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REQUEST FOR QUOTATION (RFQ)
Compensation works for the Committee on Missing Persons in Cyprus

REFERENCE: UNDP CYP RFQ 050 2019	DATE: May 15, 2019
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Dear Sir / Madam:

We kindly request you to submit your quotation for the **Compensation works for the Committee on Missing**, as detailed in the Terms of Reference annex 1 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 May 29, 2019 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	Various locations (up to fifteen) within the northern part of Cyprus
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"/> Each site will have a different completion duration. UNDP will confirm when the works will be done in each site. The delivery duration will be different for each site and latest delivery date for all works is 31 December 2019.
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
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
Deadline for the Submission of Quotation	29 May 2019, 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"/> Valid registration documents with the sectoral association as a building contractor.
Evaluation Criteria	<u>Evaluation Method</u> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest price <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts

	<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"/> Minimum 1-year work experience as building contractor.</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	Within 30 days upon certification of works completed and issuance and approval of invoice for each site.
Liquidated Damages	n/a
UNDP will award to:	<input checked="" type="checkbox"/> One (1) Technical responsiveness/Full compliance to requirements and the lowest price
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order with the GT&C
Contract duration	<input checked="" type="checkbox"/> Until 31 December 2019
Performance Bank Guarantee	<input checked="" type="checkbox"/> Not Required
Insurance	n/a
Special conditions of Contract	n/a
Conditions for Release of Payment	<input checked="" type="checkbox"/> Provision of the items and services listed in the ToR form (Annex 1)
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 Services (Annex 3).</p> <p><input checked="" type="checkbox"/> Bill of Quantities (Annex 4)</p>

<p>Contact for Inquiries (Written inquiries only)</p>	<p><i>UNDP Solicitations</i> <i>solicitations.cy@undp.org</i> 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>
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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

Annex 1 – Terms of Reference

Compensation works for the Committee on Missing Persons in Cyprus

The overall objective of the project is to close a painful chapter in the history of the island and contribute to the process of rapprochement and reconciliation between the Greek Cypriot and Turkish Cypriot communities. This objective is further encouraged and promoted through the participation of bi-communal scientific teams in all stages of the process.

The main purpose of this contract will be to carry out repair/compensation works at the sites damaged by the excavation teams of the Committee on Missing Persons in Cyprus. The repair/compensation works will be supervised by an appointed UNDP contracted engineer. The sites are in 5 different locations and are up to 15 sites.

Bills of Quantities (BoQ) and technical requirements:

CONSTRUCTION WORKS				Specifications
	DEFINITION OF WORKS	UNIT	QUANTITY	
	<u>MOBILIZATION</u>			
1	Cost of mobilization- may vary for each location	item	15	
	<u>DEMOLITION WORKS</u>			
2	Asphalt paving	m3	100	Mark the area to be removed; cut asphalt to up to a depth of 12cm with asphalt cutting machine; break and remove asphalt and dispose to an approved disposal site.
3	Concrete	m3	100	Mark the area to be removed; using pneumatic breakers and/or kangoes break concrete and dispose to an approved disposal site.
4	Brick wall	m3	50	Mark the area to be removed; using pneumatic breakers and/or kangoes break brick wall and dispose to an approved disposal site.
5	Stone wall	m3	50	Mark the area to be removed; using pneumatic breakers and/or kangoes break stone wall and dispose to an approved disposal site.
6	Concrete block wall	m3	125	Mark the area to be removed; using pneumatic breakers and/or kangoes

				break stone wall and dispose to an approved disposal site.
	<u>CLEANING WORKS</u>			
7	Removal of all trash or debris from the site	sum	2	Disposal to an approved disposal site.
	<u>BACKFILL AND COMPACTION WORKS</u>			
8	Backfilling of excavated area to final elevation with select fill	m ³	3000	Backfill in layers of 30cm; the last layer will be filled with an imported fill material.
9	Compaction of backfill in layers of 20-30cm	m ³	3000	Compaction of backfill and fill density after compaction in all cases shall be at least 95% of the maximum dry density achieved in test 13 of BS 1377 at +1% to 2% of the optimum moisture content.
	<u>ASPHALT WORKS</u>			
9	Placement of 30cm subbase material , watering and compaction	m ³	200	Sub-base material can be the havarotsakillo or similar meeting 4-day soaked CBR compacted to 95% of the maximum dry density achieved in test 13 of BS 1377 shall be at least 30%.
10	Placement of 20cm base material, watering and compaction	m ³	130	Approved road base material shall consist of crushed sands and gravels. The material shall be free of clay, organic substances, sulphates, chlorides, and other deleterious matter and shall comply with the requirements of EN 13043. The material shall be compacted to at least 100 % of its maximum dry density achieved in test 13 of BS 1377 at a moisture content of +1% to 1% of optimum.
				Prime coating shall be applied before the application of binder course over underlying base course. Prime coating shall have minimum bitumen penetration grade of 50/70 complying with EN 12591.
11	6cm of binder course placement and compaction	ton	95	Binder course shall be produced using bitumen grade 50/70 (bitumen penetration grade of 50/70). To achieve compaction of at least 98%
				Tack coating shall be applied before the application of wearing course over underlying binder course; Prime coating shall have minimum bitumen penetration grade of 50/70 complying with EN 12591.
12	5cm of wearing course placement and compaction	ton	80	The wearing course shall be produced using 60/70 penetration straight run bitumen. To achieve compaction of at least 98%.

<u>CONCRETE WORKS</u>				
13	Formwork for concrete	m2	420	
14	Placement of reinforcement	ton	8	The reinforcement shall be of mild steel and shall comply with the requirements of BS 4449. Are there any drawings? Dimensions of bars to be specified.
15	Placement of wire mesh reinforcement	ton	0.5	
16	Concrete placement (C25)	m3	92	Concrete mix design to be submitted for approval. At least 7 test cubes to be taken to be tested at 7days and at 28 days.
<u>PERIMETER FENCE</u>				
17	Installation of wire mesh fence with posts h=120cm	m	20	Galvanized chainlink fence with galvanized posts to match existing fence, standard 120cm tall with foundation, details and drawings will be provided.
<u>WALL CONSTRUCTION</u>				
18	Stone wall construction (max h=120cm)	m2	50	Using the same stones; use ready mix hydraulic lime for layers between stones; pointing.
19	Brick wall construction (max h=120cm)	m2	50	Cement mortar can be used.
20	Concrete block wall construction (max h=120cm)	m2	125	Cement mortar can be used.
<u>PLASTERING</u>				
21	Plastering work (cement plaster 3 coats)	m2	50	
<u>SIDEWALK CONSTRUCTION</u>				
22	Sidewalk construction with concrete pavers, curb including installation of sand bed, compaction b=120cm	m	10	
<u>SLAB ON GRADE CONSTRUCTION</u>				
23	Compaction and leveling of existing soil surface	m3	50	

24	Placement of 20 cm of crushed stone	m3	5	
25	Placement of filter fabric	m2	25	
26	Formwork preparation	m2	20	
27	Placement of wire mesh	ton	0.5	
28	Concrete placement and curing	m3	4	
29	Saw cutting contraction joints in the slab and filling the joints with plastic strips	m	6	
	<u>PLACEMENT OF CONCRETE PAVERS</u>			
30	Placement of geo-membrane	m3	25	
31	Placement of minimum 10cm of sand bed	m3	3	
32	Placement of concrete pavers	m2	25	
33	Sand should be spread and swept on the concrete pavers and pavers should be compacted	m3	1	
	<u>DISMANTLING/ REINSTALLATIOIN</u>			
34	Removal and installation of windmill	sum	1	Photos are available and drawings and other details will be provided at the time of construction.

FORM FOR SUBMITTING SUPPLIER’S QUOTATION¹

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

SUPPLIER’S DECLARATION(S)

In response to the Request for Quotation for the provision of **Compensation works for the Committee on Missing Persons in Cyprus** (Reference: UNDP CYP RFQ 050 2019), We, the undersigned, hereby declare that:

- a) All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We accept UNDP Purchase Order and General Terms and Conditions;
- c) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP;

Table 1: Price Schedule:

Total: [Insert amount in words and figures and indicate currency].
Breakdown (BoQ attached).

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
All Provisions of the Specifications and UNDP General Terms and Conditions			

TABLE 3: Company Background

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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

Name of the company:

Year and location of registration:

Number of years of previous experience as building contractor:

Number of staff:

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]

*[Address, email and contact details of the Supplier's
Authorized Person]*

[Designation]

[Date]