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REQUEST FOR PROPOSAL

Provision of Cleaning Services for UNDP Premises at Yıldız Kule

RFP No.: UNDP-TUR-RFP(ADM)-2019/08

Project: Management

Country: Turkey

Issued on: 22 May 2019

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Proposal Data Sheet (PDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Proposal Data Sheet (PDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Proposal Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Proposer Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Proposal Data Sheet.

Please acknowledge receipt of this RFP by sending an email to tr.procurement@undp.org, indicating whether you intend to submit a Proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Proposal Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Name: Baran Türker

Title: Procurement Expert

Date: **May 22, 2019**

Approved by:

Name: Üsame Yalçın

Title: Assistant Resident Representative (Operations)

Date: **May 22, 2019**

Section 2. Instruction to Proposers

A. GENERAL PROVISIONS

- | | |
|---|--|
| 1. Introduction | <p>1.1 Proposers shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.</p> <p>1.3 As part of the Proposal, it is desired that the Proposer registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Proposer may still submit a Proposal even if not registered with the UNGM. However, if the Proposer is selected for contract award, the Proposer must register on the UNGM prior to contract signature.</p> |
| 2. Fraud & Corruption, Gifts and Hospitality | <p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all Proposers/Vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Proposers/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP
 (a) Shall reject a proposal if it determines that the selected Proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question;
 (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Proposers must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p> |
| 3. Eligibility | <p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Proposer's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> |

4. Conflict of Interests	4.1 Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Proposers must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists. 4.3 Similarly, the Proposers must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 4.4 The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Proposers may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS	
5. General Considerations	5.1 In preparing the Proposal, the Proposer is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. 5.2 The Proposer will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Proposer must notify the UNDP
6. Cost of Preparation of Proposal	6.1 The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the PDS.

8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Proposer; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by PDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Proposer	9.1 The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Proposer is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Proposer shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Proposal as specified in the PDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by PDS, shall be provided in the amount and form indicated in the PDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the PDS, Proposers shall include a copy of the Proposal Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in PDS. 12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:

	a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the PDS, or; b) In the event that the successful Proposer fails: i. to sign the Contract after UNDP has issued an award; or 12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Proposer.
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the PDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the PDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1 If the Proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

	14.7	JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
15. Only One Proposal	15.1	The Proposer (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
	15.2	Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or f) some key personnel proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1	Proposals shall remain valid for the period specified in the PDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.
	16.2	During the Proposal validity period, the Proposer shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1	In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
	17.2	If the Proposer agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	17.3	The Proposer has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	18.1	Proposers may request clarifications on any of the RFP documents no later than the date indicated in the PDS. Any request for clarification must be sent in writing in the manner indicated in the PDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	18.2	UNDP will provide the responses to clarifications through the method specified in the PDS.
	18.3	UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

19. Amendment of Proposals	19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective Proposers. 19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Proposers reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1 Unless otherwise specified in the PDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by PDS, a Proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Proposer whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal. 20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1 When appropriate, a Proposer's conference will be conducted at the date, time and location specified in the PDS. All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the Proposer's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the PDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Proposer's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	22.1 The Proposer shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the PDS. The submission shall be in the manner specified in the PDS. 22.2 The Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal. 22.3 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the PDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the PDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL

Email Submission	PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Proposer. The outer envelopes shall: i. Bear the name and address of the Proposer; ii. Be addressed to UNDP as specified in the PDS iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the PDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. 22.5 Email submission, if allowed or specified in the PDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in PDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the PDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from Propers whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	22.6 Electronic submission through eTendering, if allowed or specified in the PDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in PDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from Proposers whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Proposal Security, etc.) must be sent via courier or hand delivery as per the instructions in PDS. d) Detailed instructions on how to submit, modify or cancel a Proposal in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the PDS. UNDP shall only recognize the date and time that the Proposal was received by UNDP 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for

	the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	24.1 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 24.2 Manual and Email submissions: A Proposer may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 24.3 eTendering: A Proposer may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Proposer to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Proposer User Guide and Instructional videos. 24.4 Proposals requested to be withdrawn shall be returned unopened to the Proposers (only for manual submissions), except if the Proposal is withdrawn after the Proposal has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, Proposers will receive an automatic notification once their proposal is opened.

D. EVALUATION OF PROPOSALS

26. Confidentiality	26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award. 26.2 Any effort by a Proposer or anyone on behalf of the Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1 The Proposer is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. 27.2 Evaluation of proposals is made of the following steps: - Preliminary Examination - Minimum Eligibility and Qualification (if pre-qualification is not done) - Evaluation of Technical Proposals - Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.

29. Evaluation of Eligibility and Qualification	29.1 Eligibility and Qualification of the Proposer will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). 29.2 In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Proposer; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the PDS. When necessary and if stated in the PDS, UNDP may invite technically responsive Proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the Proposal document where required. 30.2 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Proposer unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of Proposers whose Technical Proposal were found not responsive. 30.3 The evaluation method that applies for this RFP shall be as indicated in the PDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score. 30.4 When the PDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or with previous clients, or any other entity that may have done business with the Proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, ToR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in

	the rejection of its Proposal.
34.3	For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
34.4	If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Proposer based on the award criteria indicated in the PDS.
37. Debriefing	37.1 In the event that a Proposer is unsuccessful, the Proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Proposer or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in PDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in PDS, shall be provided in the amount specified in PDS and form available at

	https://popp.undp.org/ layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP_DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per PDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Proposer shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/ layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP_DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in PDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1 In the event that the Proposer offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Proposal Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

PDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the ToR (partial Proposals)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted Site Visits can be arranged as detailed in Item 26 of this PDS.
5	10	Proposal Validity Period	90 days
6	14	Proposal Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	i) For each and every cleaning staff and/or supervisor, who are not present and providing cleaning services at UNDP Premises within the time schedule stipulated in the Terms of Reference, the Contractor shall be subjected to a penalty at the rate of TRY equivalent of USD50. i.e. The total amount of penalty will be calculated based on the number of missing staff of the Contractor, with a view to ToR requirements. The penalty shall be deducted by UNDP from the payment for the Contractor's monthly bill. ii) In addition to above penalty, for services which are not provided by the Contractor in full compliance with the ToR and the LTA in terms of quality and timeliness and which therefore are not accepted by UNDP;

			UNDP reserves the right to proceed with any or all of the below actions: 1. Procure the subject services from another party at a price comparable to market rates. 2. Request and receive payment of the service price billed by the other party, from the Contractor. 3. Impose a penalty of up to 10% of the monthly payment stated in the LTA.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Turkish Liras (TRY)
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Baran Türker Address: UNDP, Yıldız Kule 16th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı No: 106 06550 Çankaya Ankara Turkey E-mail address: tr.procurement@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to Proposers who communicated their intention to submit a Proposal by email and Posting on the websites: www.undp.org www.ungm.org www.tr.undp.org www.devbusiness.com
14	23	Deadline for Physical Submission of the Proposals to UNDP Premises at Yıldız Kule	June 12, 2019 12:30hrs (UTC+3)
14	22	Allowable Manner of Submitting Proposals	Courier/Hand Delivery
15	22	Proposal Submission Address	Attention: Baran Türker UNDP, Yıldız Kule 16th Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı No: 106 06550 Çankaya Ankara Turkey

16	22	Electronic submission (email or eTendering) requirements	N/A
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>July 1, 2019</i>
19		Maximum expected duration of contract	The LTA shall be valid for a maximum of 30 (thirty) months which is subject to approval of Contract extension by UNDP at the end of each 12-month period.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Long Term Agreement (LTA) in the form of Face Sheet Contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	22	Number of copies of Proposals to be submitted	Original Technical Proposal: 1 Original Financial Proposal: 1 Copy Technical Proposal: 1 Copy Financial Proposal: 1
24		Payment	The payment for each month shall be invoiced by the Contractor to UNDP after completion of that respective month and UNDP shall make payments to the Contractor in local currency (TRY) on a monthly basis.

			The monthly payments shall be effected to the Contractor within 30 days following the date of approval and acceptance by UNDP of the services provided and related invoices for each month.
25		Tax Exemption	UN and its subsidiary organs are exempt from all taxes. Therefore, Proposers shall prepare their Financial Proposals, excluding VAT. It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed, to confirm the scope and procedures of VAT exemption application as per VAT Law and Ministry of Treasury and Finance's Communiqués. The Contractor to be selected cannot be entitled to receive any amount over its Proposal price in relation to VAT. Overall contract amount to be paid to the Contractor shall not exceed the offered total price.
26		Site Visit	The Prospective Proposers are strongly encouraged to conduct a site visit to UNDP Premises in Yıldız Kule Ankara, where the Cleaning Services shall be performed; prior to preparation of their Proposals in order to determine the basis for their technical and financial proposals. Failure to conduct site visit at UNDP Premises will not constitute any legal basis for any claim for price changes, etc. whatsoever as regard to Contract conditions and the Proposal. i.e. No additional payment shall be made to the Successful Proposer due to its failure to make a site visit before submitting its Proposal. The Prospective Proposers shall contact below UNDP Focal Point for Site Visit arrangement: Metin Ilhan Telephone: +903124541100 E-mail: metin.ilhan@undp.org
27	9	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured - Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax Exemption, if any such privilege is enjoyed by the Proposer. - Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation - Trade name registration papers, if applicable - Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country

			- Statement of Satisfactory Performance from at least 1 international client (UN Agencies, international organizations/companies, embassies, etc.) for the last 5 years. - Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years [2016, 2017, 2018] - CVs of Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff who are proposed to work with UNDP and the diploma of their highest attained degree. - Criminal Record, dated at most 30 days prior to deadline for submission of Proposals, belonging to Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff who are proposed to work with UNDP. - Statement of Good Health, dated at most 30 days prior to deadline for submission of Proposals, belonging to Cleaning Supervisor, Daily Full Time Cleaning Staff and Daily Part Time Cleaning Staff who are proposed to work with UNDP.
28	9	Other documents that may be Submitted to Establish Eligibility	- Quality Certificates (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any. - Organization Chart of the Proposer. - Table for "Track Record and Experiences" for the last 3 years [2016, 2017, 2018] - A detailed description of the owned/leased equipment. - List of each proposed staff, indicating the number of years worked for the Proposer. - Original or notarized certified true copies of English certificates of the personnel, if any.
29		Miscellaneous	In case UNDP moves to an address other than the current UNDP Premises throughout the validity of the LTA, UNDP will have the right to - Deploy the LTA as it is, - Deploy the LTA by changing the number of Cleaning Staff stipulated in the LTA, - Terminate the LTA without any cause.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Proposal Validity
- Submission of the MUST documents listed at Item 27 of the PDS

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Proposer Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years (2016, 2017 and 2018).	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Proposer for the last 3 years (2016, 2017 and 2018).	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years (2016, 2017 and 2018). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD75.000,00 for the last 3 years (2016, 2017 and 2018) or minimum average annual turnover of USD150.000,00 for 2018. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Proposer must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's qualification, capacity and experience	450
2.	Proposed Methodology, Approach and Implementation Plan	190
3.	Management Structure and Key Personnel	360
	Total	1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	60
1.2	General Organizational Capability which is likely to affect implementation: - Management structure (10) - Financial stability based on current ratio (20) - Project financing capacity (10) - Project management controls (10) - Age/size of the firm (10) - Loose consortium, holding company or one firm (10)	70
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country and work for United Nations - Specialized knowledge (30) - Experience in similar programme/projects (25) - Experience in projects in the region (15) - Work for UN/major international organizations or companies/embassies (25) - Number of years of experience (40) - International technical affiliation (20) - Profile of current corporate clients (25) - Quantity of current corporate clients (20)	200
1.4	Quality assurance procedures and risk mitigation measures - Quality assurance mechanism (30)	30
1.5	Organizational Commitment to Sustainability (mandatory weight) - Organization is compliant with ISO 14001 or ISO 14064 or equivalent (20) - Organization is a member of the UN Global Compact (5) - Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (5)	30
1.6	Social Framework	20

	- Adherence to Turkish Law including social benefits (10) - Insurance (10)	
1.7	Experience on office cleaning for the last three years [2016, 2017, 2018] (40) - For office space in between 1,000 and 1,500 (inclusive) square meters: 10 points - For office space in between 1,500 and 2,500 (inclusive) square meters: 20 points - For office space in between 2,500 and 3,000 (inclusive) square meters: 30 points - For office space more than 3,000 square meters: 40 points	40
Total Section 1		450

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	40
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50
2.3	Details on how the different service elements shall be organized, controlled and delivered	20
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	25
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	35
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
Total Section 2		190

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Qualifications of key personnel proposed	
3.2 a	Cleaning Supervisor/ UNDP Focal Point	100
	- General Experience	25
	- Specific Experience relevant to the assignment (supervision)	35
	- International/Multinational experience	30
	- Language Qualifications	10
3.2 b	Daily Cleaning Staff (Female1)	70
	- General Experience	10

	- Specific Experience relevant to the assignment (cleaning)	30	
	- International/Multinational experience	25	
	- Language Qualifications	5	
3.2 c	Daily Cleaning Staff (Female2)		70
	- General Experience	10	
	- Specific Experience relevant to the assignment (cleaning)	30	
	- International/Multinational experience	25	
	- Language Qualifications	5	
3.2 d	Daily Cleaning Staff (Male)		70
	- General Experience	10	
	- Specific Experience relevant to the assignment (cleaning)	30	
	- International/Multinational experience	25	
	- Language Qualifications	5	
Total Section 3			360

Section 5. Terms of Reference

PROVISION OF “CLEANING SERVICES FOR UNDP PREMISES AT YILDIZ KULE”

A. BACKGROUND

UNDP, residing at the building namely ‘Yıldız Kule’, has been procuring cleaning services from professional cleaning companies for its premises.

B. MAIN CHARACTERISTICS OF UNDP PREMISES:

Below is the general information on structure of Yıldız Kule:

YILDIZ KULE	
# of Floors:	A total of 8 floors (2 full floors; 16 th and 17 th floors and 6 partial floors; 12 th , 15 th , 18 th , 19 th , 20 th and 21 st floors)
Gross Area:	2666 square meters; including meeting rooms, office rooms, corridors, reception area and a stairway between 16 th and 17 th floors, rest room, kitchens, breast feeding room, technical rooms and B7 archive and storage area
Net Area:	2500 square meters, including office rooms, meeting rooms, corridors, etc.
# of Meeting Rooms:	5
Net Area of Meeting Rooms:	160 square meters
# of Floor Archives:	4
Net Area of Floor Archives:	38 square meters
# of Floor Kitchens:	9
Net Area of Floor Kitchens:	58 square meters
# of Floor Technical Rooms:	7
Net Area of Floor Technical Rooms:	38 square meters
Net Area of UNDP Storage Space at B7 Floor:	90 square meters (out of gross area of 2666 m ²)
# of Toilet Cabins:	2 toilet units

C. GENERAL REQUIREMENTS

1. The Contractor shall have either their main office or at least a branch office in Ankara.
2. Contractor will provide three staff – one male and two female – whom will start work latest by 8:00 A.M. and will leave the premises at not earlier than 5:30 P.M. for weekdays (Monday to Friday). This cleaning team will be employed for the cleaning matters and other requirements with regard to the cleaning of the UNDP premises during working hours.
3. Contractor will also provide a part time cleaning team (five staff and one supervisor) for the daily cleaning works between 6:00 P.M. and 9:30 P.M.
4. In addition to the requirements given in items 1 and 2, the Contractor shall provide a cleaning team (eight staff and one supervisor) for the weekly/monthly cleaning works. 8 weekly/monthly cleaning staff shall be composed of 5 part time cleaning staff and 3 daily full-time cleaning staff as explained in Item 2.

The abovementioned 8 cleaning staff are required to perform cleaning services at UNDP Premises between 10:00 A.M. and 3:00 P.M. on every Sunday.

5. Below is the tabular presentation of working hours of the Contractor's staff:

STAFF	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Female (x2)	08:00-17:30	08:00-17:30	08:00-17:30	08:00-17:30	08:00-17:30	N/A	10:00-15:00
Male	08:00-17:30	08:00-17:30	08:00-17:30	08:00-17:30	08:00-17:30	N/A	10:00-15:00
5 part-time staff	18:00-21:30	18:00-21:30	18:00-21:30	18:00-21:30	N/A	N/A	10:00-15:00

UNDP has the right to change the working hours for the personnel.

6. The cleaning services performed by the cleaning staff shall always be controlled and approved by the 'Supervisor' to be provided by the Contractor, on a daily basis.
7. Upon completion of the cleaning services, the 'Supervisor' shall present a 'Service Confirmation Note', confirming that the cleaning services have been completed in full compliance with the ToR and with the required number of cleaning staff, to the UNDP Premises Manager.
8. The Contractor shall maintain a 'Log Book', structure of which will be agreed upon by UNDP during the clarification meeting to be conducted prior to contract signature. This 'Log Book' shall include the information as regard to start and finish time of services of each and every cleaning staff at Yıldız Kule.
9. UNDP will provide the following equipment to the Contractor to perform cleaning services:
 - Vacuum type sweeping machine: 4 each
 - Hard floor polishing machine: 1 each
 - Carpet washing machine: 1 each

The Contractor shall take good care of UNDP owned cleaning equipment and supplies. In case of a defect or misuse of these equipment to occur, the maintenance/replacement/renewal costs shall be borne by the Contractor.

10. UNDP will prepare and submit to the Contractor an annual base cleaning programme and a list of consumables to be provided within one week after the signature of the contract. UNDP has the right to change the programme. The Contractor will revise this programme based on the feedback received from UNDP.

11. Cleaning materials, chemicals and consumable personal cleaning materials like paper tissues, paper towels, soaps, dish washing machine tablets, dish washing detergents and odors will be supplied by UNDP.

D. CLEANING SERVICES

D.1 DAILY CLEANING SERVICES BETWEEN 08:00 – 17:30 HRS (Monday – Friday)

The daily full time Male and Female (2) Cleaning staff (3) shall perform the following:

- Preparation of tea three or four times per day according to request of staff,
- Detailed cleaning of doormats,
- Cleaning of the reception desk at the entrance hall,
- Periodic control and cleaning of all meeting rooms,
- Periodic control of water dispensers and refill of paper glasses,
- Periodic control of lavatories and refill of paper towels and odors when required, (these kind of personal hygienic materials will be supplied by UNDP)
- Serving coffee upon ad-hoc needs,
- Preparation of meeting rooms upon immediate needs of UNDP.
- Performing clerical works on an ad-hoc basis.
- UNDP personnel's ad-hoc cleaning related inquiries and emergencies.

D.2 DAILY PART TIME CLEANING SERVICES BETWEEN 18:00 HRS – 21:30 HRS (Monday – Thursday)

The daily part time cleaning staff (5) shall perform the following:

- Emptying all waste receptacles,
- Dusting, damping and wiping office desks,
- Damping, wiping all reception tables and desks
- Damping, wiping all meeting rooms' tables,
- Disposing all disposable paper cups from tables (except for glass and porcelain cups which shall be placed on the kitchen counter by UNDP staff),
- Placing the dishes on the kitchen counters to the dishwashers,
- Sweeping or vacuuming all carpeted areas,
- Sweeping and/or mopping all tile surfaces
- Placing trash in securely closed plastic bags and leaving it in a designated storage area by the Yildiz Kule management outside of the office premises,

D.3 WEEKLY CLEANING SERVICES (Sunday)

The weekly cleaning staff (3+5) shall perform the following on a weekly basis:

- Cleaning all glass partitions, doors and picture glasses,
- Cleaning the fabric and leather parts of all chairs, armchairs, couches,
- Cleaning all wooden furniture surfaces and legs (e.g. coffee tables, table tops) by using special cleaning chemical,
- Dusting and cleaning the stairs between 16th and 17th floors,
- Cleaning, damping and wiping the terrace of the 16th floor and the balcony at the 17th floor, (between March – December),
- Cleaning of police cabinet in front of Yıldız Kule,
- Periodical cleaning of tea machines.

D.4 MONTHLY CLEANING SERVICES

The monthly cleaning services shall include the following services:

- Dusting roller blinds and all other dusty areas (ledges, pipes, moldings, bookshelves etc. beyond a high-hand reach.) Dusting door louvers,
- Sweeping and clean the archive and storage surface at Basement 7 level,
- Cleaning the water outlet holes at terrace,
- Cleaning inside of all water dispensers,
- Dusting all areas within high-hand reach, including baseboards, file cabinets, book-shelves, charts, bulletin boards and pictures,

D.5 EVERY TWO MONTHS CLEANING SERVICES

These services shall include the following:

- Washing and wiping all windows on the inside,
- Cleaning all the wooden doors,
- Cleaning all the carpet surfaces

D.6 EVERY THREE MONTHS CLEANING SERVICES

These services shall include the following:

- Dusting, damping and wiping the Roller blinds

D.7 WINTER TIME

Winter Time services shall include the following:

- Removing the snow from the terrace and balcony

E. SKILLS AND COMPETENCIES OF PERSONNEL

All staff who will work for UNDP will be the employees of the Contractor. The Contractor shall document that the staff who will work for cleaning services at UNDP are its own employees.

The Cleaning Supervisor is required to have the following skills and competencies:

This person will be the coordinator of all cleaning staff. He/She will be responsible for monitoring and ensuring on site that the services are performed in accordance with the Terms of Reference and UNDP requirements and for ensuring that all issues are resolved promptly.

F. SOCIAL FRAMEWORK

The Contractor shall maintain the salaries it pays to its employees who will work for UNDP at the levels described in 'Price Proposal Form' of this RFP with a view to ensure that the salary level applied is not less than the average salaries applied in the sector. Additionally, the salaries of these personnel shall not be less than the average salaries paid by the Contractor to other personnel who work for its comparable clients, such as International Organizations/ Embassies. The Contractor shall also fully satisfy the legal requirements imposed by Turkish law with regard to social security registrations/payments of its employees.

UNDP reserves the right to request at any time during evaluation and/or contract implementation, the official proof documents confirming that the Contractor fully satisfies the legal and social requirements imposed by Turkish Law, including but not limited to social insurance, salaries, benefits, leave, etc.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of Item 22 of Instruction to Proposers section of the RFP.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?

- | | |
|--|--------------------------|
| ▪ Form A: Technical Proposal Submission Form | ☐ |
| ▪ Form B: Proposer Information Form | ☐ |
| ▪ Form C: Joint Venture/Consortium/ Association Information Form | N/A |
| ▪ Form D: Qualification Form | ☐ |
| ▪ Form E: Format of Technical Proposal | ☐ |
| ▪ Form H: Proposal Security Form | N/A |

Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?

☐

Financial Proposal Envelope:

(Must be submitted in a separate sealed envelope)

- | | |
|--|--------------------------|
| ▪ Form F: Financial Proposal Submission Form | ☐ |
| ▪ Form G: Financial Proposal Form | ☐ |

Form A: Technical Proposal Submission Form

Name of Proposer: [Insert Name of Proposer]]

Date:

RFP reference: [Insert RFP Reference Number]

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Proposers Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Proposal Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Proposer] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

Form B: Proposer Information Form

Legal name of Proposer	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Proposer's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country ▪ Power of Attorney

Form D: Qualification Form

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

- ☐ Contract non-performance did not occur for the last 3 years
- ☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:	
		Address of Client:	
		Reason(s) for non-performance:	

Litigation History (including pending litigation)

- ☐ No litigation history for the last 3 years
- ☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:	
		Address of Client:	
		Matter in dispute:	
		Party who initiated the dispute:	
		Status of dispute:	
		Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Proposers may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year 2016	USD
	Year 2017	USD
	Year 2018	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2016	2017	2018
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Proposer: [Insert Name of Proposer]

Date:

RFP reference: [Insert RFP Reference Number]

The Proposer's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the Proposer must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Proposer's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.
- 1.6 Social framework.
- 1.7 Experience on office cleaning.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the Proposer's responsiveness to the ToR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Proposer will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Proposal Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Proposer]

Form G: Financial Proposal Form

Name of Proposer: [Insert Name of Proposer]

Date:

RFP reference: [Insert RFP Reference Number]

The Proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. Any Financial information provided in the Technical Proposal shall lead to Proposer's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer's Technical Proposal.

The Proposers shall use the Price Schedule given in pages 42, 43, 44, 45, 46 and 47 of this RFP while preparing their Financial Proposals. If a Proposer uses another price schedule format and/or does not provide the remuneration for years as required, this may be considered as the sole basis for rejection of its Proposal without any obligation at UNDP side. UNDP shall have the right to request any number of additional daily cleaning staff and/or part time cleaning staff with the prices listed on pages 42, 43, 44, 45, 46 and 47 of this RFP in the respective years, throughout the validity of the LTA.

The Contractor shall not be entitled to any payment due to increases in social security premium and unemployment premium as per the legislation, pay raises, overtime, etc. it makes to its employees who work for UNDP, during the execution of the Contract.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The prices to be quoted by the Proposers shall exclude VAT, as UN and its subsidiary organs are exempt from all taxes. Therefore, Proposers shall prepare their Proposals excluding VAT. It is the Proposers' responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or review/confirm published procedures, laws communiques and to consult with a certified financial consultant as needed, to confirm the scope and procedures of VAT Exemption application. The Contractor shall not be entitled to reimbursement of any expenses incurred because of its failure to learn the exact scope and procedures of VAT Exemption application, during Contract Implementation.

No additional payment shall be made to the Successful Proposer due to its failure to make a site visit before submitting its Proposal.

While preparing the Price Schedule, the Proposers shall ensure they calculate remuneration in full compliance with below requirements and present the Price Proposal accordingly:

- i. The Proposers shall ensure that the net monthly salary paid in cash to the Daily Cleaning Staff shall be at least the minimum amount stipulated by UNDP below; excluding meal, transportation and Cost of Living Allowance (AGI – Asgari Gecim Indirimi) as of the date of Contract Signature. To this purpose, the Proposers shall use as reference, the current rates of social security premium and unemployment premium to be paid by the Employer, as of the Deadline for Submission of Proposals. The Contractor shall at all times reflect the increases in Public Transportation costs and increases in minimum Meal Payment to the payment made to the Daily Cleaning Staff.
- ii. The Proposers shall ensure that the net monthly cash payment to each one of the 5 "Daily Part Time Cleaning Staff" for their services at UNDP Premises, which are all beyond the regular working hours,

- shall be at least TRY 1,100.00 (One Thousand and One Hundred Turkish Liras) excluding all other monetary/non-monetary benefits, as of the date of Contract Signature.
- iii. The Proposers shall calculate their Price Proposals for all phases of the LTA, by incorporating all potential increases to be announced by the Turkish Government in the "Minimum Base Wage Rate" and other benefits, as all of these increases shall be reflected to payments to Contractor's staff during LTA implementation, i.e. The Proposers shall include all foreseen increases in "Minimum Base Wage Rate" and other benefits, in the salaries of its staff for the whole LTA period.
 - iv. The Contractor shall not be entitled to any additional payment other than the "Total LTA Amount for 30 Months" to be proposed in the Price Schedule, due to any kind of increase instituted by the Turkish Government, including but not limited to increases in social security premium and unemployment premium as per the legislation, pay raises, overtime, etc. during the execution of the LTA.
 - v. UNDP reserves the right to request the proof documentation to ensure that the above stated minimum payment requirements are satisfied by the Proposers during evaluation and by the Contractor at any time during LTA implementation.
 - vi. UNDP reserves the right to increase/decrease the number of Daily Cleaning Staff and/or Daily Part Time Cleaning Staff either at Contract Signature stage or at any time throughout the course of the LTA.
 - vii. The LTA to be signed with the successful Proposer will be composed of 5 Phases as follows:

LTA Phase No.	Period	Number of Months
I	01.07.2019 – 31.12.2019	6
II	01.01.2020 – 30.06.2020	6
III	01.07.2020 – 31.12.2020	6
IV	01.01.2021 – 30.06.2021	6
V	01.07.2021 – 31.12.2021	6

Currency of the proposal: TRY

Table 1: Summary of Overall Prices

VAT Exclusive Amount in TRY	
Cost of Cleaning Services for 2019/I	
Cost of Cleaning Services for 2020/I	
Cost of Cleaning Services for 2020/II	
Cost of Cleaning Services for 2021/I	
Cost of Cleaning Services for 2021/II	
Total Amount of Financial Proposal	

2019/1 PRICE (COMPANY COST TO UNDP) (TRY) [CLEANING SUPERVISOR & DAILY PART TIME CLEANING STAFF]							Price for the First Phase of the LTA
LTA Ph.	Staff	July	August	September	October	November	

I	Cleaning Supervisor / UNDP Focal Point						
	Daily Part Time Cleaning Staff (5x)						
	GRAND TOTAL (TRY)						

2020/1 PRICE (COMPANY COST TO UNDP) (TRY) [CLEANING SUPERVISOR & DAILY PART TIME CLEANING STAFF]							Price for the Second Phase of the LTA
LTA Ph.	Staff	January	February	March	April	May	June

II	Cleaning Supervisor / UNDP Focal Point							
	Daily Part Time Cleaning Staff (5x)							
	GRAND TOTAL (TRY)							

2021/I PRICE (COMPANY COST TO UNDP) (TRY) [CLEANING SUPERVISOR & DAILY PART TIME CLEANING STAFF]							Price for the Fourth Phase of the LTA
LTA Ph.	Staff	January	February	March	April	May	June

IV	Cleaning Supervisor / UNDP Focal Point							
	Daily Part Time Cleaning Staff (5x)							
	GRAND TOTAL (TRY)							

2021/II PRICE (COMPANY COST TO UNDP) (TRY) [CLEANING SUPERVISOR & DAILY PART TIME CLEANING STAFF]							Price for the Fifth Phase of the LTA
LTA Ph.	Staff	July	August	September	October	November	December

V	Cleaning Supervisor / UNDP Focal Point							
	Daily Part Time Cleaning Staff (5x)							
	GRAND TOTAL (TRY)							

ESTIMATED MAXIMUM LTA TOTAL (TRY) (for 30 months between 01.07.2019 – 31.12.2021)		
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Explanations for Price Schedule

The Proposers shall prepare their financial proposal in the Price Schedule Tables provided in previous pages. While preparing the Price Schedule, the Proposers shall ensure that they present the remuneration in full compliance with below definitions and requirements.

TOTAL LTA AMOUNT FOR 30 MONTHS (I+II+III+IV+V) to be proposed by the Proposers shall be the basis of financial evaluation.

A-Definitions:

1. **Net Base Salary (a):** This is the minimum amount that MUST be paid in CASH to the Contractor's staff. It includes only the salary paid to staff.
2. **Meal Payment (b):** This is the amount to be provided to Contractor's staff for meal expenses either in cash or in the form of money check, ticket, etc. This amount cannot exceed TRY350/month for LTA Phase-I.
3. **Net Benefit (c):** This is the sum of (a) and (b) to be paid to each staff.
4. **Replacement / Leave Compensation (d):** These are the costs to arise when the Contractor has to provide replacement arrangements whilst the Daily Cleaning Staff are using their legally provided annual leave entitlements.
5. **Legal Obligations (e):** These are the payments arising from legal obligations imposed by local legislation, including but not limited to social security premiums on both employee and Contractor sides, unemployment funds, income tax, stamp duty, etc.
6. **Provision (f):** These are Operating Costs including but not limited to severance pay, period of notice, yearly vacations, etc.
7. **Transportation & Clothing (g):** These are costs to arise for provision of uniforms and public transportation to Daily Cleaning Staff. including but not limited to uniforms, equipment, etc.
8. **Overhead & Profit (h):** This is the sum of company overhead and profit.
9. **Total Cost to UNDP:** This is the sum of monthly costs of Daily Cleaning Staff to be invoiced to UNDP on a monthly basis.
10. **Total LTA Cost to UNDP:** This is the sum of costs of Daily Cleaning Staff to UNDP, for the respective LTA Phase.

B-Calculations in Price Schedule:

The LTA to be signed with the successful Proposer will be composed of 5 Phases as follows:

LTA Phase No.	Period	Number of Months
I	01.07.2019 – 31.12.2019	6
II	01.01.2020 – 30.06.2020	6
III	01.07.2020 – 31.12.2020	6
IV	01.01.2021 – 30.06.2021	6
V	01.07.2021 – 31.12.2021	6

The Proposers shall propose the “Net Base Salary”, “Meal Payment” and “Net Benefit” of the Daily Cleaning Staff for LTA Phase-I, in line with the minimum required amounts stated below.

For LTA Phases II, III, IV and V; the Proposers shall ensure that “Net Base Salary”, “Meal Payment” and “Net Benefit” of the Daily Cleaning Staff are at least 4.90%, 4.90%, 3.00%, and 3.00% higher than that of previous phase respectively. As an example:

[Net Benefit for LTA Phase-II] **MUST BE EQUAL TO OR HIGHER THAN** [Net Benefit for LTA Phase-I] x **1.049***

*The increase in net benefit CANNOT be less than the above listed percentages while starting the respective LTA Phase. In case the actual “Consumer Price Index” to be issued by Turkish Statistical Institute for each LTA Phase differs from the above listed percentages, the Contract price shall be adjusted accordingly. i.e. the Contractor shall increase/decrease the net benefit of the Daily Cleaning Staff by the actual “Consumer Price Index” to be issued by Turkish Statistical Institute and reflect these to invoices to be issued to UNDP, based on prior mutual agreement.

LTA Phase Amount Calculations

1. LTA Phase-I: 01.07.2019 – 31.12.2019

Net Base Salary (a): For LTA Phase I, this amount CANNOT be less than TRY 2250/month for the Daily Cleaning Staff.

Meal Payment (b): For LTA Phase I this amount CANNOT exceed TRY 350 for each Daily Cleaning Staff.

Net Benefit (c) (Net Base Salary + Meal Payment): For LTA Phase I, this amount CANNOT be less than TRY 2600/month for the Daily Cleaning Staff.

Other Costs (d), (e), (f), (g) and (h): For LTA Phase I, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

2. LTA Phase-II: 01.01.2020 – 30.06.2020

Net Base Salary (a): For LTA Phase II, this amount CANNOT be less than [1.049 x Net Base Salary for Phase I] for the Daily Cleaning Staff.

Meal Payment (b): For LTA Phase II this amount CANNOT exceed [1.049 x Meal Payment for Phase I] for the Daily Cleaning Staff.

Net Benefit (c): For LTA Phase II, this amount CANNOT be less than [1.049 x Net Benefit for Phase I] for the Daily Cleaning Staff.

Other Costs (d), (e), (f), (g) and (h): For LTA Phase II, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

3. LTA Phase-III: 01.07.2020 – 31.12.2020

Net Base Salary (a): For LTA Phase III, this amount CANNOT be less than [1.049 x Net Base Salary for Phase II] for the Daily Cleaning Staff.

Meal Payment (b): For LTA Phase III this amount CANNOT exceed [1.049 x Meal Payment for Phase II] for the Daily Cleaning Staff.

Net Benefit (c): For LTA Phase III, this amount CANNOT be less than [1.049 x Net Benefit for Phase II] for the Daily Cleaning Staff.

Other Costs (d), (e), (f), (g) and (h): For LTA Phase III, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

4. LTA Phase-IV: 01.01.2021 – 30.06.2021

Net Base Salary (a): For LTA Phase IV, this amount CANNOT be less than [1.03 x Net Base Salary for Phase III] for the Daily Cleaning Staff.

Meal Payment (b): For LTA Phase IV this amount CANNOT exceed [1.03 x Meal Payment for Phase III] for the Daily Cleaning Staff.

Net Benefit (c): For LTA Phase IV, this amount CANNOT be less than [1.03 x Net Benefit for Phase III] for the Daily Cleaning Staff.

Other Costs (d), (e), (f), (g) and (h): For LTA Phase IV, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

5. LTA Phase-V: 01.07.2021 – 31.12.2021

Net Base Salary (a): For LTA Phase V, this amount CANNOT be less than [1.03 x Net Base Salary for Phase IV] for the Daily Cleaning Staff.

Meal Payment (b): For LTA Phase V this amount CANNOT exceed [1.03 x Meal Payment for Phase IV] for the Daily Cleaning Staff.

Net Benefit (c): For LTA Phase V, this amount CANNOT be less than [1.03 x Net Benefit for Phase IV] for the Daily Cleaning Staff.

Other Costs (d), (e), (f), (g) and (h): For LTA Phase V, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

NOTE: The Proposers shall ensure that the net monthly cash payment to each one of the 5 "Daily Part Time Cleaning Staff" for their services at UNDP Premises, which are all beyond the regular working hours, shall be at least TRY 1,100.00 (One Thousand and One Hundred Turkish Liras) excluding all other monetary/non-monetary benefits, as of the date of Contract Signature. For LTA Phases II, III, IV and V; the Proposers shall ensure that net monthly cash payment to the 5 "Daily Part Time Cleaning Staff" are at least 4.90%, 4.90%, 3.00%, and 3.00% higher than that of previous phase respectively.