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Revision No.4 Dated 14 May 2020

REQUEST FOR QUOTATION (RFQ)

Improvement Works and Logistical Support Services for Uncovering of Mosaics in Agios Evlalios church

REFERENCE: RFQ CYP 046/2020	DATE: March 26, 2020

Dear Sir / Madam:

We kindly request you to submit your quotation for Improvement works in Agios Evlalios, 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 **May 25, 2020 12:00** 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	**Agios Evlalios church in Karavas/Alsancak**
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents	n/a
Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)*	☒ **50 working days**
Delivery Schedule	☒ Required – Workplan showing that the works carried out within the 1 week from the date of site handover
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 Conditions of Contract for Civil Works (annex 3)
Deadline for the Submission of Quotation	May 14 ,2020, 12:00 Cyprus local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ English
Documents to be submitted	☒ **Quotation submission Form** as per the template given in Annex 2 and in accordance with the list of requirements in the Annex 1. ☒ **Administrative Compliance documents** (Annex 4 - Form 1 & 2). ☒ **Technical Compliance documents** (Annex 5- Form 3,4,5 and 6). ☒ Latest Registration Document of the bureau/office/company ☒ 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) **ADMINSTRATIVE COMPLIANCE DOCUMENTS** Forms given in Annex 4 must be filled up and

	submitted together with the required annexes: ☒ **Form 1 - General Information** Official registration documents of the Bidder from the company's registrar including; registration, legal status, place & registration of the office, shareholders and board of directors of the Company. There is no need to submit the company constitution. ☒ **Form 2 - Clause 26 Requirements** Certification from the contractor's registrar and association and certification that the bidder has been registered building contractor for the current year. **<u>TECHNICAL COMPLIANCE DOCUMENTS</u>** Forms given in Annex 5 must be filled up and submitted together with the required annexes: ☒ **Form 3 – Improvement works of similar type of works completed in historical building.** ☒ **Form 4 – List of supervision Personnel for the Contract** ☒ **Form 5 – CVs of Supervision Personnel for the Contract** ☒ **Form 6 – Work plan**
Evaluation Criteria	**<u>Evaluation Method</u>** ☒ Technical responsiveness/Full compliance to requirements and the lowest priced bid. ☒ Full acceptance of the General Conditions of Contract of Civil Works. **<u>Evaluation Criteria - Administrative Compliance</u>** ☒ **Form 1;** Registered legal entity ☒ **Form 2;** Clause 26 requirement; registered building contractor for the current year. **<u>Evaluation Criteria - Technical Compliance</u>** **Form 3** ☒ **Improvement works of similar type completed**: - At least 1 project of a cultural heritage site irrespective of value **Form 4 & 5** ☒ List and qualifications of the **<u>Contractor's Supervision personnel;</u>** - **Site supervisor Architect** with a degree from accredited university and 5 years of post-education experience, 3 years of site experiences and experience in at least one project of similar type - **full time**

	- **Health and safety officer** - with a certificate to function – as and when required/needed. ☒ **Form 6;** Weekly Work-plan - Main works items must be included and shown in bar-chart format and all to be completed in 1 week from site handover ☒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.
Period of Validity of Quotes starting the Submission Date	☒ 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
Partial Quotes	☒ will not be accepted
Payment Terms	Payment for the works done.
Liquidated Damages	Euro 500 liquidated damage per week of delay beyond and not more than 20% of the contract amount.
UNDP will award to:	☒ One (1) Technical responsiveness/Full compliance to requirements and the lowest price
Type of Contract to be Signed	☒ Civil Works Contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Contract duration	As per Conditions of Contract for Civil Works; until the issuance of the Final Completion Certificate
Performance bank guarantee	☒ 10% of the contract amount and valid 30 days beyond the issuance of the Final Completion Certificate as below; 50 days + 1 year + 30 days
Insurance	☒ Required - Insurances as per Clauses 21, 22, 23, 24 of the General Conditions of Contract
Special conditions of Contract	If the site handover cannot be made by UNDP in 90 days of contract signature, the contract will be null & void and at no cost to UNDP.

Conditions for Release of Payment	☒ Provision of the items and services listed in the price schedule form (Annex 2)
Annexes to this RFQ	☒ Description and details (Annex 1) ☒ General Requirements (Annex 1.1) ☒ Quotation submission Form (Annex 2) ☒ General Conditions of Contract of Civil Works (Annex 3) ☒ Forms for Administrative Compliance (Annex 4) ☒ Forms for Technical Compliance (Annex 5)
Contact for Inquiries (Written inquiries only)	*UNDP Solicitations* ***solicitations.cy@undp.org*** 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