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Revision no:3 dated 10 March 2020
REQUEST FOR QUOTATION (RFQ)
CONSERVATION PROJECT DESIGNS
THREE CHURCHES

REFERENCE: UNDP CYP RFQ 017/2020	DATE: 07 February 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for the **Conservation Project Designs for Three Churches**, as detailed in the Terms of Reference 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 March 17, 2020 10:00 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: Panagia Trapeza church, Acheritou/Guvercinlik Site 2: Agia Marina church, Acheritou/Guvercinlik Site 3: Profitis Elias church, Stylloi/Mutluyaka
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 6 calendar months from the date of contract signature
Delivery Schedule – for each site	<input checked="" type="checkbox"/> Required – Workplan showing the outputs, presentations & feedback periods within 6 calendar months from the date of contract signature
Packing Requirements	n/a
Mode of Transport	n/a
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> As per the General Terms and Conditions for Contracts Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Deadline for the Submission of Quotation	March 17, 2020 at 16:00 Cyprus time.
All documentations shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in the Annex 2, and in accordance with the list of requirements in the Annex 1; 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 (annex 2) <input checked="" type="checkbox"/> Registration Document of the bureau/office/company and/or <input checked="" type="checkbox"/> Collaboration agreement of the core team members with a designated team leader which can issue an invoice(registered). <u>Design team (core team members + additional team members)</u> <input checked="" type="checkbox"/> Core Team: List and CVs of the core team members for each site

	<p><input checked="" type="checkbox"/> Valid registration documents of one of the architects in the core team with the GCYP technical chamber</p> <p><input checked="" type="checkbox"/> Valid registration documents of one of the architects in the core team with the TCYP technical chamber</p> <p><input checked="" type="checkbox"/> Valid registration documents of one of the civil/structural engineers in the core team with the GCYP technical chamber</p> <p><input checked="" type="checkbox"/> Valid registration documents of one of the civil/structural engineers in the core team with the TCYP technical chamber</p> <p><input checked="" type="checkbox"/> Additional team members: List of the additional team members for each site</p> <p><input checked="" type="checkbox"/> The workplan for each site (site 1, site 2 and site 3)</p>										
<p>Evaluation Criteria</p>	<p><u>Evaluation Method</u></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the cumulative lowest price</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts (Annex 3)</p> <p><u>Evaluation Criteria</u></p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Registered as a legal entity which can issue invoices</p> <p><input checked="" type="checkbox"/> Submission of the list and CVs of the core team members (Quantity:5)</p> <p><input checked="" type="checkbox"/> Technical responsiveness of the CVs of core team members will be evaluated as per the defined minimum requirements below:</p> <table border="1" data-bbox="545 1465 1453 1934"> <tr> <td data-bbox="545 1465 743 1734"> <p>Architect 1 (one of the architects must be dedicated as the team leader)</p> </td> <td data-bbox="743 1465 967 1734"> <p>Architecture degree from accredited university, 10 years post education experience, 5 years of designs and supervision experience</p> </td> <td data-bbox="967 1465 1149 1734"> <p>Experiences in 2 conservation designs of churches and/or listed buildings</p> </td> <td data-bbox="1149 1465 1325 1734"> <p>Valid registration to the respective chamber (TCYP/ GCYP)</p> </td> <td data-bbox="1325 1465 1453 1734"> <p>Fluency in English</p> </td> </tr> <tr> <td data-bbox="545 1734 743 1934"> <p>Architect 2</p> </td> <td data-bbox="743 1734 967 1934"> <p>Architecture degree from accredited university, 3 years of post-education experience in architecture</p> </td> <td data-bbox="967 1734 1149 1934"> <p>Experiences in 1 conservation design</p> </td> <td data-bbox="1149 1734 1325 1934"> <p>Valid registration to the respective chamber (TCYP/ GCYP)</p> </td> <td data-bbox="1325 1734 1453 1934"> <p>Fluency in English</p> </td> </tr> </table>	<p>Architect 1 (one of the architects must be dedicated as the team leader)</p>	<p>Architecture degree from accredited university, 10 years post education experience, 5 years of designs and supervision experience</p>	<p>Experiences in 2 conservation designs of churches and/or listed buildings</p>	<p>Valid registration to the respective chamber (TCYP/ GCYP)</p>	<p>Fluency in English</p>	<p>Architect 2</p>	<p>Architecture degree from accredited university, 3 years of post-education experience in architecture</p>	<p>Experiences in 1 conservation design</p>	<p>Valid registration to the respective chamber (TCYP/ GCYP)</p>	<p>Fluency in English</p>
<p>Architect 1 (one of the architects must be dedicated as the team leader)</p>	<p>Architecture degree from accredited university, 10 years post education experience, 5 years of designs and supervision experience</p>	<p>Experiences in 2 conservation designs of churches and/or listed buildings</p>	<p>Valid registration to the respective chamber (TCYP/ GCYP)</p>	<p>Fluency in English</p>							
<p>Architect 2</p>	<p>Architecture degree from accredited university, 3 years of post-education experience in architecture</p>	<p>Experiences in 1 conservation design</p>	<p>Valid registration to the respective chamber (TCYP/ GCYP)</p>	<p>Fluency in English</p>							

	Civil/Structural engineer 1	Engineering degree from accredited university, 10 years post education experience, 5 years of designs and supervision experience	Experiences in 2 conservation designs of churches and/or listed buildings	Valid registration to the respective chamber (TCYP/ GCYP)	Fluency in English
	Civil/Structural engineer 2	Engineering degree from accredited university, 3 years post education experience in engineering	Experiences in 1 conservation design	Valid registration to the respective chamber (TCYP/ GCYP)	Fluency in English
	Conservator	10 years post education and 5 years of conservation experience	Experience in 2 similar conservation of traditional materials	n/a	Fluency in English
	<p><input checked="" type="checkbox"/> Full compliance of the composition of the design team (core team members + additional team members) of each site to the following criteria:</p> <ul style="list-style-type: none"> - At least one architect/engineer excluding the core team must be dedicated solely for each site. - At least %50 of the design team members must be women 				
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 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</p>				
Partial Quotes	<input checked="" type="checkbox"/> 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:	<p><input checked="" type="checkbox"/> One (1) Technical responsiveness/Full compliance to requirements and the lowest price quoted</p>				
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Face Sheet contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>				

Special conditions of Contract	Initial contract will be for Outputs 1, 1A, 2, 2A, 3 and 3A and contract amendment will be made for Output 4 (Technical Advices during the Works) to increase the contract amount for Output 4 and extend the duration of the contract to coincide with the timeline of the works. If works will not take place; Output 4 will become null and void at no cost to UNDP.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Approval and acceptance of the outputs
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (TOR) (Annex 1) <input checked="" type="checkbox"/> Appendix to the Terms of Reference (TOR) (Annex 1.1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Contracts (Annex 3). <input checked="" type="checkbox"/> Form for list and CV of the design team (core team members + additional team members) (Annex 4)
Other information related to this RFQ	The proposer shall submit at during contract signature; The Indemnification; The indemnity insurance as per the clause 12 of the 'General Terms and Conditions for Contracts' – Annex 3. The Insurance and Liability; the copy of other related insurances as per clause 13 of the 'General Terms and Conditions for Contracts' – Annex 3.
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.

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 6 calendar months for the churches/sites, in conformity with the specification and requirements of UNDP as per RFQ Reference No. UNDP CYP RFQ 017/2020:

Site 1 - Panagia Trapeza: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1 and 1A		
OUTPUT: 2 and 2A		
OUTPUT: 3 and 3A		Should not be less than 20% of the total price
OUTPUT: 4		
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-1				
Architect-2				
Civil/Structural Engineer-1				
Civil/Structural Engineer-2				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Presentation and materials				
Incidentals – printing costs and reports, etc.				
Other - please specify				
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

Site 2 - Agia Marina church: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1 and 1A		
OUTPUT: 2 and 2A		
OUTPUT: 3 and 3A		Should not be less than 20% of the total price
OUTPUT: 4		
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-1				
Architect-2				
Civil/Structural Engineer-1				
Civil/Structural Engineer-2				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Presentation and materials				
Incidentals – printing costs and reports, etc.				
Other - please specify				
TOTAL				

Site 3 - Profitis Elias church: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1 and 1A		
OUTPUT: 2 and 2A		
OUTPUT: 3 and 3A		Should not be less than 20% of the total price
OUTPUT: 4		
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-1				
Architect-2				
Civil/Structural Engineer-1				
Civil/Structural Engineer-2				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Presentation and materials				
Incidentals – printing costs and reports, etc.				
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]*