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**REQUEST FOR QUOTATION (RFQ)
PANAGIA APSINTHIOTISSA MONASTERY
CONSERVATION PROJECT DESIGNS**

REFERENCE: RFQ-091/2018	DATE: August 16, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for the Panagia Apsinthiotissa Monastery Conservation Project Designs, as detailed in the Terms of Reference annex of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before September 12, 2018 16:00 Cyprus local time via *email* to:
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	Panagia Apsinthiotissa Monastery
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"/> 5 calendar months from the date of contract signature for the outputs 1-4 <input checked="" type="checkbox"/> Further amendment will be made once the works timelines are known for output 5
Delivery Schedule	<input checked="" type="checkbox"/> Required Workplan ; showing the outputs, presentations & feedback periods, and the laboratory tests within 5 calendar months from the date of contract signature for outputs 1-4.
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 Terms and Conditions for Contracts
Deadline for the Submission of Quotation	12 September 2018, 16:00 Cyprus local time
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"/> Duly Accomplished Form as provided in the Annex 2, and in accordance with the list of requirements in the Annex 1; <input checked="" type="checkbox"/> Latest Registration Document of the bureau/office/company <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (annex 2) <input checked="" type="checkbox"/> List of the design team members and the list of the core team including the CVs of the core design team members; <input checked="" type="checkbox"/> Workplan showing the outputs, presentations & feedback periods, laboratory tests within the 5

	<p>calendar months from the date of contract signature.</p> <p><input checked="" type="checkbox"/> Valid registration documents of at least one member of the design team registered with the GCYP technical chamber and at least one member of the designer team registered with the TCYP technical chamber.</p>
Evaluation Criteria	<p><u>Evaluation Method</u></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest price</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts</p> <p><u>Evaluation Criteria</u></p> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in the Annex 2 and Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.</p> <p><input checked="" type="checkbox"/> Registered as a legal entity which could issue invoices</p> <p><input checked="" type="checkbox"/> Submission of the CVs of the core team members demonstrating:</p> <p>Minimum Technical Requirements of the Core Team Members</p> <p><u>Core Team: Architect</u></p> <p><input checked="" type="checkbox"/> 10 years post education</p> <p><input checked="" type="checkbox"/> 8 years of design experience</p> <p><input checked="" type="checkbox"/> 4 designs of listed buildings</p> <p><input checked="" type="checkbox"/> Fluency in English</p> <p><input checked="" type="checkbox"/> Valid registration</p> <p><u>Core Team: Civil/Structural Engineer</u></p> <p><input checked="" type="checkbox"/> 10 years post education</p> <p><input checked="" type="checkbox"/> 8 years of design experience</p> <p><input checked="" type="checkbox"/> 3 designs of listed buildings</p> <p><input checked="" type="checkbox"/> Fluency in English</p> <p><input checked="" type="checkbox"/> Valid registration</p> <p><u>Core Team; Conservator</u></p> <p><input checked="" type="checkbox"/> 10 years post education</p> <p><input checked="" type="checkbox"/> 8 years of practical experience in conservation of stone</p> <p><input checked="" type="checkbox"/> 3 similar projects of stone conservation</p> <p><input checked="" type="checkbox"/> Fluency in English</p>

	<p><u>Core Team; Archeologist</u></p> <p><input checked="" type="checkbox"/> 5 years post education</p> <p><input checked="" type="checkbox"/> 2 years of practical experience</p> <p><input checked="" type="checkbox"/> 1 field experience in an archeological site</p> <p><input checked="" type="checkbox"/> Fluency in English</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>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</p>
Partial Quotes	<input checked="" type="checkbox"/> N/A
Payment Terms	As defined in the TOR in Annex 1
Liquidated Damages	Euro 500 liquidated damage per week of delay beyond the final date of the final output delivery deadline.
UNDP will award to:	<p><input checked="" type="checkbox"/> One (1)</p> <p>Technical responsiveness/Full compliance to requirements and the lowest price</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face sheet contract
Contract duration	<p><input checked="" type="checkbox"/> Initially 12 months</p> <p><input checked="" type="checkbox"/> Might be amended for Output 5 to coincide with the conservation works timeline</p>
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Approval and acceptance of the outputs by UNDP
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Terms of Reference (TOR) (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for Contracts (Annex 3).</p>
Contact for Inquiries (Written inquiries only)	<p><i>UNDP Solicitations</i></p> <p><i>Solicitations.cy@undp.org</i></p> <p>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.</p>

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 3.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

UNDP Solicitations

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions for Contracts and hereby offer to supply the items listed below in 5 calendar months, in conformity with the specification and requirements of UNDP as per RFQ Reference No: 091/2018:

Table 1: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUTS: 1 & 2		
OUTPUT: 3		
OUTPUT: 4		Should not be less than 25% of the total
OUTPUT: 5		
TOTAL		

Table 2: Details of inputs to reach to the Total of the Table 1 above

INPUTS	Fees (Euro/day)	Number of days	Amount (euro)	REMARKS (if any)
Architect				
Engineer				
Conservator				
Archaeologist				
Other technical (pls. specify)				
Materials tests				
FEM modelling				
Incidentals (printing, reports, presentation materials, etc.)				
Other (if any)- please specify				
TOTAL				

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Table 3: Acceptance of Terms and Conditions

	Accept (Yes/No)
Accept to sign the contract in 10 days (the latest) of being notified.	
Full acceptance of the General Terms and Conditions for Contracts	

We hereby confirm that we are not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]