



**REQUEST FOR QUOTATION (RFQ)**  
**Personal Accident Insurance for Committee on Missing Persons in Cyprus**

REFERENCE: UNDP CYP RFQ 269/2020	DATE: 31 December 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Personal Accident Insurance for Committee on Missing Persons in Cyprus** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **January 14, 2021 at 16:00 Cyprus local time** via email only to [solicitations.cy@undp.org](mailto:solicitations.cy@undp.org).

Quotations submitted by email must be limited to a maximum of 5MB, and no more than 1 email transmission. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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

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

Deadline for the Submission of Quotation	<b>Thursday, January 14, 2021 and Cyprus local time 16:00</b>
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Bid Submission Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (Annex 2) <input checked="" type="checkbox"/> Company/Business registration certificate <input checked="" type="checkbox"/> Two satisfactory past performance evaluations/references from previous clients <input checked="" type="checkbox"/> Claim Form
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Quotation Currency	In Euro excluding VAT
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Upon issuance of the policy.
Liquidated Damages	N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under annex 1 and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Full acceptance of the PO and Contract General Terms and Conditions (Annex 3) Submittance of Documents: <input checked="" type="checkbox"/> Company/Business registration certificate <input checked="" type="checkbox"/> Two satisfactory past performance evaluations/references from previous clients <input checked="" type="checkbox"/> Claim Form
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract (with the LTA option) <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>
Contract Duration:	<input checked="" type="checkbox"/> Up to 31 December 2021
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	<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>
Special conditions of Contract	<input checked="" type="checkbox"/> N/A
Subcontracting	<input checked="" type="checkbox"/> As per General Conditions of the Contract.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ <sup>2</sup>	<input checked="" type="checkbox"/> Terms of reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Insurances	N/A
Indemnity	The contractor shall indemnify UNDP from any claims emanating from operations from third parties.
Contact Person for Inquiries (Written inquiries only)	UNDP Solicitations <a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services, 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.

<sup>2</sup> Where the information is available in the web, a URL for the information may simply be provided.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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

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

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

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

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

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

**Sincerely yours,**  
*UNDP Solicitations*

**Annex 1**

## **Terms of Reference**

**Please see Annex 1 (attached).**