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Resilient nations.*

**Revision No.3 Dated 23 January 2020
REQUEST FOR QUOTATION (RFQ)
EMERGENCY PROJECT DESIGNS
FOR TWO SITES**

REFERENCE: UNDP RFQ 150/2019	DATE: 19 December 2019
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Dear Sir / Madam:

We kindly request you to submit your quotation for the **Emergency Project Designs for two sites**, as detailed in the Terms of Reference annex of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before January 28, 2020 16:00 Cyprus Local time via *email* to:
Solicitations.cy@undp.org

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.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than one email transmissions. 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. Please kindly ensure that your quotation 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:

Delivery Terms	n/a
Customs clearance, if needed, shall be done by:	n/a
Exact Address of the project	Site-1: Agia Marina church in Yialousa/Yenierenkoy Site-2: Agios Charalambos church in Neo Chorio Kythreas/ Minarelikoy
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents	n/a
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	☒ Site-1: Agia Marina church in Yialousa/Yenierenkoy 2 calendar months from the date of contract signature ☒ Site 2 - Agios Charalambos church in Neo Chorio Kythreas/ Minarelikoy 45 calendar days from the date of contract signature.
Delivery Schedule – for each site	☒ Required – Workplan showing the outputs, presentations & feedback periods for each site (site 1 and site 2) of the sites within the given timeline above.
Packing Requirements	n/a
Mode of Transport	n/a
Preferred Currency of Quotation	☒ Euro
Value Added Tax on Price Quotation	☒ Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	☒ As per the General Terms and Conditions for Contracts (Annex 3)
Deadline for the Submission of Quotation	28 January 2020, 16.00 Cyprus time
All documentations, including catalogs, shall be in this language	☒ English
Documents to be submitted	☒ Duly Accomplished Form as provided in the Annex 2, and in accordance with the list of requirements in the Annex 1; ☒ Registration Document of the bureau/office/company and/or ☒ Collaboration agreement of the core team members (a team leader must be designated which is registered and that could issue invoices)

	☒ 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) ☒ List and CVs of the core team members (<i>the core team members can be the same for both sites</i>) ☒ List of the design team members (<i>the design team members can't be the same for both sites</i>) ☒ The workplan for each site (site 1 and site 2) ☒ Valid registration documents of the architects with the GCYP and TCYP technical chamber respectively ☒ Valid registration documents of the civil/structural engineers with the GCYP and TCYP technical chamber respectively										
Evaluation Criteria	<u>Evaluation Method</u> ☒ Technical responsiveness/Full compliance to requirements and the lowest price per each site ☒ Full acceptance of the General Terms and Conditions for Contracts (Annex 3) <u>Evaluation Criteria</u> ☒Duly Accomplished Form as provided in the Annex 2 and Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. ☒ Registered as a legal entity which can issue invoices ☒ Submission of the list and CVs of the Core team members (Architects (Q:2), Civil/Structural Engineers (Q:2), Conservator (Q:1)) Minimum Technical Requirements of the Core Team Members <table><tr><td>Architects (one of the architects)</td><td>10 years post education, 5 years of designs and supervision experience</td><td>Experiences in 2 conservation designs of churches and/or listed buildings</td><td>Valid registration at the relevant chamber</td><td>Fluency in English</td></tr><tr><td>Civil/ Structural engineers</td><td>10 years post education,</td><td>Experiences in 2 conservation designs of</td><td>Valid registration at the</td><td>Fluency in English</td></tr></table>	Architects (one of the architects)	10 years post education, 5 years of designs and supervision experience	Experiences in 2 conservation designs of churches and/or listed buildings	Valid registration at the relevant chamber	Fluency in English	Civil/ Structural engineers	10 years post education,	Experiences in 2 conservation designs of	Valid registration at the	Fluency in English
Architects (one of the architects)	10 years post education, 5 years of designs and supervision experience	Experiences in 2 conservation designs of churches and/or listed buildings	Valid registration at the relevant chamber	Fluency in English							
Civil/ Structural engineers	10 years post education,	Experiences in 2 conservation designs of	Valid registration at the	Fluency in English							

	(one of the engineers)	5 years of designs and supervision experience	churches and/or listed buildings	relevant chamber	
	Conservator	10 years post education (degree from accredited university) and 5 years of practical conservation experience	Experience in 2 similar projects of conservation of frescoes and historic plasters	n/a	Fluency in English
<i>* One of the core team members Architect or Civil Engineer must be assigned as the Team Leader. The team leader will serve as the focal point for the communication with UNDP.</i> <i>- At least one of the Architects and one of the Civil Engineers from the team must be registered with the GCYP technical chamber.</i> <i>- At least one of the Architects and one of the Civil Engineers from the team must be registered with the TCYP technical chambers.</i> ☒ Submission of the list of design team members					
Period of Validity of Quotes starting the Submission Date	☒ 60 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				
Partial Quotes	☒ n/a				
Payment Terms	As defined in the TOR in Annex 1				
Liquidated Damages	Euro 500 liquidated damage per week of delay beyond the final date of the final output delivery deadline and up to 20% of the contract amount				
UNDP will award to:	☒ One (1) Technical responsiveness/Full compliance to requirements and the lowest price quoted				
Type of Contract to be Signed	☒ Contract Face Sheet UNDP				

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	Initial contract will be signed for Output 1 and Output 1A. A contract amendment will be made for Output 2 (Supervision Advices during the Works) to increase the contract amount for Output 2 and extend the duration of the contract to coincide with the timeline of the works. If works will not take place; Output 2 will become null and void at no cost to UNDP.
Conditions for Release of Payment	☒ Approval and acceptance of the outputs
Annexes to this RFQ	☒ Terms of Reference (TOR) (Annex 1) ☒ Appendix to the ToR (Annex 1.1) ☒ Form for Submission of Quotation (Annex 2) ☒ UNDP General Terms and Conditions for Institutional (de minimis) contracts (Annex 3). ☒ Form for list of core and design team members and CV template
Contact for Inquiries (Written inquiries only)	<i>UNDP Solicitations</i> <i>Solicitations.cy@undp.org</i> 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.
Other information related to this RFQ	The proposer shall submit at during contract signature; The Indemnification; The indemnity insurance as per the clause 11 of the 'General Terms and Conditions for Institutional (de minimis) Contracts' – Annex 3. The Insurance and Liability; as per clause 12 of the 'General Terms and Conditions for Institutional (de minimis) Contracts' – Annex 3.

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

The quotation that complies with all of 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.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

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 and/or goods, 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 herein attached as Annex 3.

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

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions for Contracts and hereby offer to supply the items listed below in 3 calendar months for the 2 sites, in conformity with the specification and requirements of UNDP as per UNDP CYP RFQ Reference No.150/2019:

Site-1: Agia Marina church in Gialousa/ Yenierenkoy: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1		
OUTPUT: 1A		Should not be less than 20% of the total price
OUTPUT: 2		
TOTAL		

Details of inputs to reach to the Total of the Table above

INPUTS	Fees (Euro/day)	Number of days	Amount (euro)	REMARKS (if any)
Architect				
Civil/Structural Engineer				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Other - please specify				
TOTAL				

Site-2: Agios Charalambos church in Neo Chorio Kythreas/ Minarelikoy: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1		
OUTPUT: 1A		Should not be less than 20% of the total price
OUTPUT: 2		
TOTAL		

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Details of inputs to reach to the Total of the Table above

INPUTS	Fees (Euro/day)	Number of days	Amount (euro)	REMARKS (if any)
Architect				
Civil/Structural Engineer				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Other - please specify				
TOTAL				

We hereby confirm that we are not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation] [Date]