



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

TO: Interested Companies/Firms	DATE: 23 December 2019
	REFERENCE: UNDP-TUR-EOI-PROJ(DEM3)-2019/02 SUBJECT: INVITATION FOR PREQUALIFICATION FOR QUALITY MANAGEMENT CAPACITY (QMC) SERVICES PROJECT: DEMINING ON EASTERN BORDERS OF TURKEY- PHASE 3

Dear Sir/Madam,

The UNDP Turkey calls for Expressions of Interest (EoI) for prequalification from experienced companies for provision of Quality Management Capacity (QMC) services for demining on Eastern borders of Turkey under the Project for “*Demining on Eastern Borders of Turkey – Phase 3*”, which covers the demining of 102 known minefields that have records in Turkish Mine Action Centre (TURMAC) on the Armenian, Azerbaijan & Iranian borders with Turkey in the provinces of Ardahan, Kars, Iğdır, Ağrı (Doğubeyazıt).

Disclaimer: Please be advised that at the moment, the financial resources required to undertake the Demining on Eastern Borders of Turkey-Phase 3 Project are still under discussion, and final approval has not yet been given. In the absence of this approval, preparatory activities including this EoI will be cancelled.

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 UNDP’s engagement in mine action and outlines standard requirements for activities under its management and financial accountability.

Scope of services: The Quality Management Capacity (QMC) service provider will be responsible for Quality Assurance and Quality Control of the demining of the minefields on

the Armenian, Azerbaijan & Iranian borders with Turkey in the provinces of Ardahan, Kars, Iğdır, Ağrı (Doğubeyazıt).

The demining of the minefields will be conducted in the area of up to 4.2 million sqm in total and contains approximately 88,545 mines. The minefields and the size of the area may change according to national priorities and UNDP's decision. Currently the areas, the number of minefields and the number of known mines in the respective provinces are as follows:

Nr.	Province	Est Area sqm	No. of MTRs	Est No. of Mines
1.	Ardahan	425,707 m2	15 minefields	9,698
2.	Kars	641,200 m2	22 minefields	10,575
3.	Iğdir	274,470 m2	8 minefields	10,749
4.	Ağrı (Doğubeyazıt)	2,867,600 m2	57 minefields	57,523
Total	N/A	4,208,977	102 minefields	88,545

The Quality Management Capacity (QMC) service provider will be responsible for;

- The field accreditation of Demining company: Desk assessment and operational accreditation of assets in line with International Mine Action Standards (IMAS), National Mine Action Standards (NMAS), and Eastern Border Mine Clearance Standards (EBMCS).
- The Quality assurance: Daily monitoring of demining activities ensuring approved Demining company's approved Standard Operating Procedures are implemented, completion of QA reports, record any non-conformities, inform demining company of any necessary remedial action.
- The Quality control: At task completion (before land release) if necessary.
- The Certification process and data: Provide quality management of data in the daily, weekly, monthly reports, and GIS/IMSMA System records.
- Provide assurance of all reasonable effort in demining through the Task Completion Report: after completion of tasks, provide quality management on reports/records in GIS/IMSMA system and physically at the task site.
- Provide assurance of the certification of land release and cleared land through the Land Release Certificate.

UNDP Turkey has announced another "EoI for Prequalification" for Demining Services. The prospective Applicants, irrespective of its organizational structure (i.e. whether it is single entity, JV or Consortium), can only apply to either the EoI for QMC services or to the EoI for demining services but not both. This is to prevent any conflict of interest in the work be undertaken. In case the same organization applies to both EoIs, either as a single entity or as part or as lead of a JV or Consortium, the organization and the JV/Consortium will be disqualified from both selection processes.

Prequalification Application Process

1. Prospective Applicants 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 QMC services for demining in the provinces stated above.
2. Companies interested in submission of the Prequalification Application Form and the required information may confirm it by utilizing the "Accept Invitation" function in e-

Tendering system. This will indicate their intention to submit application and it will enable them to receive amendments or updates to the EOI for Prequalification.

Qualifications:

3. The Prequalification is mainly based on; organizational capacity and experience in QMC services provided for 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 II. 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 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 Applications without incurring any obligation to inform the affected applicant/s of the grounds.

Sincerely,

UNDP TURKEY COUNTRY OFFICE

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: UNDP Turkey CO issues this EoI for Prequalification to applicants interested in submitting proposal for provision of Quality Management Capacity (QMC) services for demining on Eastern borders of Turkey under the Project for “Demining on Eastern Borders of Turkey-Phase 3”.

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 51%) share in the JV/Consortium. The other members shall have a share of not less than 10%. None of the Joint Venture or Consortium members can be a real person. “During evaluation stage of the proposals submitted in the RFP stage, proposers will receive additional points if they opt to form Joint Venture/Consortium/Association with Local Companies which will contribute National Capacity Development and quick adaptation/successful implementation of contract by benefitting from local familiarity. This criteria will cover 10% of the overall scoring”.
- (b) 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 ‘QMC Services’ or the EoI for ‘Demining Services’, 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, either as a single entity or as part or as lead of a JV or Consortium, the organization and the JV/Consortium will be disqualified from both selection processes.

- (c) Turkey is a State party to the Anti-personnel Mine Ban Convention (APMBC). In addition, APMBC, as well as the Convention on Cluster Munitions (CCM) and the Convention on Certain Conventional Weapons (CCW) 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.
- (d) Applicants who are under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists, are not eligible to apply to this EoI.
- (e) Applicants who are in the UN Security Council 1267/1989 Committee’s list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list, are not eligible to apply to this EoI.

- (f) Applicants who have been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization, are not eligible to apply to this EoI.
 - (g) Applicants who employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15); are not eligible to apply to this EoI.
 - (h) Applicants will not be considered eligible if they have declared bankruptcy, are involved in bankruptcy or receivership proceedings, and there is judgment or pending legal action against them that could impair their operations in the foreseeable future.
- 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 Turkey CO.
- (a) Annex I: Prequalification Data Sheet (PDS)
 - (b) Annex II: Prequalification Criteria (Pass/Fail Eligibility and Qualification Criteria)
 - (c) Annex III: 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 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 UNDP Turkey CO 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 UNDP Turkey CO 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 Applicants can participate in the procurement processes, the Applicants are allowed to form Consortium or Joint Ventures to enhance their qualifications as needed, either for demining services or for QMC services pre-qualification process and contracts, but

under no circumstances may an organization participate in both procurement processes either as a single entity or as part or lead of a JV or Consortium.

- (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 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 QMC expertise and experience in demining as stipulated in the Pass/Fail (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 QMC 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 QMC services 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 QMC 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) A Joint Venture/Consortium can 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 51%) share in the JV/Consortium. The other members shall have a share of not less than 10%. None of the Joint Venture or Consortium members can be a real person. "During evaluation stage of the proposals submitted in the RFP stage, proposers will receive additional points if they opt to form Joint Venture/Consortium/Association with Local Companies

which will contribute National Capacity Development and quick adaptation/successful implementation of contract by benefitting from local familiarity. This criteria will cover 10% of the overall scoring”. In order to be eligible for JV/ Consortium, the Lead Entity and other members shall meet the pass/fail criteria as stipulated in Annex II.

- (i) Where a joint venture/consortium is presenting its track record and experience in a similar undertaking as those required in the EoI, 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.
- (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 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 UNDP Turkey CO 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 Turkey CO shall be in English. 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 III)
 - (b) Documentary evidence establishing the Applicant’s eligibility and qualifications to prequalify as per Annex II;
 - (c) Any other document required as specified in the Prequalification Data Sheet and Application Forms
- 10. Signing of the Application**
 - (a) Application shall be signed by a person duly authorized to sign on behalf of the Applicant.
- 11. Site Visits for Prequalified Applicants and Request for Proposal:**

- (a) All applications will be screened and only the applicants who have met all the pass/fail qualifying criteria will be invited to submit their proposal for provision of QMC services for demining on Eastern Borders 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 submission of the proposals by prequalified applicants, a site visit will be organized by UNDP in sample minefields subject to demining on eastern borders of Turkey within the first quarter of 2020. 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 8 for their personnel who will be nominated to represent their organization in the site visit along with the submission of EoI for Prequalification. The costs to arise in order to participate in site visit(s) will be borne by the Applicants.

Article III. Submission of Applications

EVENT ID: TUR10-EOI-19-02

Please note that this EOI for Prequalification process is being conducted through the online tendering system of UNDP. Applicants who wish to submit an application must be registered in the system. Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

- If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password.
- Use "Forgotten password" link if you do not remember your password. Do not create a new profile.
- If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):
<https://etendering.partneragencies.org>
 - o Username: event.guest
 - o Password: why2change
- It is strongly recommended to create a username with two parts: your first name and last name separated by a ".", (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.
- Please note that your new password should meet the following criteria:
 - o Minimum 8 characters
 - o At least one UPPERCASE LETTER
 - o At least one lowercase letter

- At least one number
- Application shall be signed by a person duly authorized to sign on behalf of the Applicant.
- UNDP reserves the right to request original documents at any time during the process.
- Deadline for submission is January 20, 2020 06:00 am (New York Time) as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
- You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made. Event ID is TUR10-EOI-19-02.

Article IV. Procedures for Evaluation of Applications

- 12. 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.
- 13. Clarification of Applications**
 - (a) To assist in the evaluation of applications, the UNDP may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time.
 - (b) For that reason, any request for clarification and all clarifications shall be in writing.
 - (c) If an Applicant does not provide clarifications of the information requested by the date and time set in the UNDP's request for clarification, its application may be rejected.
- 14. Responsiveness of the Application:** UNDP may reject any application, which is not responsive to the requirements of the prequalification document.

Article V. Evaluation of Applications and Prequalification of Applicants

- 15. Evaluation of Applications:** UNDP shall use the factors, methods, criteria, and requirements defined in Annex II, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted.
- 16. UNDP'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 UNDP.
- 17. Notification of Prequalification:** Once UNDP has completed the evaluation of the applications it shall notify all Applicants in writing.
- 18. Request for Proposal**

- (a) Promptly after the notification of the results of the prequalification UNDP shall request proposals from all the Applicants that have been prequalified.
- (b) Proposers shall be required to provide a Proposal Security or a Bank Guarantee acceptable by UNDP 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 prior to Contract Signature in the form and amount to be specified in the Proposal Documents.

19. Changes in Qualifications of Applicants

- (a) Any change in the structure or formation of an Applicant after being prequalified and invited to the RFP Stage, shall not be accepted by UNDP.

Article VI. Other

20. Definitions: All definitions are copied from IMAS 04.10- Glossary of mine action terms, definitions and abbreviations.

- (a) Accreditation (2009)

the procedure by which a mine action organization is formally recognised as competent and able to plan, manage and operationally conduct mine action activities safely, effectively and efficiently.

Note: For most mine action programmes, the NMAA will be the body which provides accreditation. International organisations such as the United Nations or regional bodies may also introduce accreditation schemes.

Note: ISO 9000 usage is that an 'Accreditation' body accredits the 'Certification or Registration' bodies that award ISO 9000 certificates to organisations. The usage in IMAS is completely different to this, and is based on the main definition above, which is well understood in the mine action community.

- (b) All reasonable effort (2013)

describes what is considered a minimum acceptable level of effort to identify and document

- (c) Clearance (2013)

in the context of mine action, the term refers to tasks or actions to ensure the removal and/or the destruction of all mine and ERW hazards from a specified area to a specified depth

- (d) Demining/Humanitarian Demining: Demining/Humanitarian Demining Activities which lead to the removal of Explosive Ordnance hazards, including 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 or developmental.

Note: in IMAS standards and guides, explosive ordnance clearance is considered to be just one part of the demining process.

Note: in IMAS standards and guides, demining is considered to be one component of mine action.

Note: in IMAS standards and guides, the terms demining, and humanitarian demining are interchangeable.

(e) Explosive Ordnance (EO)

All munitions containing explosives, nuclear fission or fusion materials and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes and depth charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature. [AAP-6]

Herein is also included the compliance with international treaty obligations, ref APMBC Article 5).

Annex I: Prequalification Data Sheet

Introduction		
1	Employer:	United Nations Development Programme
2	Application Process:	EoI for Prequalification for provision of QMC Services for Demining on Eastern Borders of Turkey
3	Title of the Project	Demining on Eastern Borders of Turkey-Phase 3
4	Employer's Address	<p>Address: United Nations Development Programme Yıldız Kule 21st Floor, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106 06550, Cankaya, Ankara,</p> <p>Country: Turkey Fax: + 90 312 496 1463 E-mail: tr.procurement@undp.org</p>
5	Clarification Requests	Requests for clarification should be received by UNDP through the e-mail address tr.procurement@undp.org , no later than 4 (four) days prior to the deadline for submission of applications.

Preparation of Applications																				
1	Language:	The language of the applications is English																		
2	Schedules and Forms:	<p>The following schedules and forms shall be submitted with the application:</p> <p>Application Submission Forms</p> <p>Applicants shall meet all four pass/fail criteria (PF1 through PF8) 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 II, it does not need to proceed with completion of application documents given ANNEX III:</p> <table><tr><th>Application Forms (Annex III)</th><th>Part I: Pass/ Fail Eligibility and Qualification Criteria</th></tr><tr><td>Form 1: Applicant Information Sheet</td><td>PF1</td></tr><tr><td>Form 2: Litigation History</td><td>PF6</td></tr><tr><td>Form 3: History of Non-Performing Contracts</td><td>PF5</td></tr><tr><td>Form 4: Statement of Declaration for Eligibility in Tendering Processes</td><td>PF2 PF3 PF4</td></tr><tr><td>Form 5: QMC Experience for Demining as the Main Contractor</td><td>PF7</td></tr><tr><td>Form 6: Average Annual Works Turnover over the past 5 years</td><td>PF8</td></tr><tr><td>Form 7: Declaration of Financial Status</td><td>N/A</td></tr><tr><td>Form 8: Security Clearance Application Form for Site Visit Attendees</td><td>N/A</td></tr></table>	Application Forms (Annex III)	Part I: Pass/ Fail Eligibility and Qualification Criteria	Form 1: Applicant Information Sheet	PF1	Form 2: Litigation History	PF6	Form 3: History of Non-Performing Contracts	PF5	Form 4: Statement of Declaration for Eligibility in Tendering Processes	PF2 PF3 PF4	Form 5: QMC Experience for Demining as the Main Contractor	PF7	Form 6: Average Annual Works Turnover over the past 5 years	PF8	Form 7: Declaration of Financial Status	N/A	Form 8: Security Clearance Application Form for Site Visit Attendees	N/A
Application Forms (Annex III)	Part I: Pass/ Fail Eligibility and Qualification Criteria																			
Form 1: Applicant Information Sheet	PF1																			
Form 2: Litigation History	PF6																			
Form 3: History of Non-Performing Contracts	PF5																			
Form 4: Statement of Declaration for Eligibility in Tendering Processes	PF2 PF3 PF4																			
Form 5: QMC Experience for Demining as the Main Contractor	PF7																			
Form 6: Average Annual Works Turnover over the past 5 years	PF8																			
Form 7: Declaration of Financial Status	N/A																			
Form 8: Security Clearance Application Form for Site Visit Attendees	N/A																			

Annex II – Prequalification Criteria Table (Pass/Fail Eligibility and Qualification Criteria)

Applicants shall meet all four pass/fail criteria (PF1 through PF8) 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 forms given in ANNEX III.

No	Subject	Requirement	Single Entity	Joint Venture /Consortium			Document to be submitted
				All Combined	Lead Entity	Other Partner(s)	
PF1	Legal Status	Legally established single entity	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 1: Applicant Information Sheet
PF2	Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 4: Statement of Declaration for Eligibility in Tendering Processes
PF3	Conflict of Interest	No conflicts of interest	Must meet requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 4: Statement of Declaration for Eligibility in Tendering Processes

No	Subject	Requirement	Single Entity	Joint Venture /Consortium			Document to be submitted
				All Combined	Lead Entity	Other Partner(s)	
PF4	Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 4: Statement of Declaration for Eligibility in Tendering Processes
PF5	History of Non-Performing Contracts ¹	Non-performance of a contract did not occur as a result of contractor default for the last 5 years	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 3: History of Non-Performing Contracts
PF6	Litigation History	No consistent history of court/arbitral award decisions against the Proposer for the last 5 years	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Form 2: Litigation History

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Proposer have been exhausted.

No	Subject	Requirement	Single entity	Joint Venture / Consortium				Document to be submitted
				All Combined	Option	Lead Entity	Other Partner(s)	
PF7	Similar experience on QMC services for demining	<p>Completion of at least 3 QMC service contracts on demining as the main contractor during in the last 10 (ten) years, where the total amount of these contracts or completed portion of QMC services was cumulatively not less than 1,5 mil USD in total.</p> <p>At least one of these contracts shall have been completed in the last 5 years.</p> <p>Certificate for completion of demining QMC services or declaration from mine action customer/authority shall be submitted as proof documents.</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 Work Completion Certificates or declaration from mine action customer/authority provided.</p> <p>Please use Form 5: QMC Experience for Demining as the Main Contractor</p>
					2.	Meets equal to or more than 50% and less than 100% of the requirement	<p>Collectively meets the remaining requirement at least at an amount that adds up to 100% with the Lead Entity together.</p> <p>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 demining QMC contracts where the total amount of contracts not less than 51% of the 1,5 mil USD and with at least 1 demining QMC contract</p> <p>Joint Ventures/Consortiums are limited with maximum 3 members including Lead Entity</p>	

No	Subject	Requirement	Single entity	Joint Venture / Consortium				Document to be submitted
				All Combined	Option	Lead Entity	Other Partner(s)	
PF8	Average Annual Turnover	Average annual turnover must not be less than 1,5 mil USD for the past 5 (i.e. 2014, 2015, 2016,2017,2018)	Must meet 100% of the Requirement	Must meet 100% of the Requirement	1.	Meets 100% of the requirement alone.	Must meet at least %10 of the requirement	Copies of Audited Financial Statements (balance sheets, including all related notes, and income statements). Please use Form 6: Average Annual Turnover over the Past 5 Years
					2.	Meets equal to or more than 51% and less than 100% of the requirement	Collectively meets the remaining requirement with their share in JV / Consortium (not less than 10% each) reaching to 100% with the Lead Entity together. Joint Ventures/Consortiums are limited with maximum 3 members including Lead Entity	

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.

Annex III – 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: Applicant Information Sheet
- Form 1-a: Data on Joint Venture/ Consortium (including Statement of Joint Venture Declaration or the Consortium Agreement prepared with due ITA Clause 6)
- Form 2: Litigation History
- Form 3: History of Non-Performing Contracts
- Form 4: Statement of Declaration for Eligibility in Tendering Processes
- Form 5: QMC Experience for Demining as the Main Contractor
- Form 6: Average Annual Turnover over the past 5 Years
- Form 7: Declaration of Financial Status
- Form 8: Security Clearance Application Form for Site Visit Attendees

Applicants shall meet all eight pass/fail criteria (PF1 through P8) 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 II, it does not need to proceed with completion of application documents given in Annex III:

Application Forms (Annex III)	Part I: Pass/ Fail Eligibility Criteria
Form 1: Applicant Information Sheet	PF1
Form 2: Litigation History	PF6
Form 3: History of Non-Performing Contracts	PF5
Form 4: Statement of Declaration for Eligibility in Tendering Processes	PF2 PF3 PF4
Form 5: QMC Experience for Demining as the Main Contractor	PF7
Form 6: Average Annual Works Turnover for the past 5 years	PF8
Form 7: Declaration of Financial Status	N/A
Form 8: 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)

No	Subject	Explanation
1	Legal Name	
2	Country of Registration	
3	Year of Registration	
4	Role (if applicant is a JV/Consortium)	<input type="checkbox"/> Lead Entity 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 Management 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/consortium Form 1.a shall be co-signed by all the JV /Consortium members.

Name
Title
Date
Signature

Form 1-a: Data on Consortium / Joint Venture

DATA ON CONSORTIUM /JOINT VENTURE
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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					

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.

Joint Ventures/Consortiums are limited with maximum 3 members including Lead Entity

Statement of Joint Venture/Consortium Declaration

JOINT VENTURE/CONSORTIUM DECLARATION

EoI No: UNDP-TUR-EOI-PROJ(DEM3)-2019/02

We have entered into a private joint venture in order to submit joint tender to **EoI for Prequalification for provision of QMC services for demining on Eastern borders of Turkey under the Project for “Demining on Eastern Borders of Turkey-Phase 3”** 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) partner before the subject work is completed.

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

	Lead (Pilot) Entity	Partner	Partner
Name			
Date			
Signature			
Stamp			

- Lead entity's share cannot be less than 51 %
- Share of the remaining partner(s) shall not be less than 10%
- Joint Ventures/Consortiums are limited with maximum 3 members including Lead Entity

Form 2: Litigation History (PF6)

NOTE: If JV/Consortium, this form shall be completed and submitted for each member of Joint Venture/Consortium

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\$)

Name
Title
Date
Signature

(Signed by the duly authorized representative of the Contractor)

Form 3: Historical Contract Non-Performance (PF5)

NOTE: If JV/Consortium, this form shall be completed and submitted for each member of Joint Venture/Consortium

<input type="checkbox"/> Contract non-performance did not occur for the last 5 years			
<input type="checkbox"/> Contract(s) not performed for the last 5 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

***Form 4: Statement of Declaration for Eligibility in Tendering Processes
(PF2, PF3, PF4)***

To:

United Nations Development Programme
Yıldız Kule, Yukarı Dikmen Mahallesi,
Turan Güneş Bulvarı, No:106

06550, Cankaya, ANKARA, TURKEY

Date:

To: UNDP Turkey

We, the undersigned, apply to be prequalified for Contract/s on Quality Management Capacity services for demining on Eastern borders of Turkey and we hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract::

- (a) 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) 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) 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 QMC 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's Contracting Entity promptly.
- (e) understand that in case the same organization applies to both EoI for 'Demining Services' and 'QMC Services', it will be automatically disqualified from both selection processes.
- (f) are not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- (g) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization

(h) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

(i) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future

(j) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

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

Name	:
Title	:
Address	:
Tel	:
Fax	:
e-mail	:

Form 5: QMC Experience for Demining as the Main Contractor (to be printed on company letterhead, signed, dated and stamped by the respective Employer) (PF7)

NOTE: If JV/Consortium, this form shall be completed and submitted for each member of Joint Venture/Consortium

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

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

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:

- Completion as the main contractor of at least 3 QMC contracts during last 10 (ten) years, where the total amount of these contracts of completed portion for QMC Services was cumulatively not less than 1,5 mil USD in total.
- At least one of the above-mentioned contracts shall have been completed in the last 5 years
- Certificate for completion of QMC works or declaration from mine action customer/authority shall be provided. QMC certificate should include information contained in work completion certificate

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: <https://treasury.un.org/operationalrates/OperationalRates.php>

Name
Title
Date
Signature

Form 6: Average Annual Turnover over the Past 5 Years (2014, 2015, 2016, 2017 and 2018) (to be printed on company letterhead, signed, dated and stamped) (PF8)

NOTE: If JV/Consortium, this form shall be completed and submitted for each member of Joint Venture/Consortium

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

Annual Works Supervision Turnover				
Year	Amount*	Currency	Conversion Rate	USD Equivalent
2014				
2015				
2016				
2017				
2018				
Average				

Copies of Audited Financial Statements (balance sheets, including all related notes, and income statements) shall be submitted.

Please use UN official exchange rates valid in December of the respective year, available at the following link: <https://treasury.un.org/operationalrates/OperationalRates.php>

Name
Title
Date
Signature

Form 7: Declaration of Financial Status

NOTE: If JV/Consortium, this form shall be completed and submitted for each member of Joint Venture/Consortium

DECLARATION OF FINANCIAL STATUS

Cash and Credit position as of submission date			
THE NAME OF BANK	Available Cash (US\$)	Unused	
		Cash Credit (US\$)	Credit Letter (US\$)
TOTAL (US\$)			
			GRAND TOTAL

A

B

$$A+B$$

Name _____
 Title _____
 Date _____
 Signature _____

Form 8: 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 QMC Services for Demining carried under the “Demining on Eastern Borders of Turkey- Phase 3” Project.

All applications will be screened and only the companies who have met all of the pass/fail qualifying criteria will be invited to submit their proposal for provision of QMC service for demining on Eastern Borders of Turkey. Before the submission of the proposals by prequalified applicants, a site visit will be organized by UNDP in sample minefields subject to demining on eastern borders of Turkey within the second half of 2019 or the first quarter of 2020. 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)

Security Clearance Application Form for Site Visit Attendees

Surname :

Full Given Names :

Passport No :

Nationality :

Place of Birth :

Date of Birth (DD/MM/YYYY):

Sex :

1-Permanent Address :

.....

.....

2 -Visitor/Employer Information :

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

.....

3- Visitor/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.

Name
Title
Date
Signature