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# REQUEST FOR PROPOSAL

## **'Project Designs for Conservation of the Panagia Kanakaria Monastery'**

RFP No.: UNDP CYP RFP 057 2019

Project: Support to Cultural Heritage Monuments of Great Importance to Cyprus - Phase VI

Country: Cyprus

Issued on: 21 June 2019

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## Section 1. Letter of Invitation

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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 Bid Data Sheet (BDS):

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

Please acknowledge receipt of this RFP by sending an email to [Solicitations.cy@undp.org](mailto:Solicitations.cy@undp.org), indicating whether you intend to submit a Proposal or otherwise. Should you require further clarifications, kindly communicate with the contact email identified in the attached Bid 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:

Approved by:

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Name: MERT INAL

Title: PROCUREMENT MANAGER

Date: **June 21, 2019**

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Name: TIZIANA ZENNARO

Title: SENIOR PROGRAMME MANAGER, HEAD OF OFFICE

Date: **June 21, 2019**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder 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 bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/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 bidder 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 Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></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 Bidder'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	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders 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 Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder 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.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder 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.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

<b>Comprising the Proposal</b>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder 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 Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>10.4 When applicable and required as per Section 5, the Bidder 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 Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>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.</p> <p>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.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>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:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>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 Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>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</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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.</p> <p>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.</p>



<p><b>15. Only One Proposal</b></p>	<p>15.1 The Bidder (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.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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 Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder 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.</li> </ul>
<p><b>16. Proposal Validity Period</b></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><b>17. Extension of Proposal Validity Period</b></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders 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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><b>18. Clarification of Proposal</b></p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. 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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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.</p>
<p><b>19. Amendment of Proposals</b></p>	<p>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 Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder 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 Bidder 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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. 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.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>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 PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>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.</p> <p><b>Email Submission</b></p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>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 BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul> <p><b>eTendering submission</b></p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>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 bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Proposals</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder 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</p>

	<p>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"</p> <p>24.3 eTendering: A Bidder 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 Bidder 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 Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>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, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder 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.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder 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.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	<p>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.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial</li> </ol>

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> <li>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;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
30. Evaluation of Technical and Financial Proposals	<p>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 BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders 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 Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, 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 Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>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 Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>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.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder 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.</p>
<b>33. Responsiveness of Proposal</b>	<p>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.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>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.</p> <p>34.2 UNDP may request the Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction</li> </ul>

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	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 Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder 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 Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<b>42. Bank Guarantee for Advanced Payment</b>	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 BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at



	<a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>44. Payment Provisions</b>	<p>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.</p>
<b>45. Vendor Protest</b>	<p>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 Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p><a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder 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.</p> <p>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.</p> <p>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</p> <p><a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## Section 3. Bid 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 Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS 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 bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 1000 Euro per week of delay: ____ Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency EURO
11	31	Deadline for submitting requests for clarifications/ questions	5(Five) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	E-mail address: Solicitations.cy@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on the websites;  Cy.undp.org www.Ungm.org <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a> <a href="https://www.devbusiness.com/">https://www.devbusiness.com/</a>

14	23	Deadline for Submission	21 July 2019, 16:00 Cyprus Local Time
	22	Allowable Manner of Submitting Proposals	<p>- Only Email submission to the dedicated email address; <a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a></p> <p>- One file for the technical proposal and a separate password protected file for the financial proposal</p>
15	22	Proposal Submission Address	n/a
16	22	Electronic submission (email) requirements	<p><a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a></p> <p>The proposal should be submitted in one single email and should not be more than 10MB.</p> <p>The financial offer must be password protected, the passwords will be requested by UNDP after the technical evaluation.</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>September 16, 2019</i>
19		Maximum expected duration of contract	7 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <ul style="list-style-type: none"> <li>• <b>Face Sheet Contract</b></li> </ul> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	Logistics; The proposer will be responsible for its own logistics in carrying out all of the assignments, shall arrange its own travel, whether international and/or local.
24			Indemnity Insurance; The proposer shall submit at contract signature the copy of the indemnity insurance as per Clause 12 of the General Terms and Conditions.

## 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
- Minimum documents provided (Registration documents of Companies/Offices/Bureaus)
- Technical and Financial Proposals submitted separately
- Bid Validity

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity and could issue invoices.	Form B: Bidder Information Form
<b>Eligibility</b>	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 ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> 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.

<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of EURO 500,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder 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

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	150
2.	Bi-communal setup	150
3.	Proposed Methodology, Approach and Implementation Plan	400
4.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	25
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	45
1.3	Relevance of specialized knowledge and experience on similar engagements done	35
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 5 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues)	15
<b>Total Section 1</b>		<b>150</b>

Section 2. Bi-communal Setup		Points obtainable
2.1	Office/s or bureau/s or company/ies established in Cyprus	50
2.2	A consortium arrangement with defined duties, responsibilities and liabilities	50
2.3	Bi-communal team (as per the TOR)	50
<b>Total Section 2</b>		<b>150</b>

Section 3. Proposed Methodology, Approach and Implementation Plan			Points obtainable
3.1	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?		50
3.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		100
3.3	Details on how the different service elements shall be organized, controlled and delivered		50
3.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
3.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		50
3.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
3.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		50
Total Section 3			400

Section 4. Management Structure and Key Personnel			Points obtainable
4.1	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?		30
4.2	Qualifications of key personnel proposed		
4.2 a	Architect/Team Leader		50
	- General Experience	20	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications (Fluency in English)	5	
4.2 b	Architect		40
	- General Experience	10	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications (Fluency in English)	5	
4.2 c	Civil/Structural Engineer - 1		50

	- General Experience	20	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications (Fluency in English)	5	
4.2 d	Civil/Structural Engineer - 2		40
	- General Experience	10	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications (Fluency in English)	5	
4.2 e	Conservator		50
	- General Experience	20	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications (Fluency in English)	5	
4.2 c	Archeologist		40
	- General Experience	10	
	- Specific Experience relevant to the assignment	25	
	- Language Qualifications (Fluency in English)	5	
<b>Total Section 4</b>			<b>300</b>

## Section 5. Terms of Reference

### Introduction

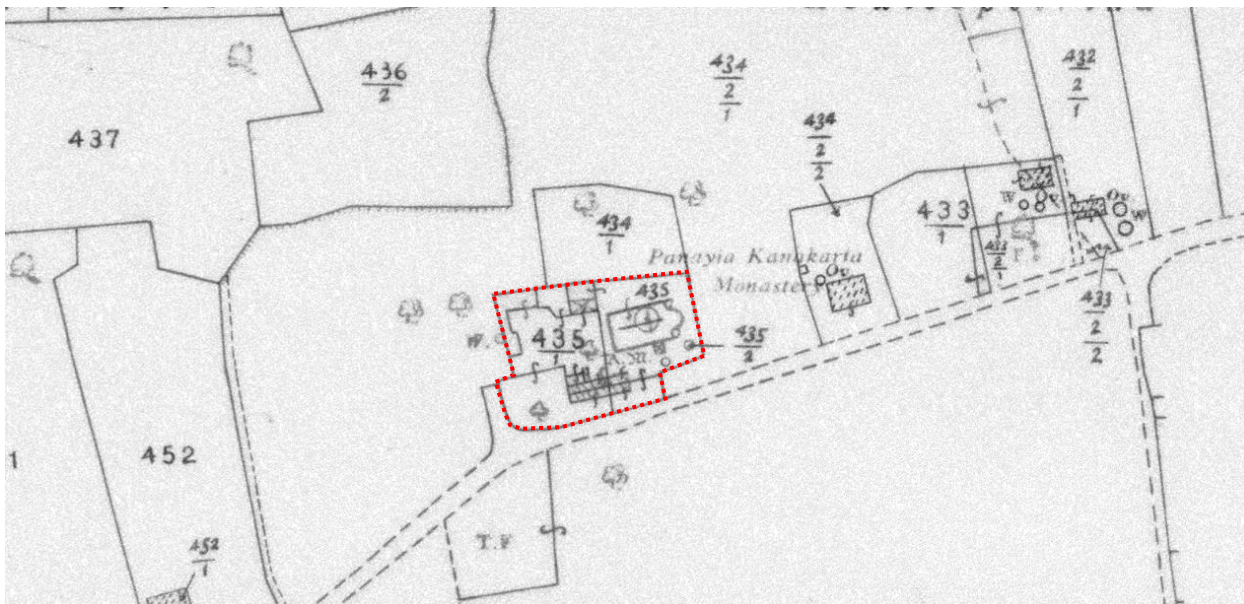
These Terms of Reference are to give the multi-disciplinary team of technical specialists an outline of the assignment and the results expected from this assignment.

**Panagia Kanakaria Monastery**, in Lythrangomi/Boltasli

**GPS identification:** X: 35.478501, Y: 34.165256

**Cadastral Info:** SHEET 8, PLAN 04E1, Plots 435, 435/1 and 435/2

**Cadastral map:** The boundaries of the site are marked in red dotted line on the cadastral map



### Project Background

The Agreement of 21 March 2008 reached between Greek Cypriots and Turkish Cypriots under the auspices of the United Nations (UN), paved the way for the establishment of the Technical Committee on Cultural Heritage (TCCH), dedicated to the identification, promotion and protection of the rich and diverse cultural heritage of Cyprus. The TCCH



## **Regulatory Framework**

This heritage site is of great cultural significance thus proposed interventions must be compliant with relevant international conservation standards of United Nations Educational, Scientific and Cultural Organization (UNESCO), International Council for Monuments and Sites (ICOMOS), International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) and *International Union for Conservation of Nature* (IUCN).

## **Conservation Philosophy**

All conservation projects should aim to the conservation of the cultural heritage sites. Namely, conservation actions/works on each cultural heritage site will include the examination, treatment and preventive care of the building elements, with the least possible (minimum) intervention, aiming to safeguard its fabric in the long-term, protecting its special characteristics and elements (and especially of those most at risk), creating safety and safeguarding its heritage values. Treatment should ensure maximum stabilization, consolidation and/or reinforcement actions, if these are considered necessary, in order to achieve structural stability and durability. The proposed interventions should ensure the protection of the building fabric from weather conditions and other environmental factors. These interventions will deal also with rainwater management and accessibility issues, depending on the needs of each site. For any of these actions it is preferable that the traditional techniques and materials of same type as the originals will be used. The general philosophy of all interventions should be to safeguard the authenticity and integrity of the building by maintaining, conserving and restoring (instead of replacing and reconstructing) elements of the building when and where possible. It is expected that the interventions on each site will be decided and defined following detailed survey and investigation of the building, its assessment and analysis. The methodology of interventions might be modified if findings during the construction works alter the original hypotheses.

Conservation actions/works, namely specialized actions which aim to conserve the items at a known earlier state might be considered, further than the conservation actions, in case these are evaluated as necessary or highly beneficial and feasible (detailed scientific justification will be necessary) within the available budget. In case there are paintings, mosaics, historic plasters, frescoes, or any other specialized conservation subjects in any of the heritage sites, it is suggested to plan only for their stabilization and protection.

The general philosophy of conservation should aim towards:

- Optimum structural consolidation/ stabilization
- Minimum interventions necessary for the safeguarding of the values of the structures of the heritage site and their special elements (including the frescoes and mosaics).
- Cost effectiveness of interventions. Create safe accessibility to the sites including people with disabilities. Minimum intervention and reversibility must be the guidelines for any proposal.

## **Outputs of the Assignment**

For the purposes of this RFP the consultant shall explain clearly and in detail the tasks that will be required in order to achieve the outputs described below. Tasks must be described in all detail in terms of inputs, methodologies to be used, as well as resources to be allocated (human, materials, outsourcing, equipment, etc.).

The required outputs are summarized below:

- Survey drawings/ Releve (complete and accurate measured drawings) of all structures on the site, including perimeter walls and any other elements within the plot. All structures should be also photographically documented in detail. The documentation of important structures on site (as the church) by three-dimensional digital methods is a requirement. Additional surveys, investigations, tests etc., including modeling for structural analysis that are considered necessary/ beneficial for the conservation of this site. The consultant shall clearly justify why they consider these necessary/ beneficial.
- Historical analysis of the site
- Condition assessment and statement of significance of the site and site's structures
- Conservation recommendations based on the condition assessment and the statement of significance. The rationale of the proposed interventions should be described in detail.
- Conservation designs in draft format including drawings/details, technical specifications, bills of quantities/estimates and maintenance action plan in draft format
- Conservation designs in final format including drawings/details, technical specifications, bills of quantities/estimates and recommended timelines of execution of conservation works; maintenance action plan in final format
- Supervision advices to UNDP during the works

The consultant can propose additional outputs. The need for additional outputs has to be clearly explained and supported.

## **THE REQUIRED OUTPUTS ARE FURTHER DESCRIBED BELOW:**

### **OUTPUT-1: Architectural Survey/ Releve (measured drawings)**

Complete architectural survey of the site and buildings/structures within the site including its boundary walls with detailed measurements (plans, elevations, sections, plan of the wider area including structures in the vicinity) and details of special elements (i.e. frescoes mapping by a conservator), construction details etc. Surveys should be executed accurately and in detail containing graphical representation of all construction/structural details, details of special elements and materials, etc. in a variety of scales according to the needs of each drawing and detail.

The consultants are responsible to ensure that all necessary measurements and important information regarding the site are recorded. Measurements and surveys must be of non-invasive nature unless otherwise permitted in writing by UNDP. No items shall be taken from the site.

If there is need to clear rubbish, remove items and gain access to higher elevations to better acquire measurements, this shall be under the responsibility of the consultant but not without prior notice to UNDP. In the case of areas which are difficult to access (due to safety, debris, vegetation etc.), these shall be arranged by the consultant in consultation with UNDP - cost reimbursable method will apply in this case.

The full documentation is mandatory for Output 1 to be considered complete.

Additionally, the full photographic documentation of the whole site is required and the documentation of important structures in site (as the church) by three-dimensional digital imaging methods (as 3D laser scanning), internally and externally, is also a requirement. The three-dimensional laser scanning method can be used for the production of the 2D AutoCAD drawings of the church also.

The three-dimensional digital survey is required for:

- Documentation purposes; creating a detailed archivable record prior to any intervention at a site
- For aiding the interpretation of the heritage site and contributing to the understanding of its development and its significance
- Contributing to the creation of 3D models for the creation of presentations and virtual tours for the public

Additional surveys, investigations, tests etc., including modeling for structural analysis that are considered necessary/ beneficial for the conservation of this site should be proposed and costed in the proposal. The consultant shall clearly justify why they consider these necessary/ beneficial.

Any tests and/or investigations required later during the designs shall not be accepted by UNDP.

**OUTPUT-1 shall be submitted in three hard copies and three electronic copies (FLASHDISK). Reports must be on A4 paper.**

**Drawings must be submitted in:**

- AutoCAD drawing file format. Included in the electronic deliverable should be the .ctb file (which defines the plot style of the drawings).
- Pdf and Jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from Autocad by choosing "print to pdf/jpg". They shouldn't be scanned from hard-copies to PDF/JPG format in scale.
- Hard copies of the drawings in scale (including north arrow).
  - A list of all the drawings submitted, their scale, and what they present (a type of table of contents of drawings).
  - Drawings should follow the "GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf", which will be shared with the successful team after contract signature.

Minimum drawing requirements are: (i) plans for every floor level including roof, (ii) ceiling plan, (iii) all necessary sections in order to document all the interior elevations, and (iv) elevations of every facade of the building/s (including interior facades in the case of interior courtyards), (v) plan, facades, sections and details of perimeter walls and other elements in the limits of the plot, v) a plan documenting the different types of floors (material description etc.). Special elements should also be documented in detail in a larger design scale. All drawings should include measurements and description of building materials.

**The photographic documentation must be submitted in:**

- JPG format but each photo shouldn't be a heavy document. Photos should be organized in subfolders according to the locations taken.
- A keymap of the monument with the location and direction of each photograph in AutoCAD drawing file format (including .ctb file), pdf/jpg format in scale (including north arrow) and hard copy.

**The 3D laser scanning documentation must be submitted in:**

- Archivable format (including metadata)
- 3D model with imaging
- 2D CAD Dataset of all the main facades of the church, externally and internally, as well as ceiling and floor elevations to be submitted in dwg format.
- Orthophoto images of all the main facades of the church, externally and internally, as well as ceiling and floor elevations in TIF format.

### **PRESENTATION: Stakeholder Presentation of Submitted Outputs**

Consultants will present Output 1 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 3 days before the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit the minutes for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback. This feedback/approval will be provided by UNDP in maximum ONE (1) calendar week.

### **OUTPUT-1A: Final Architectural Survey/ Releve (measured drawings)**

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified version of this output. The final OUTPUT submission is required by the consultant ONE (1) calendar week upon receipt of the feedback by UNDP.

### **OUTPUT-2: Historical analysis, statement of significance and condition assessment of the site**

Consultants shall carry out a historic analysis of the site in order to: (i) trace the original date of the construction of the site, and other important dates of the construction, (ii) trace and date later interventions on the building, (iii) historically support the building's analysis and conservation proposal/s, (iv) change of use over time, and (v) identify natural disasters/ phenomena that influenced the site historically (seismic, flood, landslide etc.). The historical analysis should be conducted through bibliographic and archival means. Oral testimonies could be taken into consideration. All information should be consistently and correctly referenced. Poor bibliographic/ literature review ignoring international methodologies and protocol on research procedures will not be accepted. The analysis can be enhanced with sketches and pictures. Narratives must be written in good English and must be proof-read before submission.

Furthermore, the consultants are expected to provide a statement of significance. The statement of significance should provide a clear, concise and distilled summary of the cultural significance of the place (around 1000 words or more - in the case of large and complex sites – the scale of the statement should be proportionate to the scale of the project), highlighting the aspects of significance that are most important. Cultural significance is considered a monument's value for past, present or future generations. Aim of the statement of significance is to assess and understand the particular nature of the significance of a monument (expressing simply why the place is of value), the extent of the monument's fabric to which the significance relates (special elements) and the level of importance of that significance. Any heritage values are accepted (e.g. historic, architectural, archaeological, religious, technological, scientific, social, communal, artistic, etc.) as long as they are clearly explained and supported. In considering a monument's significance issues of setting and context (incl. important views, grave markers, other structures and landscape features and contents of the monument (fixtures and objects) should be considered.

The statement of significance should be supported by sufficient graphic material (well-captioned photographs and other illustrations) and bibliographic/ archival sources cited in a consistent manner. For the support of the statement of significance the historical analysis or description of the site not be repeated but they should be cross-referenced. The statement of significance can be in the format of a list or of a paragraph.

Additionally, consultants must elaborate a condition assessment for the site and each structure, and the **Panagia Kanakaria Monastery Complex** as a whole including its courtyard and its perimeter boundaries-walls, yard etc. The condition assessment must include special elements including building and decorative details, objects and other items identified and found onsite.

Narrative accompanied by pathologies identified should be present on a full set of drawings. Risks and threats noted regarding the structures, the site and their surroundings must be clearly identified and documented.

Additionally, a report by the conservator for the full description of the present condition of the frescoes and mosaics including assessment and analysis of the pathology of the asset (description of damage and identification of the cause/s). This should be accompanied by diagrams and/or photographs. Main threats to the condition of the item should be highlighted.

**OUTPUT-2 shall be submitted in three hard copies and three electronic copies (FLASHDISK). Hard copies of the reports must be submitted in A4 paper size except only if considered necessary to print in A3 size. Electronic copies of the reports should be submitted in word and pdf format.**

#### **PRESENTATION: Stakeholder Presentation of Submitted Outputs**

Consultants will present Output 2 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 3 days before the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit the minutes for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback.

According to the provided feedback the consultants should proceed accordingly to all necessary modifications of the submitted outputs.

This feedback/approval will be given in maximum TWO (2) calendar weeks.

#### **OUTPUT-2A: Final historical analysis, statement of significance and condition assessment of the site**

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified version of this output. The final OUTPUT submission is required by the consultants ONE (1) calendar week upon receipt of the feedback by UNDP.

#### **OUTPUT-3: Conservation recommendations**

The consultants must prepare a conservation proposal and rationale for the conservation of the Panagia Kanakaria Monastery, the church of Panagia to be conserved for public use and other structures on the site to be consolidated as they are. The significance of the site and its elements, their condition and the identified risks and threats as these were identified in Output 2 must be taken into account.

The descriptions of the interventions must be supported by a clearly explained rationale supplemented by photographs & sketches. At this stage there is no need to prepare detailed implementation drawings, technical specifications and bills of quantities (which constitute part of Output 4). Narratives must be written in good English and must be proof-read before submission.

Additionally, the conservator should provide a report with recommendations for the conservation and safeguarding of the frescoes and mosaics. Recommendations should include proposed appropriate treatment methods and materials for treating any identified damage and for reducing or eliminating the causes of the damage. The following items should be highlighted by the conservators if required: (i) Remedial work, (ii) Emergency treatment, (iii) Further analysis work or investigation required, (iv) Further monitoring necessary to inform treatment proposal.

**OUTPUT-3 shall be submitted in three hard copies and three electronic copies (FLASHDISK). Hard copies of the reports must be submitted in A4 paper size except only if considered necessary to print in A3 size. Electronic copies of the reports should be submitted in word and pdf format.**

**PRESENTATION: Stakeholder Presentation of Submitted Outputs**

Consultants will present Output 3 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 3 days before the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit the minutes for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback. According to the provided feedback the consultants should proceed accordingly to all necessary modifications of the submitted outputs.

This feedback/approval will be given in maximum TWO (2) calendar weeks.

**OUTPUT-3A: Final Conservation recommendations**

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified version of this output. The final OUTPUT submission is required by the consultants ONE (1) calendar week upon receipt of the feedback by UNDP.

**OUTPUT-4: Conservation designs in draft format**

Based on the feedback obtained from the previous outputs, draft designs will be elaborated.

Consultants shall prepare draft conservation designs that will include the following:

- Proposed interventions drawings. All proposed actions should be clearly illustrated in a set of architectural drawings. The proposal drawings should illustrate the desired result of the proposed interventions. Within this framework the exact position, dimensions and materials of proposed new elements should be illustrated. The quantities identified in the BoQ should be easily identifiable on the drawings.
- Particular specifications
- Bill of quantities with cost estimates. As mentioned above the quantities identified in the BoQ should be easily identifiable on the drawings and in case that it is requested the quantities should be justified by the consultants.
- In addition to the above it is required by the consultants to provide summary lists for:
  - o All proposed interventions, titled "Draft summary of all proposed interventions"
  - o All new materials proposed for the interventions, titled "All materials to be used during interventions". Each material should make reference to the drawings, details and particular specifications where it is found.
- Estimated timeframe for implementation of the proposed conservation works.
- A recurring preventive maintenance schedule with cost estimate. The schedule should clearly present proposed maintenance actions and frequency of actions proposed. Monitoring inspections should also be included in the schedule. Templates used for inspection/ inspection checklists with detailed lists of maintenance categories and works per recurrence should also be submitted.

All submitted documents should be cross-referenced. The overall consistency between the drawings, the Particular Specifications and the BoQ is the responsibility of the consultant.

**OUTPUT-4 shall be submitted in three hard copies in scale and three electronic copies in FLASHDISK (excluding the priced BoQ). The priced BoQ will be submitted separately in one hardcopy and one copy electronic copy (FLASHDISC).**

1. **Drawings** must be submitted in AutoCAD drawing file format (including the .ctb plot style file), PDF and JPG format in scale (each drawing should be on a separate pdf/jpg and pdf/jpgs should be created directly from Autocad by choosing "print to pdf/jpg", not scanned from hard-copies to PDF/JPG format in scale), and hard-copies of the drawings in scale.
2. **All electronic files** (not hardcopies) of AutoCAD and PDF/JPG drawings must be submitted with a) English legends (in one folder) and b) Turkish legends (in another folder). This applies only for the legends and not all texts on the document (which must be limited to only include a T.S. code). The legend is the area where the UNDP, EU and TCCH logos and titles of drawings are placed as shown in the "GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf", which will be shared with the successful team after contract signature. Hardcopies should be submitted with English legends.
3. **Technical specifications** should be submitted in Word. Narratives must be written in good English and must be proof-read before submission. In the case of proposed interventions that require the involvement of a conservator and / or archaeologist, technical specifications must state clearly whether specific works should be done "by" the conservator/archaeologist or only "In the presence of a conservator / archaeologist...".
4. **Bills of quantities** and estimates shall be in Excel. The Final priced and blank BOQ will be printed only once in hardcopy and one copy electronic copy (FLASHDISC).
5. **The timeline of works** must be in the form of an excel spreadsheet.
6. **Maintenance schedule and related documents should be submitted in** in word and excel format electronically and printed in A4 paper size.

#### **Stakeholder presentation and feedback on submitted outputs**

Consultants will present the Output 4 in PowerPoint to a stakeholders' meeting which will be arranged by UNDP. This Output and the presentation material must be provided 5 days in advance to the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit for approval within maximum 48 hours to UNDP and wait for the final feedback.

According to the provided feedback the consultants should proceed to all necessary modifications to the submitted outputs accordingly.

This feedback/approval will be given in maximum TWO (2) calendar weeks, which shouldn't be considered extra to the seven (7) calendar months. This should be shown and counted in the work plans.

#### **OUTPUT-4A: Conservation designs in final format**

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified version of this output. The final OUTPUT submission is required by the consultants ONE (1) calendar week upon receipt of the feedback by UNDP.

OUTPUT-4A: The finalized conservation design should be also submitted, marked as 'FINAL', stamped and signed by the architect and civil/structural engineer, in three hard copies in scale and three electronic copies in FLASHDISK (excluding the priced BoQ).

The priced BoQ will be submitted separately in one hardcopy and one copy electronic copy (FLASHDISC).

Additionally:

- the final approved set of drawings shall be translated into Turkish/Greek
- extensive summary of the particular specifications shall be made in Turkish/Greek
- extensive summary of the unpriced bills of quantities shall be made in Turkish/Greek

These shall be used for submitting to the relevant technical chambers.

#### **OUTPUT-5: Supervision Advices**

Services for supervision advices will be provided to UNDP during the conservation works of the Panagia Kanakaria monastery which may be implemented in the second half of 2020 and 2021. It is expected that up to 8 days per month of advices service will be required. A day is taken as 8 hours of time allocated to the works and time spent specifically for the works.

The consultant should take into account the Supervision Advices details in Appendix 2 and elaborate a methodology and define the inputs to be given.

For quantifying the estimated input necessary for advices, 8 days per month for 12 months can be calculated.

In the case that during the works it will be identified that necessary documents according to the ToR and the selected proposal were omitted during the design stage, the consultant will be obliged to provide them at no cost to UNDP.

#### **Timelines of the Assignment**

The assignment for the design phase (outputs 1 to 5) must be completed within **seven (7) calendar months** starting from the date of the contract signature.

The consultant shall prepare and submit detailed work-plan. The work-plan should show 'calendar weeks'. Outputs must be planned and submissions falling on public holidays and mandatory breaks must be shown on the work-plan.

The consultant should include in their work plan the weeks following each submission of draft output, taking into account the time needed for receiving feedback and the time available for **the final submission of each output** as these are mentioned above. which shouldn't be considered extra to the seven (7) calendar months.

This should be shown and counted in the work-plans. The duration of the assignment does not change due to the above.

Delays in submitting the final output will result in the application of liquidated damages for delay at a rate of Euro 1,000 per day of delay beyond the end of the **seven (7<sup>th</sup>) month from contract signature**.

For the Output 5, contract amendment will be made to extend the duration of the contract to coincide with the timeline of the works contract.



### **Consultant Team**

Consultant shall compose a team with relevant technical disciplines that are required to complete the whole assignment within the stipulated timeframe.

The core team should be composed of;

- two architects (registered with the GCYP and TCYP technical chambers respectively) and one of the architects will be designated as the team leader,
- two civil/structural engineers (registered with the GCYP and TCYP technical chambers respectively),
- a conservator,
- an archaeologist.

CVs of the core team members must be submitted. The CVs of core team must be specific, showing exact dates of involvement in each project, detailed duties and locations of projects.

The consultant can enhance the team with more technical staff and/or additional disciplines if it is considered necessary. A list of the names of all the team members shall be given.

The core team members must meet the requirements provided in **Form E, Section 4 of this RFP**.

## GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS

### DISCLAIMER:

All documents must include the following text:

“The opinions expressed are purely those of the design team and shall not in any circumstances be regarded as stating an official position of the United Nations Development Programme, the Technical Committee on Cultural Heritage and the European Commission.”

### INDICATIVE PARAMETERS FOR DRAWINGS

When drawings are prepared and collated, consultants are to take into consideration the following requirements along with the requirements stated in the “GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf”:

#### Drawing sheets;

- Dimension of the drawings will be limited as A1 to A3 paper size. All delivered drawings must be folded down to A4 paper size and filed. Unfolded drawings will not be accepted.
- Project legend will be provided by the UNDP
- Dimension of legend will be appropriate as per A4 and A3 size of paper,
- The font type and size will be Calibri-11
- Drawings sheets will be numbered as indicated in the “GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf”
- Drawing lines weight will be adjusted depending on the scales.

#### Survey Drawings and scales;

- Site plan in 1/100 or 1/200 scale,
- Plans in 1/50 scale
- Longitudinal and Cross-sections in 1/50 scale
- Elevations in 1/50 scale
- Roof plan in 1/50 scale
- Ceiling plan in 1/50 scale
- Architectural system construction details in 1/20 scale
- Stairs system details, if applicable, in 1/50 scale
- Door and window and other relevant details in 1/20, 1/10 and 1/5 scale
- Door and window and other relevant details annex list
- A table of contents containing all delivered drawings (and other items) and their scales.
- \* All the above should be including facades and details of perimeter walls and all other elements within the plot boundaries.

### FORMATTING OF WORD DOCUMENTS (especially the Particular Specifications):

- Page layout: margins to be ‘normal’ and orientation Portrait
- Page size to be A4
- Paragraphs: Spacing 0 before & 3 pt after and line spacing 1
- Font type: Calibri and black
- Font size: Headings 14; sub-headings 12; text 11
- Numbering: 2 levels only - such as 1 (headings) and 1.1 (sub-headings)
- No indentation in the headings, sub-headings text
- No orphans and widows in the sentence

- Bullets can be used but with no indentation
- Table of contents to be word generated and not typed (results in mistakes)
- Page numbering bottom of page (middle)
- DO NOT IMPORT FROM TABLES – Insert a table if needed

#### **FORMATTING OF EXCEL DOCUMENTS (especially the Bill of Quantities):**

- Page layout normal and size A4 and orientation Portrait
- Texts in cells must be left indented on the horizontal and centered on the vertical
- Row heights must be uniform for all rows
- Columns widths for; numbering, quantities; unit rates and amounts must be the same
- Each column must be separated with thin vertical lines but unit rates and amounts columns must be separated with bold vertical lines
- Totals of each page to be in bold and surrounded by bold lines
- Headings must only show the name of the site and no other wording
- Footers to show the page numbers only
- Summary table to be done by transferring the relevant total amounts (care should be taken to transfer the correct cell/amount)
- Numbers to have 2 decimal places in the cells of unit rates and the amounts.
- In the cells of quantities, no need for decimal places.
- Each page of the worksheet must have 50 rows; so that consistent uniform prints are obtained

#### **LEGEND FOR DRAWINGS:**

For drawings the following template must be used:

 United Nations Development Programme Empowerment Redirections	 This is a Project of the Technical Committee on Culture Heritage funded by the European Union		
Project Title: .....			
Design:	Name	Surname:	Licence no:
Architect:			
Civil Engineer:			
Designer Team:  			
Date:		Scale:	
Drawing name:		Drawing no.:	
		.....	

**GUIDELINES FOR PRICING SUPERVISION ADVICES**

Consultants are expected to be available for supervision advices to UNDP on technical matters during the conservation works. This advice must include routine site inspections or ad hoc site visits, on-site and off-site meetings that will be arranged in consultation with UNDP. Services for supervision advices shall include:

**Consultations:**

- The consultants may be consulted over the telephone, skype and any other medium.

**Site Visits:**

- Attend site visits with the Engineer and/or Engineer Representative
- Name/s of the consultant's team attending to the visit must be communicated and approved by UNDP Engineer 48 hours before the said visit.
- Prepare report, including photos, sketches with dimension and material specifications (where applicable) and submit to UNDP Engineer within 48 hours of the visit.
- The site visit notes should give clear advices how to proceed. General and generic comments and notes will not be accepted.

**Scheduled Meetings:**

- Attend the meetings called by UNDP
- Name/s of the consultant's team attending to the visit must be communicated and approved by UNDP Engineer 48 hours before the said visit
- Provide site visit reports including items discussed, decisions taken and solutions and recommendations of the consultants for issues raised and submit to UNDP Engineer within 48 hours. Report should be enriched with drawings, sketches and photos where applicable.

**Modifications and alterations:**

- The UNDP Engineer may ask for modifications of the designs if during the implementation works such modifications are necessitated.
- Explanatory detailed AutoCAD drawings or sketches regarding on-site construction details/items/issues. These detailed sketches or drawings must have detailed information regarding materials, quantities etc. and refer to the BoQ and TS to be clear and easy for the contractor to measure and calculate quantities and changes.
- Total time which will be spent on modifications will be agreed and approved by UNDP in advance.

**New Elements:**

- If during the implementation of the works a necessity arises that a new but related design is required, this shall be carried out within 5 working days of such a request from the UNDP Engineer. Total time which will be spent will be agreed and approved by UNDP in advance.
- The design shall be detailed in AutoCAD or sketch regarding on-site construction details/ items/ issues. It must have detailed information regarding materials, quantities etc. and refer to the BoQ and TS so as to be clear and easy for the contractor to measure and calculate quantities and changes.

**Maintenance Plan**

The maintenance plan and timeline of works must be updated at the end of the implementation of works. The works for which technical advices will be sought are likely to take place in 2020 and/or 2021). If the works are not implemented by the end of 2021, this output will not be needed, and the amount associated with this output shall not be paid.

**Payments**

Payments for the technical advices shall be made in two instalments; one at the halfway of the duration of the works and the last one upon the issuance of the certificate of substantial completion for which the consultants will be involved. The final report will be submitted by the designer team to summarize the works done during the supervision.

## Section 6: Returnable Bidding Forms / Checklist

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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 the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	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.

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 Bidders 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 Bid 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 Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> </ul>



## Form C: Joint Venture/Consortium/Association Information Form

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture
 **OR**
☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Form D: Qualification Form

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

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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

The proposer should demonstrate its 5 years of relevant experience and list at least 2 previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder 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

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

☐ Attached are the Statements of Satisfactory Performance of the 2 (two) Clients or more.

## Financial Standing (minimum 500,000 Euro for the last 3 years)

Annual Turnover for the last 3 years	Year	EUR
	Year	EUR
	Year	EUR
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<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			

## Form E: Format of Technical Proposal

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

The Bidder'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 bidder 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: Bidder'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.

### SECTION 2: Bi-communal Setup

- 2.1 Office/s or bureau/s or company/ies established in Cyprus
- 2.2 A consortium arrangement with defined duties, responsibilities and liabilities
- 2.3 Bi-communal team (as per the TOR)

### SECTION 3: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder'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.

- 3.1 A detailed description of the approach and methodology for how the Bidder 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.
- 3.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 3.3 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.
- 3.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 3.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 3.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

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

#### **SECTION 4: Management Structure and Key Personnel**

- 4.1 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.
- 4.2 Provide CVs for key personnel (core team) that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications below relevant to the Scope of Services.

Architect/Team Leader	10 years post education 8 years of designs experience	Experiences in 4 designs of listed buildings	Valid registration	Fluency in English
Architect	5 years post education 3 years of designs experience	Experience in 1 designs of listed buildings	Valid registration	Fluency in English
Civil/Structural engineer - 1	10 years post education 8 years of designs experience	Experience in 4 designs of listed buildings	Valid registration	Fluency in English
Civil/Structural engineer - 2	5 years post education 3 years of designs experience	Experience in 1 designs of listed buildings	Valid registration	Fluency in English
Conservator	10 years post education and 8 years of practical experience in frescoes and plasters. Experience in the conservation of wall mosaics is considered as an asset.	Experience in 3 similar conservation projects for frescoes/plasters	n/a	Fluency in English
Archaeologist	10 years post education 4 years of archaeological field experience in sites.  Specialisation in byzantine architecture is considered as an asset	2 field experiences	n/a	Fluency in English

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> ■ Name of institution: [Insert] ■ Date of certification: [Insert]
<b>Employment Record/Experience</b>	<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]
<b>References</b>	<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 Bidder:	[Insert Name of Bidder]	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 Bid Data Sheet.

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form G: Financial Proposal Form

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

The Bidder 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 Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

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

**Currency of the proposal:** [Insert Currency]

**Table 1: Breakdown of Outputs**

OUTPUTS-COSTS	Technical staff	Other technical	Travel costs	Admin costs	Total (Euro)	Remarks
Surveys and measurements						
Historical research						
Tests and investigations						
Finite element modelling						
Condition assessment and statement of significance						
Conservation recommendations						
Conservation project - draft						
Conservation project – final						
Provisional sum (UNDP to instruct)					5,000.00	
SUB-TOTAL						
Supervision advices						
TOTAL						



**Table 2: Breakdown of Inputs**

INPUTS	Mandays	Fee per day	Amount (euro)	Remarks
Architect/team leader				
Architect				
Civil/structural engineer				
Civil/structural engineer				
Conservator				
Archaeologist				
Other technical (specify): ..... ..... .....				
Printing costs				
Administration				
Finite element modelling				
Tests & investigations (specify): ..... ..... .....				
Other inputs (specify): ..... ..... .....				
Provisional sum (UNDP instruction)			5,000	
		<b>TOTAL</b>		

**Table-3 : Breakdown of the Payment Schedule**

OUTPUTS - PAYMENTS	AMOUNT (euro)	REMARKS
OUTPUT – 1		
OUTPUT – 2		
OUTPUT – 3		
OUTPUT – 4		
SUB-TOTAL (output 1,2,3 and 4)		
OUTPUT – 5* (not less than 30% of the SUB-TOTAL; output 1,2,3 and 4)		
PROVISIONAL SUM (UNDP instruction)	5,000.00	
OUTPUT – 6		
<b>TOTAL</b>		

*\*Should not be less than 30% of the sub-total*