



REQUEST FOR PROPOSAL (RFP)

	DATE: June 06, 2020
	REFERENCE: UNDP-CYP-RFP-112-2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Supervision of Construction Works for Kormakitis Center for Cooperation**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, June 29, 2020 at 16:00 Cyprus local time**, via email, to the address below:

United Nations Development Programme
Solicitations.lif.cy@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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 Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers 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 Proposal.

Sincerely yours,
UNDP Solicitations

Description of Requirements

Context of the Requirement	The scope of this assignment is to provide contract administration and civil works supervision services with the duties and responsibilities stipulated in UNDP General Conditions of Contract for Civil Works. The contract engineer’ to ensure proper execution of the project in accordance with the contract signed by UNDP and the selected Contractor.		
Implementing Partner of UNDP	n/a		
Brief Description of the Required Services ¹	Please see Terms of Reference (Annex 1).		
List and Description of Expected Outputs to be Delivered			
	Outputs/tasks	Deliverables	Deadlines
	Preparatory work	Detailed methodology and work plan submitted	By the end of the 1 st week
		Establishment of the site office	By the end of the 2 nd week
	Assignment Output 1 – Contract administration	Monthly reports	every month
		Interim Payment Certificates	every 45 days
		Final Payment Certificate	13 th month
		Substantial completion report	13 th month
	Assignment Output 2 – Works Supervision	Weekly reports	every week
		Weekly meetings	every week
		Maintenance & Upkeep Manual	13 th month
		Quarterly monitoring visits during the Defects Liability Period	15 th , 18 th , 21 st and 24 th months
	End of contract	Final completion report	25 th month
	Person to Supervise the Work/Performance of the Service Provider	UNDP LIF Project Manager	
Frequency of Reporting	As per Annex 1 -ToR		
Progress Reporting Requirements	As per Annex 1 - ToR		
Location of work	☒ Exact Address: Kormakitis Center for Cooperation, Kormakitis, Cyprus		
Expected duration of work	As per Annex 1 - ToR		
Target start date	August 2020		
Latest completion date	August 2022		
Travels Expected	As per Annex 1 - ToR		

Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> n/a
Implementation Schedule	As per Annex 1 - ToR

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required as per the ToR – Annex 1.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required 1. 1 Contract Engineer, 2. 1 architect, 3. 1 civil engineer, 4. 1 electrical engineer, 5. 1 mechanical engineer and 6. 1 health & safety expert. For more details, please refer to Annex 1, the ToR.
Currency of Proposal	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	UNDP Cyprus PMO Office, LIF Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for Contract Award	<div><div><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) The minimum technical score required to pass the technical evaluation is 70%.</div><div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</div></div>																																																						
Criteria for the Assessment of Proposal	<div><div><div><div>Technical Proposal (70%)</div><div><div><input checked="" type="checkbox"/> Expertise of the Firm %30</div><div><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan %40</div><div><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel %30</div></div><div>The minimum technical score required to pass the technical evaluation is 70%.</div><div><div>Financial Proposal (30%)</div><div>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</div></div></div></div><table><tr><th colspan="3">Criteria for the Assessment of Proposals - Evaluation points</th></tr><tr><th>Technical Proposal</th><th></th><th>210 points</th></tr><tr><td>Company profile</td><td>80 points</td><td></td></tr><tr><td>Track record of experience</td><td>100 points</td><td></td></tr><tr><td>Certifications and Accreditations</td><td>20 points</td><td></td></tr><tr><td>Joint Venture/Consortium Agreement</td><td>10 points</td><td></td></tr><tr><td>Methodology</td><td></td><td>280 points</td></tr><tr><td>Proposed methodology</td><td>140 points</td><td></td></tr><tr><td>Quality Assurance</td><td>60 points</td><td></td></tr><tr><td>Context and Local Conditions</td><td>80 points</td><td></td></tr><tr><td>Key Personnel</td><td></td><td>210 points</td></tr><tr><td>Contract Engineer,</td><td>55 points</td><td></td></tr><tr><td>Architect,</td><td>55 points</td><td></td></tr><tr><td>Civil engineer,</td><td>25 points</td><td></td></tr><tr><td>Electrical engineer,</td><td>25 points</td><td></td></tr><tr><td>Mechanical engineer and</td><td>25 points</td><td></td></tr><tr><td>Health & safety expert.</td><td>25 points</td><td></td></tr><tr><td colspan="2">Total</td><td>700 points</td></tr></table></div>	Criteria for the Assessment of Proposals - Evaluation points			Technical Proposal		210 points	Company profile	80 points		Track record of experience	100 points		Certifications and Accreditations	20 points		Joint Venture/Consortium Agreement	10 points		Methodology		280 points	Proposed methodology	140 points		Quality Assurance	60 points		Context and Local Conditions	80 points		Key Personnel		210 points	Contract Engineer,	55 points		Architect,	55 points		Civil engineer,	25 points		Electrical engineer,	25 points		Mechanical engineer and	25 points		Health & safety expert.	25 points		Total		700 points
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UNDP will award the	<div><input checked="" type="checkbox"/> Only one Service Provider. The payment will be done to one single</div>																																																						

contract to:	bank account identified by the Joint Venture/Consortium.
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed Terms of Reference (ToR) – Annex 1 <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Financial Proposal Form – Annex 4
Contact Person for Inquiries (Written inquiries only) ⁷	Solicitations.lif.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.
Other Information [pls. specify]	n/a

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: UNDP Cyprus

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the Request for Proposal referenced **UNDP CYP RFP-112-2020** dated **06 June 2020**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business/core activities, year of foundation, legal status (for consortiums/joint ventures please provide written confirmation from each member) field of expertise, number of staff, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Registration name/legal address & Registration in Cyprus/actual address*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Details of the completed minimum 2 similar works supervision services.*
- d) Certificates and Accreditation – including Quality Certificates.*
- e) Joint Venture/Consortium Agreement; The Joint Venture/Consortium must be formed of one Greek Cypriot and Turkish Cypriot Company*
- f) Contact Person(s) of the Consortium/Joint Venture; name, email, phone*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel (Contractor Engineer and other engineer(s) that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted by the RFP for all 6 team members as per the ToR requirement;*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]*

Financial Proposal

(Must be password protected)

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal. If the bidder met the 70% threshold to pass the Technical evaluation, UNDP will request the bidder in writing to provide the password for the Financial Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

D. Cost Breakdown per Deliverable*

Table 1: Summary of Overall Prices

	Amount(s) in Euro
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate Euro	No. of Days ¹	Total Amount
		A	B	C=A+B
	Contract Engineer			
	Architect			
	Civil engineer			
	Electrical engineer			
	Mechanical engineer			
	Health & safety expert			
Subtotal Professional Fees:				

¹ The number of days is only indicative. The contract price is a fixed output-based price regardless of extension of the herein specific duration. Please refer to section XII of the Terms of Reference.

Table 3: Breakdown of Other Costs

Description	UOM	Quantity ²	Unit Price Euro	Total Amount Euro
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses	Lump Sum			
Establishment of the site office	Lump Sum			
Maintenance of the site office	Lump Sum			
Removal of the site office	Lump Sum			
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Total Euro
Submission of detailed methodology and workplan Establishment of the site office	
Interim payment certifications (up to 8 times)	
Substantial completion procedures	
Maintenance & upkeep manual Removal of the site office	
DLP monitoring visits (3 times)	
Final completion procedures	
TOTAL	

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

² Quantities are only indicative. The contract price is a fixed output-based price regardless of extension of the herein specific duration. Please refer to section XII of the Terms of Reference/