



REQUEST FOR QUOTATION (RFQ) Procurement of Well Excavation Services

REFERENCE: UNDP CYP RFQ 130/2019	DATE: 26 November 2019
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Dear Sir / Madam:

We kindly request you to submit your quotation **for Well Excavation Services** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before December 16, 2019 at 16:00 Cyprus local time via email only to solicitations.cy@undp.org.

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

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

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

Deadline for the Submission of Quotation	<i>Monday, December 16, 2019 and Cyprus local time 16:00</i>
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Bid Submission Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (Annex 2) <input checked="" type="checkbox"/> Company/Business registration certificate <input checked="" type="checkbox"/> Previous relevant experience <input checked="" type="checkbox"/> List and CVs of the Operator(s)/Driver(s)
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Quotation Currency	In Euro excluding VAT
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Upon certification of completion of each site.
Liquidated Damages	<input checked="" type="checkbox"/> Vendor should deliver services as per the agreed work schedule. If the vendor fails to provide the deliverable within the agreed time period, UNDP has the right to deduct, as liquidated damages, a sum equivalent to 0.5% of the price of the delayed service for each day of delay until actual delivery.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to minimum requirements under annex 1 and lowest price ¹ <input checked="" type="checkbox"/> Full acceptance of the PO and Contract General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Similar Works Completed, at least 1. <input checked="" type="checkbox"/> Operator(s)/Driver(s) with minimum 2 years of related work experience, valid driving license for the use of work vehicle required in TOR.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract (with the LTA option) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Contract Duration:	<input checked="" type="checkbox"/> up to 12 months
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at

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

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> N/A
Subcontracting	<input checked="" type="checkbox"/> As per General Conditions of the Contract.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Successful completion of each assignment and the issuance of the invoice addressed to UNDP <input checked="" type="checkbox"/> Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ ²	<input checked="" type="checkbox"/> Terms of reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. <input checked="" type="checkbox"/> Technical Experience; Forms for past experience and CV form of the Operator/driver (Annex 4) Form 1 and Form 2
Insurances	<p>The Contractor shall submit to the UNDP at the time of contract signature, the policy with the following details of insurances;</p> <ul style="list-style-type: none"> • Employer's Liability insurances for any staff of the Contractor attending the site - to the amount of euro 10,000 for any one occurrence per person. • Third party liability and/or properties (movable or immovable) in the works area or in the vicinity, per occurrence and per property - to the amount of euro 10,000 in respect of any one accident or series of accidents arising out of any one occurrence.
Indemnity	The contractor shall indemnify UNDP from any claims emanating from operations from third parties.
Contact Person for Inquiries (Written inquiries only)	<p>UNDP Solicitations solicitations.cy@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

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

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,
UNDP Solicitations
November 26, 2019

Terms of Reference Well Excavation Services

I. Background

UNDP operates in Cyprus through a Project Management Office (PMO) largely funded by the European Union, in support of the ongoing peace and confidence building process. Through cultural heritage conservation projects, community engagement initiatives, support to the Committee on Missing Persons, and large infrastructure and urban upgrading projects, UNDP implements initiatives that encourage dialogue and cooperation between the communities of Cyprus.

UNDP and the EU have been working together since 2001 through the UNDP with the DG Enlargement first, and as of 2006 with the Task Force for the Turkish Cypriot Community. UNDP has been instrumental in supporting and facilitating the implementation of objectives of the Task Force for the Turkish Cypriot Community for bi-communal and co-funded initiatives. UNDP provides expertise and technical support to ensure a smooth implementation of its partners' priorities.

Within this context, UNDP is seeking to engage a company/service provider for **Well Excavation Services Using Barrel System for Committee on Missing persons in Cyprus (CMP)**.

II. Description of Requirements

The main requirements are the provision of vehicle/machinery/equipment together with the experienced operators/drivers for the archaeological well excavations using barrel system for the burial sites identified by the Committee of Missing Persons (CMP) in its search of remains of the Cypriot missing persons. Excavations will be carried out under guidance and supervision of CMP designated personnel.


Locations of sites are situated all over the northern part of Cyprus distributed in different locations and the contractor will be given **48 hours of** notice to be present at any of the designated sites with the required machinery, equipment and accessories.

Pricing	Full and half day prices will be requested for well excavation services.
Definitions	Full day: A full day is composed of 6 hours of work on site from 8:30 until 15:30 with total one-hour break. Travel time needed to go to a site and to come back from a site is not considered as working time. Works more than 3 hours are considered as full day and priced as a full day.

	Half day: A half day is considered for works more than 1 hour up to 3 hours in a day when the works are commenced and then interrupted or stopped. Travel time needed to go to a site and to come from a site is not considered as working time.
Works not payable	If the works do not start and extreme working conditions are faced; the contractor will not be eligible to be paid.
	If works start and then interrupted or stopped within less than one hour; again, the contractor will not be eligible to be paid.
	If works are interrupted or stopped due the failure of vehicles/machines of the contractor; the contractor will not be eligible to be paid unless the contractor fulfills the requested duration of service (full day or half day in accordance with the initial request).
Work days	The works will be carried out during the weekdays (Monday – Friday). On weekends (Saturday and Sunday), official/local holidays excavations may be carried out and the contractor must be ready to provide the required equipment/machinery as well as the operators/drivers at no additional cost.
Working conditions (weather)	The well excavation services might be ceased under extreme weather conditions (extreme heat, heavy rain, high humidity). The weather conditions will be controlled under the heat stress code of practice.
Logbook	The contractor will be required to provide a logbook of their services. This should be submitted together with the invoice.
Operators/Drivers	The Contractor shall in respect of all persons employed by him for the execution of the Contract comply with the requirements of applicable laws and regulations. During the course of the contract if the contractor wants to change personnel, he/she shall obtain the approval of UNDP. Operators/Drivers must be sensitive to the humanitarian project and CMP personnel. Minimum no. of operators/drivers is one(1)
Responsibility and Liability:	The contractor shall be responsible and liable for the operations during the well excavations and works. Notwithstanding any instructions given by the CMP personnel, the contractor must ensure that safety of his operations.

Machinery/Vehicle/Equipment Required:

The contractor should be able to provide the services using the machinery/vehicle/equipment listed below. They are not required to be owned by the contractor.

Machinery/Vehicle Description	Quantity
Drilling Truck (Mait HR 110, year 1998+ or equivalent) to be used for well excavation.	1
Accessory/Equipment Description	Quantity
<p data-bbox="219 373 576 409">Buckets / Augers / Equipment</p> <p data-bbox="219 445 1302 514">There are seven (7) different types of buckets / augers / equipment, shown in the picture below, required Well Excavation Service Using Barrel System.</p> 	7
Generator (minumum, 15kVA)	1
Water pumping equipment to empty the well water if required	1

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. UNDP CYP RFQ 130 2019:

TABLE 1 : Offer to Supply Services Compliant with Terms of Reference

Services	Quantity (up to)	Unit Price (EUR)	Total Price(EUR)
<u>Full Day Well Excavation Service</u> A full day is composed of 6 hours of work on site from 8:30 until 15:30 with total one-hour break. Travel time needed to go to a site and to come back from a site is not considered as working time. Works more than 3 hours are considered as full day and priced as full day.	30 full-days		
<u>Half Day Well Excavation Service</u> A half day is considered for works more than 1 hour up to 3 hours in a day when the works are commenced and then interrupted or stopped. Travel time needed to go to a site and to come from a site is not considered as working time.	40 half-days		
<u>Insurances</u> Employer's Liability insurance	1		
<u>Insurances</u> Third party liability	1		
Total			

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes