



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

TO: Interested Companies/Firms	DATE: 02 April 2015
	REFERENCE: UNDP-TUR-EOI-PROJ(DEM)-2015/01 SUBJECT: 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*”, which covers the clearance of 223 known minefields that have records, 2 unrecorded and 3 suspected ‘dummy’ minefields on the Armenian, Azerbaijan & Iranian borders with Turkey in the provinces of Ardahan, Kars, Iğdır, Ağrı & Van.

Scope of the Project: The overall objective of the Project is to contribute to the social and economic development through demining and more secure borders in Eastern Turkey.

Value based, mine action and humanitarian demining is undertaken in reference to the rational for the protection of civilian lives and livelihoods and in support and safety of development activities. To this end, normative frameworks that underpin mine action such as the Anti-Personnel Mine Ban Convention (APMBC), to which Turkey is a State Party, the Convention on Cluster Munitions (CCM) and the Convention on certain Conventional Weapons (CCW) are in conformity with international humanitarian and human rights law and constitutes the framework for UNDPs engagement in mine action and outlines standard requirements for activities under its management and financial accountability.

Scope of services: Clearance of 223 known minefields that have records, 2 unrecorded and 3 suspected ‘dummy’ 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** 4,473,117m² / 54 minefields / 57,067 known mines. Geographic area: Ardahan, Kars & a portion of Igdir.
- Lot 2. Centre** 4,107,150m² / 88 minefields +1/ 76,094 known mines. Geographic area: Igdir& a portion of Agri.
- Lot 3. South** 3,089.640m² / 81 minefields +1 / 56.862 known mines. Geographic area: Portion of Agri & Van down to Saray.

The project will include 223 known minefields that have records, 2 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 will confirm it in writing to UNDP via fax (+ 90 312 496 14 63) or via e-mail (mineaction@undp.org) of their "expression of interest for submission of EOI for Prequalification" until **15 April 2015**.

Qualifications:

3. The Prequalification is mainly based on; organizational capacity and experience in international mine action projects; financial status (i.e. annual turnover). 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 shall 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
Deputy Resident Representative

Annex 1: Instructions to Applicants (ITA)

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. A Joint Venture/Consortium may have a maximum of three members. One of the members of the JV/Consortium firm shall be the lead entity of the JV/Consortium who shall have a majority (at least 50%) share in the JV/Consortium. The other members shall have a share of not less than 20%. None of the Joint Venture or Consortium members can be a real person. Joint Ventures/Consortiums involving local companies established and operating in Turkey shall be leveraged during the RFP stage, as they would contribute to successful performance of contract.
- (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 ‘Mine 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 or permanently prohibited as per the restrictions set forth by Turkish Public Procurement Authority and other Turkish public authorities 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.
- (d) Turkey is a State party to the Anti-personnel Mine Ban Convention. In addition, APMBC, as well as the CCM (cluster munitions) and the CCW (Convention on certain Conventional Weapons) are the framework for UNDP’s engagement in mine action and these instruments outline the standard requirements for activities under

UNDP management. Accordingly, applicants engaged in or affiliated with the use, production, stockpiling or trade in anti-personnel mines would not be eligible.

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 (Pass/Fail Eligibility Criteria)
- (d) Annex IV: Application Forms

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 posts 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 / consortium 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 / consortium.
- (c) After the Application has been submitted to UNDP, the lead entity identified to represent the joint venture / consortium shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture / consortium can submit another application (EoI stage) or proposal (at RFP stage):
- Either in its own capacity; or
 - As a lead entity or a member entity for another joint venture / consortium submitting another application or Proposal.
- (d) The Lead Entity shall be that party which is best able to demonstrate the necessary demining expertise and experience as stipulated in the P/F criteria and ensure that all work subject of this EoI is completed in strict compliance with IMAS. The methodology to be applied by the pre-qualified Applicants in IMAS compliance context shall be sought and evaluated during RFP stage.
- (e) The Lead Entity with demining experience shall also ensure transfer of knowledge to member partners in the respective field by which capacities for demining remain in Turkey at the conclusion of the Action. The methodology and actions to be followed for transfer of knowhow by the Lead Entity to Member Partners shall be required and evaluated during RFP stage.
- (f) Nature of the joint venture / consortium, as well as the added value to be provided by each member entity for purposes of performance of demining works subject of this EoI, shall be further elaborated by the pre-qualified applicants in their proposals. UNDP shall include this aspect in the evaluation criteria in the RFP.
- (g) The description of the organization of the joint venture/consortium shall clearly define the demining experience as well as the expected role of each of the entity in the joint venture / consortium in delivering the requirements of the Prequalification, both in the Application and the Joint Venture / Consortium Agreement. All entities that comprise the joint venture / consortium shall be subject to the eligibility and qualification assessment by UNDP.
- (h) One of the members of the JV firm /Consortium shall be the lead entity of the JV / Consortium who shall have a majority (at least 50%) share in the JV/Consortium. The other members shall have a share of not less than 20%. None of the Joint Venture or Consortium members can be a real person. In order to be eligible for JV/ Consortium, the Lead Entity and other members shall meet the pass/fail criteria as stipulated in Annex III.
- (i) Where a joint venture / consortium is presenting its track record and experience in a similar undertaking as those required in the EoI or Request for Proposal (RFP), it shall present such information in the following manner:
- Those that were undertaken together by the joint venture / consortium; and

- Those that were undertaken by the individual entities of the joint venture / consortium expected to be involved in the performance of the requirements defined in the EoI or RFP.

- (j) 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 / consortium or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- (k) If the proposal of a joint venture / consortium 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 / consortium, 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. Unofficial translations to be made by the Applicant itself shall not be acceptable. All translations to English shall be made by a sworn translator and notarized to be acceptable. No apostil copies are required.
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 applicants who have met both of the pass/fail qualifying criteria 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 the first half of 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 for 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
Birlik Mah. 415. Cad. No: 11, 06610, Cankaya, Ankara,
Turkey

REF: UNDP-TUR-EOI-PROJ(DEM)-2015/01

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

Deadline for Submission of EoI/P:

02 May 2015, 18:00 hrs

DO NOT OPEN BEFORE OPENING DATE AND TIME!

13. **Deadline for Submission of Applications:** 02 May 2015, 18:00 hrs Turkey time.
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.
22. **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

23 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).

24. Definitions:

- (a) Demining (humanitarian demining): lead to the removal of mine and ERW hazards, including non-technical and technical survey, mapping, clearance, marking, post-clearance documentation, community mine action liaison and the handover of cleared land. Demining may be carried out by different types of organisations, such as NGOs, commercial companies, national mine action teams or military units. Demining may be emergency-based (to provide immediate access) or developmental (in support of broader development including rehabilitation, reconstruction, expansion and/or development projects within livelihood activities as well as social and physical infrastructure and general safety. Herein is also included the compliance with international treaty obligations, ref APMBC Article 5).
- (b) 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. For the subcontractors to be used by the Applicants, a document that shows the breakdown of works to be conducted by the subcontractor, together with the legal name, address and contact details of the subcontractor shall be submitted.

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	Address: United Nations Development Programme Birlik Mah. 415. Cad. No: 11, 06610, Cankaya, Ankara, Country: Turkey Fax: + 90 312 496 1463 E-mail: mineaction@undp.org
5	Clarification Requests	Requests for clarification should be received by the Employer no later than 4 (four) days 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 English

Introduction

2 Schedules and Forms:

The following schedules and forms shall be submitted with the application:

Application Submission Form

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:

Application Forms (Annex IV)	Part I: Pass/Fail Eligibility Criteria
Form 1: Applicant Information Sheet	PF 1 PF2
Form 2: Litigation History	N/A
Form 3: Statement of Declaration for Eligibility in Tendering Processes	PF1 PF2
Form 4: Mine Clearance Experience as the Main Contractor	PF3
Form 5: Average Annual Works Contracts (Demining, Construction, Civil Works, Defense Industry) Turnover over the Past 3 Years	PF4
Form 6: Declaration of Financial Status	N/A
Form 7: Security Clearance Application Form for Site Visit Attendees	N/A

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 / Consortium			Document to be submitted
				All Combined	Lead Entity	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

NO	SUBJECT	REQUIREMENT	SINGLE ENTITY	JOINT VENTURE / CONSORTIUM				DOCUMENT TO BE SUBMITTED
				All Combined	Option	Lead Entity	Other Partner(s)	
PF-3	Similar experience on demining	<p>Regardless of the number of the lots applied,</p> <p>Completion as the main contractor of at least 3 mine clearance contract during last 5 (five) years (2010,2011,2012,2013,2014), where the total amount of contracts for mine clearance was cumulatively not less than 10 mil USD, certificate for completion of clearance works or declaration from mine action customer/authority provided.</p>	Must meet 100% of the Requirement	Must meet 100% of the Requirement	1.	Meets 100% of the requirement alone	No requirement	<p>Original or notarized Copies of Clearance, Work Completion Certificates or declaration from mine action customer/authority provided.</p> <p>Please use Form 4: Mine Clearance Experience as the Main Contractor</p>
					2.	Meets equal to or more than 50% and less than 100% of the requirement	Collectively meets the remaining requirement at least at an amount that adds up to 100% with the Lead Entity together. For the Lead Entity: Meets equal to or more than 50% and less than 100% of the requirement for the completion as the main contractor of mine clearance contracts where the total amount of contracts not less than 50% of the 10 mil USD and with	

									at least 1 mine clearance contract"	
--	--	--	--	--	--	--	--	--	-------------------------------------	--

NO	SUBJECT	REQUIREMENT	SINGLE ENTITY	JOINT VENTURE / CONSORTIUM				DOCUMENT TO BE SUBMITTED
				All Combined	Option	Lead Entity	Other Partner(s)	
PF4	Average Annual Works Contracts (Demining, Construction, Civil Works, Defense Industry) Turnover	Average annual works contracts (Demining, Construction, Civil Works, Defense Industry) completed in the last three financial years (2012, 2013, 2014) turnover must not be less than 10 mil USD	Must meet 100% of the Requirement	Must meet 100% of the Requirement	1	Meets 100% of the requirement alone.	Must meet at least %20 of the requirement	Average Annual Works Contracts (Demining, Construction, Civil Works, Defense Industry) Turnover Over the Past 3 Years (2012, 2013, 2014) Please use Form 5: Average Annual Works Contracts (Demining, Construction, Civil Works, Defense Industry)
					2	Meets equal to or more than 50% and less than 100% of the requirement	Collectively meets the remaining requirement pro rata with their share in JV / Consortium (not less than 20% each) reaching to 100% with the Lead Entity together.	

[illegible]

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

Note for the Joint Ventures / Consortiums: Note that the minimum requirements for the Lead Entity of the JV / Consortium and Other Partners of the JV/Consortium are different: Even if the lead entity and the other partners of the JV/Consortium meet the minimum requirements, individually, the JV/Consortium may still not be considered qualified, if the combined qualifications of the JV / Consortium do not meet the minimum requirements, stipulated under “All combined” column in the above tables.

Please refer to ITA Clause 6 for further information.

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

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 / Consortiums, 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 Joint Venture / Consortium (inc. Statement of Joint Venture Declaration or the Consortium Agreement prepared with due ITA Clause 6)
- Form 2: Litigation History
- Form 3: Statement of Declaration for Eligibility in Tendering Processes
- Form 4: Mine Clearance Experience as the Main Contractor for the last 5 years (2010, 2011, 2012, 2013, 2014)
- Form 5: Average Annual Works (Demining, Construction, Civil Works, Defense Industry) Turnover over the Past 3 Years (2012, 2013, 2014)
- 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:

Application Forms	Part I: Pass/ Fail Eligibility Criteria
Form 1: Applicant Information Sheet	PF 1 PF2
Form 2: Litigation History	N/A
Form 3: Statement of Declaration for Eligibility in Tendering Processes	PF1 PF2
Form 4: Mine Clearance Experience as the Main Contractor for the last 5 years (2010, 2011, 2012, 2013 and 2014)	PF3
Form 5: Average Annual Works Contracts (Demining, Construction, Civil Works, Defense Industry) Turnover over the Past 3 Years (2012, 2013, 2014)	PF4
Form 6: Declaration of Financial Status	N/A
Form 7: Security Clearance Application Form for Site Visit Attendees	N/A

Form 1: Applicant Information Sheet (to be printed on company letterhead, signed, dated and stamped)
(PF1, PF2)

No	Subject	Explanation
1	Legal Name	
2	Country of Registration	
3	Year of Registration	
4	Role (if applicant is a JV / Consortium)	<div> <div> --- Lead Entity with a share of ...% </div> <div> --- Member with a share of ...% --- Member with a share of% </div> </div>
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.

No	Subject	Explanation
		<p>(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.</p> <p>(iii) Signature Circular and/or Power of Attorney, demonstrating authority to sign on behalf of the Applicant, certified by the notary public.</p> <p>(iv) In case of joint venture / consortium Form 1.a shall be co-signed by all the JV / Consortium members.</p>

Name
Title
Date
Signature

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

DATA ON CONSORTIUM /JOINT VENTURE						
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					

For Consortiums, companies shall attach their Consortium Agreements prepared with due ITA Clause 6 of the EoI.

JOINT VENTURE

No	Name of JV Partnership	% of Share	Legal Address	Signature
1	Lead (Pilot) Entity			
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)-2015/01

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) entity of our joint venture shall be[indicate name of the Lead Entity]..... 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) entity 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) entity 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) entity before the subject work is completed.

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

	Lead Entity	Partner	Partner
Name			
Date			
Signature			
Stamp			

* Lead entity's share cannot be less than 50 %

** Share of the remaining partner(s) shall not be less than 20%

Form 2: Litigation History

**LITIGATION
HISTORY**

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)
Birlik Mahallesi 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 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: Mine Clearance Experience as the Main Contractor (to be printed on company letterhead, signed, dated and stamped)
(PF3)

Applicant's Legal Name _____ Date ____/____/____

Page ____ of ____

Replicate the following table and enumerate accordingly for each mine clearance work experience.

Ref No: ...	Project title	Award Date (MM/YYYY)	Completion Date (MM/YYYY)	Total contract amount in original currency	Total Contract Amount (USD)	Proportion of the total contract amount carried out by the Applicant (%)	Employer
			 (original currency)			
Detailed description of project				Type of services provided			

The information above complies with the following conditions:

- * References include works completed in 2010, 2011, 2012, 2013 and 2014
- * Substantiated by the **attached notarized copies of clearance or work completion certificates**
Clearance Certificate should include information contained in work completion certificate
- * Similar work experience is the clearance-related mine action.
Please use UN official exchange rates valid during month of December of the respective year (in which the work is completed), available at the following link for the conversion of contract amounts to USD: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

Name _____
Title _____
Date _____
Signature _____

Form 5: Average Annual Works Contracts (Demining, Construction, Civil Works, Defense Industry) Turnover Over the Past 3 Years (2012,2013,2014) (to be printed on company letterhead, signed, dated and stamped (PF4)

Applicant's Legal Name _____ Date ____/____/2015
 _____ Page ____ of ____

Annual Works Turnover				
	Amount*	Currency	Conversion Rate	USD Equivalent
2012				
2013				
2014				
Average				

The information above complies with the following conditions:

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

Please use UN official exchange rates valid during month of December of the respective year (in which the work is completed), available at the following link for the conversion of contract amounts to USD:
<http://treasury.un.org/operationalrates/OperationalRates.aspx>

Form 6: Declaration of Financial Status

DECLARATION OF FINANCIAL STATUS

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

Form 7: Security Clearance Application Form for Site Visit Attendees

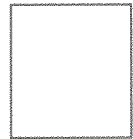
Privacy Notice Statement: The information you provide on this form is required by Republic of Turkey General Staff for the purpose of having a security screening assessment conducted as part of the approval process for civilians to work inside militarized zones of exclusion. The form shall be duly completed 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 the first half of 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