



**EXPRESSION OF INTEREST (EOI)  
FOR  
PREQUALIFICATION**

<b>TO:</b> Interested Companies/Firms	<b>DATE:</b> 17 November 2014
	<b>REFERENCE:</b> UNDP-TUR-EOI-PROJ(DEM)-2014/01  <b>SUBJECT:</b> INVITATION FOR PREQUALIFICATION FOR DEMINING OF EASTERN BORDERS

Dear Sir/Madam,

The UNDP Turkey invites Expressions of Interest (EOI) for Prequalification from experienced companies for provision of mine clearance services of border minefields on the Eastern border of Turkey under the Project for “Socioeconomic Development through Demining in Eastern Borders of Turkey”.

**Scope of services:** Clearance of 223 known minefields on the Armenian, Azerbaijan & Iranian borders with Turkey in the provinces of Ardahan, Kars, Iğdır, Ağrı & Van. The project will be conducted in three separate clearance lots. The contractor can bid for one or two lots separately, or bid on all three lots.

The three clearance lots comprise of the following:

**Lot 1. North** 4,473,117m<sup>2</sup> / 54 minefields / 57,067 known mines. Geographic area: Ardahan, Kars & a portion of Iğdir.

**Lot 2. Centre** 4,107,150m<sup>2</sup> / 88 minefields +1 / 76,094 known mines. Geographic area: Iğdir & a portion of Ağrı.

**Lot 3. South** 3,095,640m<sup>2</sup> / 81 minefields +1 / 56,348 known mines. Geographic area: Portion of Ağrı & Van down to Ozalp.

The project will include 223 known minefields that have records, two unrecorded and 3 suspected ‘dummy’ minefields. The contractor/s will be expected to clear all mines in the 225 known mined areas and carry out a verification of the dummy minefields.

The clearance of land will be assured through an independent QA/QC service provider who will report to UNDP on the quality of work undertaken. The supplier irrespective of its organizational structure (i.e. whether it is single entity, JV or Consortium can only apply for either the EoI for clearance or the EoI for Certification, QA/QC but not both. This is to prevent any conflict of interest in the work being undertaken. In case the same supplier applies to both EoIs, it will be disqualified from both selection processes.

#### Prequalification Application Process

1. Interested Companies must fill in the relevant parts of UNDP Prequalification Application and submit relevant documentation/information as to demonstrate that they are qualified to perform the clearance of land-mines in the Lots stated above.
2. Companies interested in submission of the Prequalification Application Document and the required information shall confirm it in writing to UNDP of their “expression of interest for submission of EOI for Prequalification” until **8<sup>th</sup> December 2014(3 weeks shall be granted from the date of issuance)**

#### Qualifications:

3. The Prequalification is mainly based on; organizational capacity and experience in international mine action projects; financial status (i.e. annual turnover), personnel, technical resources (equipment and machinery), compliance with International Mine-Action Standards, quality management systems etc. For further details please refer to Prequalification Application Form.
4. Applicants must meet all of the pass/fail based qualifying criteria in order to be qualified for proceeding with the Pre-Qualification Application in Annex III. The applicants who meet all pass/fail based qualifying criteria should also obtain minimum score 70% of the qualification criteria in order to be identified as “pre-qualified” and requested to submit a proposal for the next step of procurement process, which is Request for Proposal (RFP).
5. The deadline for submission of proposals for prequalified applicants to submit their proposals will be specified in the ‘Notification of Pre-Qualification’.
6. The submission for this EOI for Prequalification does not entail any commitment on the part of UNDP Turkey, either financial or otherwise. UNDP Turkey reserves the right to accept or reject any or all EOI for Prequalification without incurring any obligation to inform the affected applicant/s of the grounds.
7. UNDP-Turkey is not obliged to invite to participate in the subsequent Request for Proposal process any particular company who had submitted the Prequalification application.
8. UNDP Turkey reserves the right to prequalify the applicants for single or multiple Lots depending on the requirements of the Project or due to other emerging needs and priorities. In such case, UNDP Turkey is not obliged to make any justification to applicants for its pre-qualification selection.

Yours sincerely,

Matilda Dimovska  
Resident Representative a.i.



## **Annex 1: Instructions to Applicants**

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the Prequalification, the followings are also to be considered during the submission.

### **Article I. General**

**1. Scope of Application:** Procuring UNDP entity issues this EOI for Prequalification to applicants interested in submitting proposal for provision of mine clearance services of border minefields on the Eastern border of Turkey under the Project for “Socioeconomic Development through Demining in Eastern Borders of Turkey”

**2. Eligible Applicants:**

(a) An applicant shall be a legally established single entity or a Joint Venture/Consortium. Real persons are not eligible to apply in their individual capacities; however they can be partners in a Joint Venture. A Joint Venture may have a maximum of three members. One of the members of the JV firm shall be the lead member of the JV who shall have a majority (at least 50%) share of interest in the JV. The other members shall have a share of not less than 20%. In case of a Joint Venture, the lead partner cannot be a real person

(b) The clearance of land will be assured through an independent QA/QC service provider. A QA/QC service provider will be selected on a competitive basis for Component B of this tender, “Certification QA/QC service provider”. The applicant irrespective of its organizational structure (i.e. whether it is single entity, JV or Consortium) can only apply for either to the EoI for ‘Clearance’ or the EoI for ‘Certification, QA/QC’ but not both. This is to prevent any conflict of interest in the work being undertaken and assurance and control of its quality.

In case the same organization applies to both EoIs for ‘Clearance’ and ‘Certification, QA/QC’, it will be automatically disqualified from both selection processes.

(c) Applicants whose participation in tenders is temporarily (until the end of this period) or permanently prohibited as per the restrictions set forth by Turkish Public Procurement Authority in accordance with relevant laws including the Governmental Decree numbered 2009/14973 and dated 20.04.2009 and the Provisions of Laws no 2886, 4734, 4735, 3238 and other regulations, as well as persons convicted of crimes in the scope of the Law for the Fight against Terrorism no. 3713 or of organized crimes or convicted to bribe to officials in his country or in foreign country, are not eligible to apply to this EOI/P.

**3. Contents of Prequalification Document:** The document for the prequalification of Applicants (hereinafter - “prequalification document”) consists the annexes indicated below, and should be read in conjunction with any Addendum that may be issued by the Procuring UNDP entity.

(a) Annex I: Instructions to Applicants

- (b) Annex II: Prequalification Data Sheet (PDS)
- (c) Annex III: Prequalification Application
  - i. Part I- Pass/Fail Eligibility Criteria
  - ii. Part II - Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria (PF1 through PF4)
- (d) Annex IV: Application Forms
- (e) Annex V: Evaluation Scheme for Prequalification

**4. Clarification of Prequalification Document:** A prospective Applicant requiring any clarification of the Prequalification Document shall contact the UNDP in writing at the UNDP's address indicated in the PDS. The UNDP will respond in writing to any request for clarification provided that such request is received no later than four (4) days prior to the deadline for submission of applications. The UNDP shall post responses to the web page(s) on which the prequalification document is hosted. The responses will include a description of the inquiry but will not identify its source. Should the UNDP deem it necessary to amend the prequalification document as a result of a clarification, it shall do so following the procedure under the ITA (Clause 5) and in accordance with the relevant provisions of the ITA.

**5. Amendment of Prequalification Document:**

- (a) At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addenda.
- (b) Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing by posting the addendum to the web page(s) on which the prequalification document is posted.
- (c) To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

**6. Joint Ventures/ Consortiums:**

- (a) To maximize competition and to ensure that all eligible and qualified suppliers can participate in the procurement process, the proposers are allowed to form Consortium or Joint Ventures to enhance their qualifications as needed for both clearance and certification/quality control pre-qualification process and contracts.
- (b) If the Applicant is a group of legal entities that will form or have formed a joint venture or consortium at the time of the submission of the application, they will be asked to confirm in their application that :
  - they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Application; and
  - 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.

- (c) After the Application has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can submit another application or proposal (at RFP stage):
  - Either in its own capacity; nor
  - As a lead entity or a member entity for another joint venture submitting another application or Proposal.
- (d) The description of the organization of the joint venture/consortium shall clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the Prequalification, both in the Application and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.
- (e) A Joint Venture may have a maximum of three members. One of the members of the JV firm shall be the lead member of the JV who shall have a majority (at least 50%) share of interest in the JV. The other member/s shall have a share of not less than 20%. In a Joint Venture, the lead partner cannot be a physical person. In order to be eligible for JV/ Consortium, the Lead Partner and other members shall meet the pass/fail criteria as stipulated in Annex III.
- (f) Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the EoI or Request for Proposal (RFP), it should present such information in the following manner:
  - Those that were undertaken together by the joint venture; and
  - Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the requirements defined in the EoI or RFP.
- (g) 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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- (h) If the proposal of a joint venture which is to be pre-qualified is determined by UNDP as the most responsive proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

## **Article II. Preparation of Applications**

7. **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

- 8. Language of Application:** The Application prepared by the Applicant and all correspondence and documents relating to the Application exchanged by the Applicant and the procuring UNDP entity shall be in the English Language.
- 9. Documents Comprising the Application:** The Application shall comprise the following:
- (a) Application Forms (Annex IV)
  - (b) Documentary evidence establishing the Applicant's eligibility to prequalify as per Annex III;
  - (c) Documentary evidence establishing the Applicant's qualifications to prequalify as per Annex III;
  - (d) Any other document required as specified in the Prequalification Data Sheet,
- 10. Signing of the Application and Number of Copies**
- (a) The Applicant shall submit in a sealed envelope in five sets (One marked "Original"; three as "Copy" and one in CD). The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.
  - (b) Copies of the signed original application, shall be marked as "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail
- 11. Site Visits for Prequalified Applicants and Request for Proposal:**
- (a) All applications will be screened and only the companies who have met both of the pass/fail qualifying criteria and achieved minimum prequalification score will be invited to submit their proposal for provision of clearance services for Eastern Border of Turkey. All the Applicants who submitted their Applications will receive written notification about prequalification results and accordingly, the pre-qualified applicants will be requested to submit proposals in response to the Request for Proposal to be issued by UNDP through a 'Notification of Pre-Qualification'.
  - (b) Before the submission of the proposals by prequalified applicants, a site visit will be organized by UNDP in sample fields subject to demining in eastern borders of Turkey within first half of January 2015. A maximum of two (2) representatives from each prequalified applicant shall be invited to attend the site visit. For security reasons, the pre-qualified applicants must provide the information requested in Form 7 for their personnel who will be nominated to represent their organization in the site visit along with the submission of EoI/Prequalification.

### **Article III. Submission of Applications**

- 12. Sealing and Identification of Applications:** The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall.
- (a) bear the name and address of the Applicant;
  - (b) be addressed to the Employer; and



- (c) bear the specific identification of this prequalification process indicated in the Prequalification Data Sheet

The Employer will accept no responsibility for not processing any envelope that was not identified as required. The preferred method for sealing and identifying the outer envelope is provided below.

**FROM:** Applicant's Name and Address

**TO:** United Nations Development Programme  
BirlikMah. 415. Cad. No: 11, 06610, Cankaya, Ankara,  
Turkey

**REF:** UNDP-TUR-EOI-PROJ(DEM)-2014/01

**SUB:** Provision of mine clearance services of border minefields on  
the Eastern border of Turkey

**Deadline for Submission of EoI/P:** 8 December 2014, 18:00 hrs

**DO NOT OPEN BEFORE OPENING DATE AND TIME!**

**13. Deadline for Submission of Applications:** 8 December 2014, 18:00 hrs.

**14. Late Applications:** Late applications shall be rejected.

#### **Article IV. Procedures for Evaluation of Applications**

**15. Confidentiality:** Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

**16. Clarification of Applications**

- (a) To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- (b) If an Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its application may be rejected.

**17. Responsiveness of the Application:** The Employer may reject any application which is not responsive to the requirements of the prequalification document.

## **Article V. Evaluation of Applications and Prequalification of Applicants**

- 18. Evaluation of Applications:** The Employer shall use the factors, methods, criteria, and requirements defined in Annex III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted.
- 19. Employer's Right to Accept or Reject Applications:** All Applicants whose applications have met or exceeded ("passed") the specified threshold requirements will, to the exclusion of all others, be prequalified by the Employer.
- 20. Notification of Prequalification:** Once the Employer has completed the evaluation of the applications it shall notify all Applicants in writing.
- 21. Request for Proposal**
  - (a) Promptly after the notification of the results of the prequalification the Employer shall invite proposals from all the Applicants that have been prequalified.
  - (b) Proposers may be required to provide a Proposal Security or a Bank Guarantee acceptable to the Employer in the form and an amount to be specified in the Proposal Documents, and the successful proposer shall be required to provide a Performance Security to be specified in the Proposal Documents.
- 14. Changes in Qualifications of Applicants:** Any change in the structure or formation of an Applicant after being prequalified and invited to propose shall be subject to a written approval of the Employer prior to the deadline for submission of proposals. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets any of the qualification criteria set forth in the Qualification Criteria and Requirements, or if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than 14 days after the date of Request for Proposal.

## **Article VI. Other**

- 15.** The procuring entity also reserves the right to secure/request independent Financial Rating/Statements such as D&B rating as needed/required from the prequalified applicants (that will be invited to submit their proposal).
- 16. Definitions:**
  - (h) Similar works: Similar work experience is clearance of mined fields
  - (i) Work Completion Certificate or declaration from mine action customer/authority (contractors/sub-contractors): Certificate for completion of clearance works or declaration from mine action customer/authority with provisional acceptance concluded. For the sub-contractor's work completion certificate to be valid, all the works defined in the main contract between the employer and the contractor should have been provisionally accepted.



## Annex II: Prequalification Data Sheet

Introduction		
1	Employer:	United Nations Development Programme
2	Application Process:	EOI for Prequalification for provision of mine clearance services of border minefields on the Eastern border of Turkey
3	Title of the Project	Project for Socioeconomic Development through Demining in Eastern Borders of Turkey
4	Employer's Address	<b>Address:</b> United Nations Development Programme BirlikMah. 415. Cad. No: 11, 06610, Cankaya, Ankara, <b>Country:</b> Turkey <b>Fax:</b> + 90 312 496 1463 <b>E-mail:</b> mineaction@undp.org
5	Clarification Requests	Requests for clarification should be received by the Employer no later than <b>4 (four) days</b> prior to the deadline for submission of quotations to the e-mail address given above.
Preparation of Applications		
1	Language:	The language of the applications is <b>English</b>

**Introduction**

2	<b>Schedules and Forms:</b>	<p>The following schedules and forms shall be submitted with the application:</p> <p>Application Submission Form</p> <p>Applicants shall meet all four pass/fail criteria (PF1 through PF4) in order to be considered for further evaluation for prequalification. If an applicant does not meet any one of the pass/fail criteria as stipulated in Annex III, Part I, it does not need to proceed with completion of application documents for Part II, given in below table:</p> <table><tr><th data-bbox="603 443 842 562"><b>Application Forms (Annex IV)</b></th><th data-bbox="842 443 1102 562"><b>Part I: Pass/ Fail Eligibility Criteria</b></th><th data-bbox="1102 443 1418 562"><b>PART II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria</b></th></tr><tr><td data-bbox="603 562 842 629">Form 1: Applicant Information Sheet</td><td data-bbox="842 562 1102 629">PF 1 PF2</td><td data-bbox="1102 562 1418 629">N/A</td></tr><tr><td data-bbox="603 629 842 689">Form 2: Litigation History</td><td data-bbox="842 629 1102 689">N/A</td><td data-bbox="1102 629 1418 689">Section A.A</td></tr><tr><td data-bbox="603 689 842 846">Form 3: Statement of Declaration for Eligibility in Tendering Processes</td><td data-bbox="842 689 1102 846">PF1 PF2</td><td data-bbox="1102 689 1418 846">N/A</td></tr><tr><td data-bbox="603 846 842 936">Form 4: Similar Mine Action Experience</td><td data-bbox="842 846 1102 936">PF3</td><td data-bbox="1102 846 1418 936">Section B</td></tr><tr><td data-bbox="603 936 842 1093">Form 5: Average Annual Demining Contracts Turnover over the Past 3 Years</td><td data-bbox="842 936 1102 1093">PF4</td><td data-bbox="1102 936 1418 1093">Section C1</td></tr><tr><td data-bbox="603 1093 842 1182">Form 6: Declaration of Financial Status</td><td data-bbox="842 1093 1102 1182">N/A</td><td data-bbox="1102 1093 1418 1182">Section C1</td></tr><tr><td data-bbox="603 1182 842 1339">Form 7: Security Clearance Application Form for Site Visit Attendees</td><td colspan="2" data-bbox="842 1182 1418 1339"></td></tr></table>	<b>Application Forms (Annex IV)</b>	<b>Part I: Pass/ Fail Eligibility Criteria</b>	<b>PART II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria</b>	Form 1: Applicant Information Sheet	PF 1 PF2	N/A	Form 2: Litigation History	N/A	Section A.A	Form 3: Statement of Declaration for Eligibility in Tendering Processes	PF1 PF2	N/A	Form 4: Similar Mine Action Experience	PF3	Section B	Form 5: Average Annual Demining Contracts Turnover over the Past 3 Years	PF4	Section C1	Form 6: Declaration of Financial Status	N/A	Section C1	Form 7: Security Clearance Application Form for Site Visit Attendees		
<b>Application Forms (Annex IV)</b>	<b>Part I: Pass/ Fail Eligibility Criteria</b>	<b>PART II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria</b>																								
Form 1: Applicant Information Sheet	PF 1 PF2	N/A																								
Form 2: Litigation History	N/A	Section A.A																								
Form 3: Statement of Declaration for Eligibility in Tendering Processes	PF1 PF2	N/A																								
Form 4: Similar Mine Action Experience	PF3	Section B																								
Form 5: Average Annual Demining Contracts Turnover over the Past 3 Years	PF4	Section C1																								
Form 6: Declaration of Financial Status	N/A	Section C1																								
Form 7: Security Clearance Application Form for Site Visit Attendees																										

## Annex III – Prequalification Application

### Part I: Pass/Fail Eligibility Criteria

Applicants shall meet all four pass/fail criteria (PF1 through PF4) in order to be considered for further evaluation for prequalification. If an applicant does not meet any one of the pass/fail criteria as stipulated in below table, it does not need to proceed with completion of application documents given in Part II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria (PF1 through PF4)

No	Subject	Requirement	Single Entity	Joint Venture			Document to be submitted
				All Combined	Lead Partner	Other Partner(s)	
PF1	Conflict of Interest/ Eligibility to apply	ITA Clause 2(b) and 2(c).	Must meet requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 1: Applicant Information Sheet Form 3: Statement of Declaration for Eligibility in Tendering Processes
PF2	Legal Status	Legally established single entity as per ITA Clause 2(a).	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 1: Applicant Information Sheet Form 3: Statement of Declaration for Eligibility in Tendering Processes

PF3	Similar experience on demining	<p><b>Regardless of the number of the lots applied,</b></p> <p>Completion as the main contractor of at least 3 contracts during last 3 years(2011,2012,2013) in mine clearance where the total contract amounts for demining were not less than 15 mil USD in total, certificate for completion of clearance works or declaration from mine action customer/authority provided.</p>	Must meet Requirement	Must meet Requirement	Must meet at least %50 of the requirement	<p>Must meet at least %20 of the requirement</p> <p><i>In case the Lead Partner meets %100 of the requirement by itself, other partners will not be required to meet this criteria</i></p>	<p>Original or notarized Copies of Clearance, Work Completion Certificates or declaration from mine action customer/authority provided.</p> <p>Please use Form 4: Similar Mine Action Experience</p>
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No	Subject	Requirement	Single Entity	Joint Venture			Document to be submitted
				All Combined	Lead Partner	Other Partner(s)	
PF4	Average Annual Demining Contracts Turnover	Average annual demining contracts turnover during last three completed financial years (2011, 2012, 2013).  Must not be less than 10 mil USD	Must meet Requirement	Must meet Requirement	Must meet at least %50 of the requirement	Must meet at least %20 of the requirement	Average Annual Demining Contracts Turnover Over the Past 3 Years  Please use Form 5: Average Annual Demining Contracts Turnover over the Past 3 Years

*A successful applicant shall comply with all of the requirements (pass/fail criteria) listed above.*

*Note for the Joint Ventures: Note that the minimum requirements for the Lead Partner of the JV and Other Partners of the JV are different. Even if the lead partner and the other partners of the JV meet the minimum requirements, individually, the JV may still not be considered qualified, if the combined qualifications of the JV do not meet the minimum requirements, stipulated under "All combined" column in the above tables.*

Following sections should be filled out only by the Applicant, who meet all of the four pass and fail based qualifying criteria stated above. Noncompliance to meet any one of the above pass/fail criteria leads to disqualification and any further information provided by those Contractors will not be considered.

IF ALL PF.1, PF.2, PF3, PF4, ARE MET



THEN **PROCEED WITH YOUR APPLICATION** FOR PREQUALIFICATION  
IF ANY ONE OF PF.1, PF.2, PF3, PF4 ARE NOT MET



**THEN DON'T PROCEED WITH YOUR APPLICATION.**  
ALL INFORMATION BEYOND SHALL BE TOTALLY IGNORED



**Part II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria (PF1 through PF4)**

**Section A: Management Plan**

**A. Organizational Capability:**

- A.1** Provide a brief description of the company / firm submitting the application including the year and country of incorporation, types of activities undertaken
- A.2** Presentation of the organizational chart of the company
- A.3** Company's current facilities such as location of office(s) and partnerships in Turkey etc. that would contribute to successful performance of the Contract, in case of award.
- A.4** Description of the organizational unit(s) that will become responsible for the contract and the general management approach towards a project of this kind.
- A.5** Litigation History as per attached Form 2.

**Section B: Similar Work Experience**

**B. Experience of Company / Firm:**

**B1.** Similar work experience (A list of demining projects completed and certified over the last three years), as per the attached templates **Form 4**).

**B2** Capacity for clearance of land mines are preferred including but not limited to:

- i)** Management Capacity;
- ii)** Manual Demining Capacity;
- iii)** Mechanical ground processing assets (flail, tiller, pressure, sifter, crusher, rollers);
- iv)** Mine Detection Dog Capacity;
- v)** Electronic detection systems;
- vi)** Logistical set up;
- vii)** Verification system;
- viii)** Internal Quality Assurance/Quality Control system;
- ix)** Company Standard Operating Procedures (SoP's)

**B3** Demining experience in international projects

Highlight any experience in countries having similar context with Turkey, as well as work on major multilateral or bilateral programmes. Indicate experience of company or Consortium/JV for demining.

## **Section C: Resource Plan**

### **C1 : Financial Strength**

**C1.1** Company's current financial capabilities, as per the attached Financial Reference template "**Form 6**".

**C1.2** Company's annual demining contracts turnover during three last completed financial years (2011, 2012 and 2013) and Balance Sheet certified through "Certified Public Accountant" as per the attached template "**Form 5**".

## **Section D: Work Methodology**

### **D1. Standard Operational Procedures (SoP). Generic version or country example.**

Please provide an SoP addressing all the components stipulated below as to how the contractor will conduct mine action operations:

D.1.1	Introduction and Contents
D.1.2	Demining Organization
D.1.3	Quality Management
D.1.4	Training Standards
D.1.5	Communications
D.1.6	Task Allocation Procedures
D.1.7	Information Management
D.1.8	Clearance Site Set-up
D.1.9	Marking of mined areas and task sites
D.1.10	Task Handover Procedures
D.1.11	Task Documentation and Reports
D.1.12	Personal Protective Equipment
D.1.13	Manual Mine Clearance
D.1.14	Mine Detection Dogs Operations
D.1.15	Mechanical Demining Operations
D.1.16	Disposal of mines and UXO
D.1.17	Safety & Occupational Health, Demining Worksite Safety
D.1.18	Storage, Transportation and Handling of Explosives
D.1.19	Medical Support and Patient/Casualty Evacuation
D.1.20	Accident and Incident Investigation
D.1.21	Environmental Management

## **D.2. Clearance Capacity**

Please provide information of Clearance Capacity that should include the entire following core components listed below:

- D.2.1. Management Capacity
- D.2.2. Logistical Setup / Concepts
- D.2.3. Mine Clearance Capacity
- D.2.4. Verification System
- D.2.5. Brief outline of initial concept of operations

## **D.3. Insurance**

Provide any existing details about insurances coverages including but not limited to demining works, professional liability, personnel injury, third party liability, all risk insurance, employers' liability and public indemnity, etc. In case of award, the contractor will be asked to provide documentation proving its insurance for the above.

## **D4. Quality Control and Assurance Mechanisms**

Please provide a detailed description of Contractor's Internal Quality Control and Assurance Mechanisms that would be applied for satisfactory completion of the mine action works.

**D5. Risks / Mitigation Measures:**

Please provide a matrix describing the potential risks for the implementation of SoP that may impact achievement of expected results, and describe measures to mitigate these risks.

**D6. Other Information**

Other relevant information related to this EoI/Prequalification.

## **Annex IV – Application Forms**

The forms herein shall be submitted by the Applicants. All the forms must be printed on company letterhead, signed, stamped and dated. The corresponding attachments should be attached, the attachments if already certified by notary public or certified accountant shall not be signed, dated, stamped by the Applicant.

In case of Joint Ventures, all forms shall be signed, dated and stamped by each member of the JV.

The forms herein include:

- Form 1: Application Information Sheet
- Form 1-a: Data on Consortium / Joint Venture (inc. Statement of Joint Venture Declaration)
- Form 2: Litigation History
- Form 3: Statement of Declaration for Eligibility in Tendering Processes
- Form 4: Similar Mine Action Experience
- Form 5: Average Annual Demining Contracts Turnover over the Past 3 years.
- Form 6: Declaration of Financial Status
- Form 7: Security Clearance Application Form for Site Visit Attendees

Applicants shall meet all four pass/fail criteria (PF1 through PF4) in order to be considered for further evaluation for prequalification. If an applicant does not meet any one of the pass/fail criteria as stipulated in Annex III, Part I, it does not need to proceed with completion of application documents for Part II given in below table:

<b>Application Forms</b>	<b>Part I: Pass/ Fail Eligibility Criteria</b>	<b>PART II: Evaluation Scheme for Applicants Meeting All Pass/Fail Criteria</b>
Form 1: Applicant Information Sheet	PF 1 PF2	N/A
Form 2: Litigation History	N/A	Section A.A
Form 3: Statement of Declaration for Eligibility in Tendering Processes	PF1 PF2	N/A
Form 4: Similar Mine Action Experience	PF3	Section B
Form 5: Average Annual Demining Contracts Turnover over the Past 3 Years	PF4	Section C1
Form 6: Declaration of Financial Status	N/A	Section C1

<p>Form 7: Security Clearance Application Form for Site Visit Attendees</p>	
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**Form 1: Applicant Information Sheet** (to be printed on company letterhead, signed, dated and stamped)

(– Part I PF1, PF2)

No	Subject	Explanation
1	Legal Name	
2	Country of Registration	
3	Year of Registration	
4	Role (if applicant is a JV)	<input type="checkbox"/> Lead Member with a share of ...% <input type="checkbox"/> Member with a share of ...% <input type="checkbox"/> Member with a share of ....%
5	Legal address in the country of registration (please attach original or notarized copy of registration to Chamber of Commerce and Membership to any Association in Turkey or Abroad)	Address: Tel: Fax:
6	Authorized Representative Information	Name: Title: Address: Tel: Fax: Email:
7	Certificates demonstrating Quality Assurance/Control Mechanism/System in place owned by the Applicant	
8	Attachment(s)	(i) Notarized copy of the document(s) (e.g. trade registration gazette or equivalent etc.) that prove(s) the constitution of the Company named as the Applicant, above. (ii) Notarized copy of the document(s) (e.g. trade registration gazette or equivalent etc.) that demonstrate(s) change(s) (i.e. title, address, shareholding structure) and current status of the Company, named as the Applicant, above. (iii) Signature Circular and/or Power of Attorney, demonstrating authority to sign on behalf of the Applicant, certified by the notary public. (iv) In case of joint venture Form 1.a shall be co-signed by all the JV members.

Name  
 Title  
 Date  
 Signature

**Form 1-a: Data on Consortium / Joint Venture**  
**(PF1, PF2)**

<b>DATA ON CONSORTIUM /JOINT VENTURE</b>					
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**CONSORTIUM:**

No	Name of Consortium Partner	% of Share	Responsible portion of the Works	Legal Address	Date of Registration to Register of Commerce or other agency registering the commercial activity	Signature
1	Coordinator Partner					
2	Partner					
3	Partner					

**JOINT VENTURE**

No	Name of JV Partnership	% of Share	Legal Address	Signature
1	Main (Pilot) Partner .....			
2	Member 1 .....			
3	Member 2 .....			

Notarized copy of Consortium and/or Joint venture Declaration below will be attached to this data sheet. For JV, several and joint liability for whole performance of the Contract must be clearly stated.

## Statement of Joint Venture Declaration

### JOINT VENTURE DECLARATION

EOI No: UNDP-TUR-EOI-PROJ(DEM)-2014/01

We have entered into a private joint venture in order to submit joint tender to EOI for Prequalification for provision of mine clearance services of border minefields on the Eastern border of Turkey under the Project for “Socioeconomic Development through Demining in Eastern Borders of Turkey” tendered by United Nations Development Programme(UNDP) and perform and prosecute the work after concluding the contract if we are awarded the contract. If we are awarded the contract, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be .....[indicate name of the lead partner]..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead (pilot) partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract, and that each of us shall be jointly and severally liable for performing the works and commitments within the subject and scope of the contract that will be concluded as well as fulfilling the obligations arising from the contract and undertaken by our joint venture, and that we shall not leave the private joint venture that we have established, otherwise UNDP shall be authorized to terminate the contract and register the performance bond as revenue, and that all communications and notifications to the lead (pilot) company shall be deemed to be made to our joint venture, the lead (pilot) partner and the remaining partners of the joint venture shall undertake all obligations and liabilities of the work including the performance bond in the events of death, bankruptcy, heavy disease, detention or imprisonment to the extent to limit the freedom or dissolution of any of the partners in the joint venture except for the lead (pilot) partner before the subject work is completed.

No	Name of the Partner in the JV	Percentage Share*
1		
2		
3		

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

\* Lead partner's share cannot be less than 50%  
Share of the remaining partner(s) shall not be less than 20%

**Form 2: Litigation History**  
**(PART II, SECTION A.A)**

LITIGATION HISTORY
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Please provide information on the history of litigation or arbitration resulting from contracts during the last 5 years or under execution.

Year	Litigation/Arbitration is AGAINST to (Legal Entity, Real Persons, etc)	Cause of Litigation & relevant details	Amount disputed (US\$)

Signature:

Date: .....

*(Signed by the duly authorized representative of the Contractor)*

***Form 3: Statement of Declaration for Eligibility in Tendering Processes***

***(PF1,PF2)***

To:

United Nations Development Programme (UNDP)  
BirlikMahallesi 2. Cadde No:11  
Cankaya – ANKARA  
TURKEY

Date: .....

To: UNDP Turkey

We, the undersigned, apply to be prequalified for Contract/s on mine clearance services of border minefields on the Eastern border of Turkey and declare that:

- (a) We have examined and have no reservations to the Call for Expression of Interest/Prequalification letter (EOI), including any Annexes, Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with EOI.
- (b) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) We are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the UNDP to provide consulting services for the preparation of documents to be used for the clearance services to be procured.
- (d) As of the date of this statement of declaration, we are not in the circumstances of disqualification or restriction and we are not in the circumstances of those, (including the exclusion provision as indicated in Article 2), that cannot participate in the procurement. If any change occurs in this case declared, we undertake to notify the UNDP the Contracting Entity promptly.
- (e) We hereby declare that our participation in tenders is not temporarily (until the end of this period) or permanently prohibited as per the restrictions set forth by Turkish Public Procurement Authority in accordance with relevant laws including the Governmental Decree numbered 2009/14973 and dated 20.04.2009 and the Provisions of Laws no 2886, 4734, 4735, 3238 and other regulations, as well as persons convicted of crimes in the scope of the Law for the Fight against Terrorism no. 3713 or of organized crimes or convicted to bribe to officials in his country or in foreign country.

(f) We understand that in case the same organization applies to both EoIs for 'Clearance' and 'Certification, QA/QC', it will be automatically disqualified from both selection processes.

The following information shall be used by UNDP to notify us:

Name
Title
Address:
Tel:
Fax:



**Form 4: Similar Mine Action Experience (to be printed on company letterhead, signed, dated and stamped)**  
**(PF3, Part II Section B)**

Applicant's Legal Name \_\_\_\_\_

Date    /    / 2014

Page    of   

Replicate the following table and enumerate accordingly for each similar demining work experience.

Ref No: ...	Project title				
Award Date (MM/YYYY)	Completion Date (MM/YYYY)	Role in Contract (contractor OR sub- contractor)	Total Contract Amount (USD)	Proportion of the total contract amount carried out by the Applicant (%)	Employer
<b>Detailed description of project</b>			<b>Type of services provided</b>		

The information above complies with the following conditions:

- \* References include works completed in 2011 and onwards
- \* Substantiated by the **attached notarized copies of clearance or work completion certificates**  
Clearance Certificate should include information contained in work completion certificate
- \* Role as "contractor" or "sub-contractor".
- \* Similar work experience is the clearance-related mine action.

Name  
 Title  
 Date  
 Signature

**Form 5: Average Annual Demining Contracts Turnover Over the Past 3 Years (2011,2012,2013)**  
(to be printed on company letterhead, signed, dated and stamped  
(PF4, Part II Section C1)

Applicant's Legal \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/2014  
Name

Page \_\_\_\_ of \_\_\_\_

Annual Demining Contracts Turnover				
	Amount*	Currency	Conversion Rate	USD Equivalent
2011				
2012				
2013				
Average				

The information above complies with the following conditions:

- \* Average Annual Demining Contracts Turnover is calculated as total certified works completed. Attach work completion certificates and other documentation certifying the amount of demining contracts turnover.

**Form 6: Declaration of Financial Status**  
**(PART II, Section C1)**

**DECLARATION OF FINANCIAL STATUS**

Cash and Credit position as of submission date				
BANK	Available Cash (US\$)	Unused		
		Cash Credit (US\$)	Credit Letter (US\$)	
TOTAL (US\$)		A	B	A+B

**GRAND  
TOTAL**

**Form 7: Security Clearance Application Form for Site Visit Attendees**

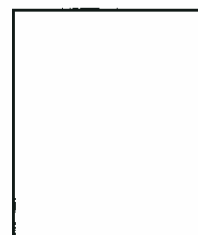
**Privacy Notice Statement:** The information you provide on this form is required by Republic of Turkey General Staff for the purpose of having a security screening assessment conducted as part of the approval process for civilians to work inside militarized zones of exclusion. The form shall be duly completed by the representative of the Applicant Organization for the purpose of attending the site visit to be organized by UNDP Turkey Office in scope of commercial tender for Mine Clearance Action carried under the “Socio Economic Development through Demining of Eastern Borders of Turkey” Project.

All applications will be screened and only the companies who have met both of the pass/fail qualifying criteria and achieved minimum prequalification score will be invited to submit their proposal for provision of clearance services for Eastern Border of Turkey. Before the submission of the proposals by prequalified applicants, a site visit will be organized by UNDP in sample fields subject to demining in eastern borders of Turkey within first half of January 2015. A maximum of two (2) representatives from each prequalified applicant shall be invited to attend the site visit. For security reasons, the pre-qualified applicants must provide the information requested in this **Form** for their personnel who will be nominated to represent their organization in the site visit along with the submission of EoI/Prequalification.

A refusal to provide the information requested on this form will result in the refusal of the application for participating in the field visit and briefing meeting.

(Please attach a copy of the first and second page of your passport)

Surname :  
Full Given Names :  
Passport No :  
Nationality :  
Place of Birth :  
Date of Birth (DD/MM/YY):  
Sex :  
1-Permanent Address :



2 -Employer Information :

Name of Organization:Name of Supervisor: Starting Date of Employment: Functional Title:

3- Employer Address :

4- Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES

NO

If "yes", give full particulars of each case in an attached statement.

.....

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

Date:

Signature

## Annex X: Evaluation Scheme for Prequalification

Application for Prequalification is evaluated on the basis of its responsiveness to the information requested through the Prequalification Documents.

**Minimum Prequalification Score: 700 out of 1000**

Evaluation Forms for Prequalification		Score Weight %	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1	A. Management Plan	24	<b>240</b>					
2	B. Similar Work Experience	25	<b>250</b>					
3	C. Resource Plan (Financial Strength)	15	<b>150</b>					
4	D. Work Methodology	36	<b>360</b>					
	Total	100 %	<b>1000</b>					

Evaluation forms for prequalification follow on the next pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Prequalification Application Forms are:

**Form 1: A - Management Plan (Organizational Capacity)**

**Form 2: B - Similar Work experience (Demining projects)**

**Form 3: C - Resources Plan (Financial Strength)**

**Form 4: D - Work Methodology**



## Qualification Criteria

Evaluation for Prequalification Form 1			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
<b>A. Management Plan</b>								
		Sub-Score	YES/NO					
<b>A</b>	<b>Organizational Capacity</b>		<b>240</b>					
A.1	Provide a brief description of the company / firm submitting the proposal, including the year and country of incorporation, types of activities undertaken	50						
A.2	Presentation of the organizational chart of the company	25						
A.3	Company's current facilities such as location of office(s) and partnerships in Turkey etc. that would contribute to successful performance of the Contract, in case of award.	25						
A.4	Description of the organizational unit(s) that will become responsible for the contract and the general management approach towards a project of this kind.	60						
A.5	Litigation History as per the attached Form 2	40						
	With no litigation history	40						
	With litigation history	0						
<b>Total Part 1</b>	<b>240</b>							

Evaluation for Prequalification Form 2			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
<b>B. Similar Work Experience</b>								
		Sub-Score	250					
<b>B.1</b>	Irrespective of number of lots applied, having conducted a minimum of 3 demining projects over last 3 years (2011,2012,2013) ( <i>Only as prime contractor -not Subcontractors</i> ) which come to a total value of: 15 M- 19.9 M USD 20 M – 24.9 M USD 25 M –29.9 M USD >29.9 M USD	175  50 100 150 175						
<b>B.2</b>	Irrespective of number of lots applied, experience working on high value international demining contracts over the last 3 years (2011, 2012, 2013) ( <i>Only as prime contractor -not Subcontractors</i> ) Largest single demining contract to the value of; ≥ 1 Million USD Contract ≥2.5 Million USD Contract ≥5 Million USD Contract ≥7.5 Million USD Contract	75   25 50 65 75						
<b>Total Part 2</b>			<b>250</b>					

Evaluation for Prequalification Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
C. Resource Plan								
		Sub-Score						
C.1.	Financial Strength		150					
C.1.1	Contractor's current financial capabilities, as per the attached Financial Reference template "Form F7". Total credit ≥10 million USD Total credit ≥ 5 million<10 million USD Total credit < 5 million USD	50  50 25 0						
C.1.2	Contractor's annual financial turnover and Balance Sheets of last year or average of the last three years: Turnover≥20 million USD Turnover ≥10 million <20million USD Turnover<10 million USD	100  100 50 0						
Total Part 3			150					

D. Standard Operational Procedures								
Evaluation for Prequalification (Generic or country example) Form 4			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
		Sub-Score	360					
D.1	Approach (Brief description of the approach for how the contractor will conduct mine action operations)	200						
D1.1	Demining Organization	10						
D1.2	Quality Management	10						
D1.3	Training Standards	10						
D1.4	Communications	10						
D1.5	Task Allocation Procedures	10						
D1.6	Information Management	10						
D1.7	Clearance Site Set-up	10						
D1.8	Marking of mined areas and task sites	10						
D1.9	Task Handover Procedures	10						
D1.10	Task Documentation and Reports	10						
D1.11	Personal Protective Equipment	10						
D1.12	Manual Mine Clearance	10						
D1.13	Mine Detection Dogs Operations	10						
D1.14	Mechanical Demining Operations	10						
D1.15	Disposal of mines and UXO	10						
D1.16	Safety & Occupational Health, Demining Worksite Safety	10						
D1.17	Storage, Transportation and Handling of Explosives	10						
D1.18	Medical Support and Patient/Casualty Evacuation	10						
D1.19	Accident and Incident Investigation	10						
D1.20	Environmental Management	10						
D.2	Clearance Capacity	50						
D.2.1	Management Capacity	10						
D.2.2	Logistical Setup / Concepts	10						
D.2.3	Mine Clearance Capacity	10						
D.2.4	Verification System	10						
D.2.5	Brief outline of initial concept of operations	10						

<b>D.3</b>	<b>Insurance</b> Provide any existing details and documentation for committing insurances for demining works, professional liability, personnel injury, third party liability, employers' liability and public indemnity		<b>30</b>					
<b>D.4</b>	<b>Quality Control and Assurance Mechanisms</b> (Please provide a brief description of Contractor's Internal Quality Control and Assurance Mechanisms that would be applied for satisfactory completion of the mine action works, ie. ISO Certificate or similar internationally acknowledged quality control/assurance certificates)		<b>40</b>					
<b>D.5</b>	<b>Risks/Mitigation Measures</b> (Please provide a matrix describing the potential risks for the implementation of SoP that may impact achievement of expected results, and describe measures to mitigate these risks.)		<b>40</b>					
<b>Total Part 4</b>			<b>360</b>					