP Solicitations</b> <b><i>solicitations.cy@undp.org</i></b> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services UN offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation,

fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 6.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Yours sincerely,

Tiziana Zennaro  
Senior Programme Manager  
United Nations Development Programme  
Cyprus