



REQUEST FOR QUOTATION (RFQ)

PROJECT DESIGNS FOR THE REHABILITATION OF KOUKLIA/KUKLA RESERVOIR

REFERENCE: UNDP CYP RFQ 079/2020

DATE: 08 Sep 2020

Dear Sir / Madam:

We kindly request you to submit your quotation for the **Project Designs for the Rehabilitation of Kouklia/Kukla Reservoir**, 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 **October 2, 2020 - 16:00** Cyprus Local time via *email* to:
Solicitations.lif.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	The project is located in Kouklia/Kukla in the Turkish Cypriot community.
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 140 Calendar days from the date of contract signing.
Delivery Schedule – for each Stage of Services	<input checked="" type="checkbox"/> Required – Workplan showing the outputs, presentations & feedback periods.
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	October 2, 2020 at 16:00 Cyprus local time.																				
All documentations shall be in this language	<input checked="" type="checkbox"/> English																				
Documents to be submitted	<p><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)</p> <p><input checked="" type="checkbox"/> Registration Document of the bureau/office/company and/or</p> <p><input checked="" type="checkbox"/> Collaboration agreement of the core team members with a designated team leader which can issue an invoice (registered).</p> <p><input checked="" type="checkbox"/> In case of Partnerships/Joint Ventures, collaboration arrangements between bureaus/offices/companies; one to be designated as lead partner which will sign contract, issue invoices and receive payments for the outputs.</p> <p><u>Design team (core team members + additional team members)</u></p> <p><input checked="" type="checkbox"/> Core Team: List and CVs of the core team members as per the ToR:</p> <table border="1"> <tr> <td>Topographer (from the topography entity) – team leader</td><td>10 years post education and 8 years of survey experience</td><td>Experience surveying of at least 2 land development with similar magnitudes of not less than 5ha</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr> <tr> <td>Architect</td><td>10 years post education and 8 years of designs experience</td><td>General experience in architectural designs of facilities in natural areas</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr> <tr> <td>Civil/Structural engineer</td><td>8 years post education and 5 years of designs experience</td><td>General experience in structural designs of earth structures</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr> <tr> <td>Quantity surveyor</td><td>8 years post education and 5 years of quantity surveyor experience</td><td>Experience in collating bills of quantities, method of measurements for 1 land development</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr> </table> <p><input checked="" type="checkbox"/> The work plan for the designs stage</p>	Topographer (from the topography entity) – team leader	10 years post education and 8 years of survey experience	Experience surveying of at least 2 land development with similar magnitudes of not less than 5ha	Valid registration to the respective chamber	Fluency in English	Architect	10 years post education and 8 years of designs experience	General experience in architectural designs of facilities in natural areas	Valid registration to the respective chamber	Fluency in English	Civil/Structural engineer	8 years post education and 5 years of designs experience	General experience in structural designs of earth structures	Valid registration to the respective chamber	Fluency in English	Quantity surveyor	8 years post education and 5 years of quantity surveyor experience	Experience in collating bills of quantities, method of measurements for 1 land development	Valid registration to the respective chamber	Fluency in English
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Evaluation Criteria	<p><u>Evaluation Method</u></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the 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"/> Similar Projects: At least 2 relevant civil engineering projects. Please submit relevant copies of Contracts/Completion Reports indicating value, duration and location of the project.</p> <p><input checked="" type="checkbox"/> Submission of the list and CVs of the core team members (Quantity:4)</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><tr><td>Topographer (from the topography entity) – team leader</td><td>10 years post education and 8 years of survey experience</td><td>Experience surveying of at least 2 land development with similar magnitudes of not less than 5ha</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr><tr><td>Architect</td><td>10 years post education and 8 years of designs experience</td><td>General experience in architectural designs of facilities in natural areas</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr><tr><td>Civil/Structural engineer</td><td>8 years post education and 5 years of designs experience</td><td>General experience in structural designs of earth structures</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr><tr><td>Quantity surveyor</td><td>8 years post education and 5 years of quantity surveyor experience</td><td>Experience in collating bills of quantities, method of measurements for 1 land development</td><td>Valid registration to the respective chamber</td><td>Fluency in English</td></tr></table> <p><input checked="" type="checkbox"/> Full compliance of the composition of the design team (<u>core team members + additional team members</u>) to the following criteria:</p> <p>- At least 2 of the core design team members must be women</p>	Topographer (from the topography entity) – team leader	10 years post education and 8 years of survey experience	Experience surveying of at least 2 land development with similar magnitudes of not less than 5ha	Valid registration to the respective chamber	Fluency in English	Architect	10 years post education and 8 years of designs experience	General experience in architectural designs of facilities in natural areas	Valid registration to the respective chamber	Fluency in English	Civil/Structural engineer	8 years post education and 5 years of designs experience	General experience in structural designs of earth structures	Valid registration to the respective chamber	Fluency in English	Quantity surveyor	8 years post education and 5 years of quantity surveyor experience	Experience in collating bills of quantities, method of measurements for 1 land development	Valid registration to the respective chamber	Fluency in English
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Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>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	<p><input checked="" type="checkbox"/> N/A</p>																				

Payment Terms	As defined in the TOR in Annex 1
Liquidated Damages	Euro 200 liquidated damage per week of delay beyond the final date of the final output delivery deadline and up to 10% of the contract amount.
UNDP will award to:	<input checked="" type="checkbox"/> One (1) Technical responsiveness/Full compliance to requirements and the lowest price quoted
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
Special conditions of Contract	N/A.
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"/> 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) <input checked="" type="checkbox"/> Technical Bid Form - List of Contracts (Annex 5).
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.lif.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

ANNEX I - TERMS OF REFERENCE (TOR)

PROJECT DESIGNS FOR THE REHABILITATION OF THE KOUKLIA/KUKLA RESERVOIR

1.1 UNDP LIF Background

The EU in cooperation with UNDP established a new mechanism, namely the “Local Infrastructure Facility” (LIF), to coordinate and support the implementation of EU funded infrastructure projects in the Turkish Cypriot community. Its main aim is the identification, selection, bringing to maturation, tendering and implementation of sustainable projects selected through iterative participatory processes ('calls for proposals') involving the EU, UNDP and the local communities/beneficiaries. The selected & matured projects are then to be proposed to be realised with EU funding and implemented by UNDP. Projects with bi-communal aspects, either in terms of physicality or implementation, are promoted where possible.

One of the selected projects is the rehabilitation of the Kouklia/Kukla reservoir.

1.2 Project Background

Image of the reservoir from google maps to give an indication of the magnitude.



1.2.1 Particulars of the reservoir

- The reservoir had been constructed in 1900,
- It is an earth fill dam of height 6m,
- The length of the earth fill dam is about 800 m,
- The earth dam exhibits leakages and damages,
- There is a spillway of around 25 m length,
- There was a bridge over the spillway but it is now broken and not usable,
- There are no water level gauging yardsticks in the reservoir,
- There is an old sluice valve/gate that needs to be replaced,
- Boundaries of the reservoir are not fenced.

All the above information is for reference only and will have to be verified/established at the survey stage.

I. Specific objective

The aim of the assignment is to design the best possible, most cost-effective and best value for money project for the rehabilitation of the reservoir, and to provide supervision advisory services during the rehabilitation works.

II. Scope, Outputs and Tasks

Under this assignment the service provider will complete two outputs; main designs for the rehabilitation of the reservoir submitted; and supervision advices provided.

The first output will be reached through a series of three main consecutive stages; surveys and condition assessment, preliminary designs, draft designs and final design.

3.1 Scope of the Assignment

The rehabilitation of the reservoir will include indicatively, but not limited to, the following:

- Desilting of the reservoir so that the capacity to hold water will increase and brought close to its original one;
- Transporting the silt to a designated location/s within the nearest local community depending on the composition of the silt. In case of presence of heavy metals in the silt, another option might have to consider in line with local regulations;
- Repairs of the earth fill body;
- Repairs of the spillway;
- Installation of a new sluice valve/gate;
- Installation of the bridge over the spillway;
- Installation of gauging posts so that water levels can be checked and monitored;
- Fencing at some sections;
- Placing markers along the reservoir perimetric boundaries as per the cadastral plans; and
- Construction of earthen pathway to access the earth fill dam.

Assignment Output 1: Existing situation, condition assessment and rehabilitation proposal

A. Designs Phase

EXISTING SITUATION, CONDITION ASSESSMENT & REHABILITATION PROPOSAL

The service provider shall provide all required technical resources to survey, measure and record the existing situation and conditions of reservoir.

The following tasks, but not limited to, will be conducted:

- Surveys/measurements of the reservoir boundaries taking into account the cadastral boundaries; coordinates along the boundaries of the reservoir shall be taken and marked on plan/map; at every turn and corner and if straight line not exceeding 150 m and recorded on maps/plans; this will facilitate installation of marker posts
- Measurement of depths of the reservoir levels at various locations of the reservoir and recorded on plan/map to enable calculation of quantities of silt. It will include soil sampling to determine the depth of the silt down to the original lakebed; at least 15 points to be measured.
- Testing of soil samples for presence of heavy metals (lead, cadmium, chromium, copper, nickel, zinc, mercury). In case of heavy metals presence over the acceptable limit, the service provider will need to contact the relevant services/bodies to define in the design how the silt will be disposed in line with regulations.
- Surveys/measurements of the dimensions of the earth fill body

- Surveys/measurement dimensions of the spillway and the bridge on the earth-fill body
- Photographic documentation of the structures and the earth-fill body

Surveying shall use '**UTM-ITRF 96 ELLIPSOID**' coordinate system.

Based on, but not limited to, the above, the service provider shall assess the condition of the reservoir, the earth-fill body and the structures of the reservoir and shall compile a condition assessment report.

The service provider shall prepare an '**rehabilitation proposal**' based on its condition assessment; rehabilitation proposals must be supported with technical rationale and design criteria/norms/standards.

Drawings must be in compatible scales considering the magnitude of the reservoir, but architectural, structural and mechanical drawings can be in 1/200, 1/100, 1/50, 1/20 plans, elevations and sections.

DELIVERABLE: the package containing all of the above in 2 hard copies and 1 flash disk. All deliverables and their contents must be in English.

Duration will be 40 calendar days from contract signature.

PRESENTATION TO THE STAKEHOLDERS - 1

The service provider shall present the surveys/measurements undertaken, elaborate on the existing situation of the reservoir in terms of dimensions and magnitudes.

The service provider shall present the condition assessment made and the 'rehabilitation proposal'.

The service provider shall share the presentation materials with UNDP at least 2 days before the date of the presentation.

Stakeholders will be given 7 calendar days from the presentation to provide feedback on the rehabilitation proposal.

The rehabilitation proposal with all its supporting documents will also be submitted to an ad-hoc Design Quality Control (DQC) team commissioned by UNDP. The DQC team will review it within 7 days and provide its findings and recommendations. If during this period of 7 days, requests for clarifications are being sent by the DQC team through UNDP, it is expected that the service provider will respond to the queries within 36 hours.

Following the submission of the report by the DQC team, the service provider will submit a response to the UNDP on how the recommendations will be addressed.

If no feedback is given by the 8th day, the service provider shall proceed to the next phase, the draft designs.

Duration will not be more than 10 days (50 calendar days from contract signature)

B. Draft Designs

DRAFT DESIGNS (IMPLEMENTATION PLANS) FOR REHABILITATION PROPOSAL

Further to the stakeholders' feedback, the service provider shall prepare draft implementation designs for the rehabilitation of the reservoir.

The implementation designs shall be composed of descriptions and sequences of the interventions, specifications for materials and works, itemised bills of quantities, estimates and drawings/details.

Timeline of rehabilitation is limited/compressed during the period of September to December, taking into account the timeline required for the reservoir to dry out so that desilting can take place.

Concurrent activities can be devised while desilting continued.

Rehabilitation shall include, but not limited to the following:

- **Desilting of the reservoir so that the capacity to hold water will increase**
Methods of desilting, method of disposal to designated locations.
- **Repairs of the earth fill body**
Method of repair, materials to be used, tests to be carried out, etc., shall be detailed and elaborated.
- **Replacement of the sluice valve/gate**
Sluice valve/gate will be replaced. Details of materials, equipment and methods of installation shall be elaborated.
- **Repairs of the spillway**
Method of repairs, materials to be used, tests to be carried out, etc., shall be detailed and elaborated.
- **Installation of the bridge over the spillway**
Method of rebuilding the bridge, structural calculations, materials to be used and tests to be carried out to establish the safe use of the bridge.
- **Installation of water level gauging posts so that water levels can be checked and monitored**
Types and details of the gauging posts and method and locations of installation to be elaborated.
- **Fencing at some sections of the reservoir**
Types of fencing (preferably galvanised chain-link fences), location and method of construction shall be elaborated.
- **Construction of earthen pathway to access the earth fill dam**
Earthen pathway will be constructed to access the earth-fill body up to the spillway; type of material, method of construction with tests to be elaborated.
- **Installation of markers along reservoir perimetric boundaries**
Details of markers, types, method of installation and data to be recorded on these markers must be elaborated.

The draft designs package shall contain the following:

- Draft design report containing the assumptions, rationale, tests results, calculations and standards/norms used,
- Draft architectural structural drawings & details in relevant scales
- Draft descriptions & particular specifications and sequence of activities
- Draft bills of quantities with the same alphanumeric sequence of the 'descriptions & specifications'
- Draft cost estimates

DELIVERABLE: the package containing all of the above in 2 hard copies and 1 flash disk. All deliverables and their contents must be in English.

Duration will be 80 calendar days from contract signature.

PRESENTATION TO THE STAKEHOLDERS - 2

The service provider shall present the draft designs of the rehabilitation of the reservoir.

The service provider shall share the presentation materials with UNDP at least 3 days before the date of the presentation.

Stakeholders will be given 7 calendar days from the presentation to provide feedback on the rehabilitation proposal.

The draft design will be submitted to the Design Quality Control team which will come back with its findings and recommendations within 14 days. If during this period of 14 days, requests for clarifications are being sent by the design review team, it is expected that the service provider will respond to the queries within 36 hours.

Following the submission of the report by the review design team, the service provider should provide a response to the contracting authority on how the recommendations will be addressed.

If no feedback is given by the 15th day, the service provider shall consider that the draft design is accepted.
Duration will not be more than 18 days (98 calendar days from contract signature)

C. Final Designs

FINAL DESIGNS (IMPLEMENTATION PLANS) FOR REHABILITATION

Further to the feedbacks given by UNDP on behalf of the stakeholders and of the Design Quality Control team, the service provider shall incorporate all these into the final designs.

The final designs package shall contain the following:

- Final design report;
- Final drawings and details for architectural and structural drawings and details in complying with the applicable rules of the related technical chambers;
- Final descriptions & particular technical specifications for architectural and structural items;
- Final bills of quantities with the same alphanumeric sequences of the descriptions & particular technical specifications with brief descriptions, quantities, unit rates and total amounts of each design component;
- Final estimates per each design component; and
- Estimated duration of the rehabilitation works in bar chart format.

DURATION: Draft design package shall be completed in **140 calendar days** of contract signature

DELIVERABLE: Final design package containing all of the above in 2 hard copies and 1 flash disk.

DESIGN APPROVAL: Final designs shall be prepared in such a way as to enable the service provider as designer and the project owner as the beneficiary to submit to the relevant technical chambers for 'designs review' and any other regulatory or utility entity. Any changes required by these chambers and the entities must be made by the service provider at no additional cost.

Following the approval of the designs by the relevant technical chambers, the final design documents will be submitted for final review to the Design Quality Control team. It will come back within 14 days with findings and recommendations. If during this period of 14 days, requests for clarifications are being sent by the design review team, it is expected that the service provider will respond to the queries within 36 hours. Following the submission of the report by the DQC team, the service provider will provide revised design documents addressing all the recommendations from the DQC team.

Final designs package shall be in English and in Turkish.

Assignment Output 2: Supervision advisory services provided

THE SUPERVISION ADVICES STAGE

Services for supervision advices will be provided to UNDP during the construction works of the project which may be implemented from August to November of 2021 both inclusive.

It is expected that **up to 6 days per month of advice services will be required for a period of 4 months, or around 24 man-days in total**. A day will be taken as 8 hours of time allocated/spent for the works at the site and at the offices of the service provider.

If there is a need for more than the 24 man-days, this will be agreed with UNDP in advance and contract amended to reflect this need.

Service provider shall attend a site visit and give advices whenever the Engineer of the contract so require. The service provider will be informed at least 48 hours prior to the site visit. At the end of each site visit, a note with sketches, drawings, photos, etc. shall be submitted to the Engineer within 48 hours of the site visit. **A maximum of one man-day will be used for the site visit and preparation of the note.**

III. Approach and Methodology

The design approach and methodology that the service provider envisages in line with the outputs of the TOR will be elaborated.

IV. Deliverables and Schedules/Expected Outputs

Within 7 days following the signing of the contract, the service provider will submit a detailed methodology, approach and workplan for approval to UNDP.

Outputs	Deliverables	Deadlines ¹ (days from contract signature)
Preliminary item	Detailed methodology and workplan submitted	7
Assignment output 1-	Existing situation, condition assessment and rehabilitation proposal	40
	Presentation and feedback	50
	Draft designs for the rehabilitation	80
	Presentation and feedback	98
	Final designs	140
Assignment output 2	Supervision advices provided to the contract Engineer	During 4 months after beginning of works

V. Key Performance Indicators and Service Level

The performance of the service provider will measure against the timeliness in the completion of the deliverables provided in the table above, adherence to design guidelines, the quality of the designs provided, green measures and presentations.

All key activities and deliverables will be subject to review by the UNDP LIF Project Team. In order to proceed on the next phase, completion of the previous activity must be approved based on the deliverables. After receiving written approval, the Service Provider will continue with the following activity.

¹ The deadlines include the time needed for the reviews by the DQC team.

The preliminary and final designs will be reviewed by an external and independent Design Quality Control team to be commissioned by UNDP. The DQC team will review the designs along the following: completeness of the design document; and technical fitness of the design documents. It is expected from the service provider to fully collaborate with the DQC team, as per instructions in section III of these Terms of Reference. In the contrary, UNDP will consider that the service performance is not satisfactory and will take actions in line with the contract general conditions.

VI. Governance and Accountability

Monitoring and evaluation of the Service Provider's work will be conducted by the UNDP LIF Project Manager with support of LIF Project Team. All logistical issues related to meetings will be coordinated with UNDP to ensure appropriate representation of UNDP and partner organizations/institutions. The UNDP will closely oversee the service provision and work in close cooperation and coordination with the service provider. Day to day management of the service will be devolved to the service provider. A strong performance regime will operate – with payments made to the service provider on an output's basis.

VII. Facilities to be provided by UNDP

All logistics like international and local travel, translation, accommodations, offices and others will be organized by the service provider. UNDP Cyprus will make available office space for meetings. During the initial stage, UNDP will assist the Service Provider in establishing contacts with the key stakeholders to the assignment.

VIII. Expected duration of the contract/assignment

The assignment for Output 1 will have to be completed in **140 calendar days** from the date of contract signature.

The service provider shall submit detailed work-plan taking into account the required outputs and the timelines stipulated. The work-plan should show in 'calendar weeks'. In the preparation of its workplan, the service provider will have to consider climatic conditions and how they could affect their work and the validity of the data to be collected on the site.

Deliverables must be planned and submissions falling on public holidays and mandatory breaks must be shown on the work-plan. These shall not change the duration of the assignment.

The services provided under the Output 2 will be maximum 4 months from the start of the rehabilitation works. It is expected that the start of the works will not be later than 3 months after the completion of the designs and the issuance of all relevant 'designs reviews by the relevant technical chambers'

Delays in submitting the final designs will result in the application of liquidated damages for delay at a rate of Euro 200 per day of delay beyond the end of the 140 calendar days and up to 10% of the contract amount.

IX. Field Visits & Work Arrangement

The location of the project is the Kouklia/Kukla reservoir. The Service Provider's staff will be required to undertake field trips to the reservoir depending on the requirements of the assignment. Due to the COVID-19 pandemic all field trips and contacts with the public should be made in accordance with the guidelines issued by the health body and if needed personal protection and social distancing must be implemented. The meetings or contacts should take place where feasible through remote tools (MS Teams, Zoom, Skype etc.). The service provider is also responsible for the protection of their staff's health, safety and social rights while providing the required services and shall ensure that possible measures have been taken into consideration against possible risks of COVID-19 e.g. by using PPEs equipment etc.

During the fulfilment of the assignment, the service provider shall ensure regular communication and exchange of findings with the UNDP Project Manager. The service provider shall ensure quality and timely delivery of the expected results and will regularly inform the UNDP Project Manager for the processes and the expected result, as well as any obstacles that might occur. The service provider shall undertake all technically justified corrective actions for finalization of the designs and supervision based on the comments and suggestions provided by the UNDP.

The service provider shall be responsible for provision of all effective and efficient logistical support for all previously mentioned tasks/duties/responsibilities including the overall design and supervision costs, field work and organization and delivery of activities.

X. Eligibility to participate

Participation to this procurement process is open to all registered and active topographic offices/bureaus/companies, architectural and/or engineering and/or architectural/engineering offices and/or bureaus and/or companies forming consortiums.

Individuals forming a collaborative design team must enter into a 'collaboration agreement' and designate a leader (preferably the architect) to sign the contract and receive payments due.

SERVICE PROVIDERS DESIGN TEAM

The service provider shall organise a design team with relevant technical disciplines required to complete the whole assignment in the stipulated timeframe.

The core design team should be composed of one architect, one civil/structural engineer, one quantity surveyor and topographer of whom must have valid registrations with the related technical chambers.

The service provider must enhance the team with more technical staff and/or additional disciplines if it is considered necessary.

CVs of the core design team members must be submitted. List of the names of all the team members and their role shall be given.

As part of the UN Sustainable Development Goals, SDG-5 Gender Equality, the service provider must establish a core team half of which must be woman.

The core design team members must meet the following requirements:

Topographer (from the topography entity) – team leader	10 years post education and 8 years of survey experience	Experience surveying of at least 2 land development with similar magnitudes of not less than 5ha	Valid registration	Fluency in English
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Architect	10 years post education and 8 years of designs experience	General experience in architectural designs of facilities in natural areas	Valid registration	Fluency in English
Civil/Structural engineer	8 years post education and 5 years of designs experience	General experience in structural designs of earth structures	Valid registration	Fluency in English
Quantity surveyor	8 years post education and 5 years of quantity surveyor experience	Experience in collating bills of quantities, method of measurements for 1 land development	Valid registration	Fluency in English

XI. Indemnity Insurance

The service provider must provide UNDP with an indemnity insurance as per Clause 12 General Terms & Conditions for Services. The indemnity insurance is to cover the employer of any claims from anyone arising from the actions of the service provider. The service provider shall show evidence of current Professional Indemnity insurance to an amount of Euro 50,000. The indemnity insurance shall cover the period of the two phases, designs and supervision advices.

XII. Price & Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the calculation of its contract price, the Service Provider will have to include all costs necessary for the successful completion of the assignment.

These include but not limited to professional fees, insurances, travel costs, office space/equipment, communication, support staff and translation costs, etc.

Payments will be made according to the following schedules:

Outputs/deliverable	Percentage	Timing (in days or months)	Condition for Payment Release
Detailed methodology and workplan submitted	10%	7 days from contract signature	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.
Existing situation, condition assessment rehabilitation proposal	30%	40 days	
Draft designs package submitted	30%	80 days	
Final designs package submitted	20%	140 days	
Technical advice provided as requested by Contract Engineer during first two months	5%	At the end of the first 2 months of civil works	
Technical advice provided as requested by Contract Engineer during the last two months	5%	After issuance of substantial completion certificate	

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

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 140 days, in conformity with the specification and requirements of UNDP as per RFQ Reference No. **UNDP CYP RFQ 079/2020**:

Prices **in Euro** must be all inclusive of any statutory payments the service provider and the design team members will have to make, as well as to include cost of the insurances in accordance with clause 13 of the General Terms & Conditions for Services. Pricing shall be made as per the following the tables:

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	No. of Days ⁴	Total Amount
		A	B	C=A+B
	Topographer			
	Architect			
	Civil/Structural engineer			
	Quantity Surveyor			
Subtotal Professional Fees:				

² This serves as a guide to the Supplier in preparing the quotation and price schedule.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁴ 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 XIII of the Terms of Reference.

Table 3: Breakdown of Other Costs

Description	UOM	Quantity ⁵	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			
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Total Euro
Detailed methodology and workplan submitted	
Existing situation, condition assessment rehabilitation proposal	
Draft designs package submitted	
Final designs package submitted	
Technical advice provided as requested by Contract Engineer during first two months	
Technical advice provided as requested by Contract Engineer during the last two months	
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]

⁵ 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/

Annex 4

Design team (Core team and additional design team members)

List of forms:

- Form 1 – List of the design team including:
 - Core Team members (Topographer, Architects, Civil engineers and Quantity Surveyor)
 - List of additional design team members.
- *At least 2 members of the core design team must be women*
- Form 2 – For the CVs of Core Team Members (demonstrating technical compliance with the minimum technical requirements described in the solicitation document).

Form 1: List of design team for each site

List of design team members for Designs of Kukla Reservoir: (Table 1a and 1b)

Table 1a: List of Core team members

No	Role	Name & Surname	Registration number and copy of the valid membership for year 2020 to the relevant chamber is attached (Yes/No)
1	Topographer (from the topography entity) – team leader		
2	Architect		
3	Civil/Structural engineer		
4	Quantity surveyor		

Table 1b: List of additional design team members

No	Role	Name & Surname
1		
2		
3		

4		
5		

Name: Signature:
[the authorized person to sign on behalf of the bidder]

Date (Seal)

Form 2

CVs of the Core Team Members

CV of

The CV should show details to enable assessment of the CV against the minimum technical requirements as described in the solicitation document. The proposed site supervision personnel must sign and commit his/her availability.

Proposed position in the contract:

1. Surname incl. title:

2. Name:

3. Date and place of birth:

4. Nationality:

5. Civil status:

6. Address (phone/ fax/ e-mail):

7. Education:

Institution:	
Date: from (mm/yy) to (mm/yy)	
Degree:	

8. Language skills (On a scale of 1 to 5, with 5 being fluent):

Language	Overall Level	Reading	Spoken	Written
	Mother tongue			

9. Membership of professional bodies:

.....

10. Other skills (e.g. computer literacy, etc.):

.....

11. Present position in the company:

12. Years of professional experience:

13. Key qualifications:

Specific experience related to this Works Contract:

Country	Date: from (mm/ yy) to (mm/ yy)	Name and brief description of the project, incl. client, value of project and role in project ²
		<ul style="list-style-type: none"> • Name: • Description: • Client: • Value: • Role:
		<ul style="list-style-type: none"> • Name: • Description: • Client: • Value: • Role:
		<ul style="list-style-type: none"> • Name: • Description: • Client: • Value: • Role:
	

14. Professional experience:

Company/ organization	
Date: from (mm/ yy) to (mm/ yy)	
Place	
Position	
Job description	

15. Others (e.g. publications and seminars)

16. Confirmation of subject person:

I, the undersigned....., hereby confirm the accuracy of the information entered within this CV.

Signature
[Signature of subject person]

Date

Name: Signature:
[a person or persons authorized to sign on behalf of the bidder]

Date (Seal)

Annex 5: Technical Bid Forms

List of forms:

- Form 3 - Technical Experience, copies of previous similar projects only

Form 3**TECHNICAL EXPERIENCE**

(Add additional pages if required)

Bidders or partner of a joint venture is requested to list all works done, of similar civil engineering projects (Minimum 2).

No	Date of Commence	Date of Completion	Title of contract	Description of works	Employer	Final Contract Amount (EUR)	Employers Reference
1							
2							
3							
4							

Name: Signature:
[a person or persons authorized to sign on behalf of the bidder]

Date (Seal)

Annexes/documents to be provided together with the Form 3:

- Completion references from the employers for all the contracts listed in the table above.

Provide translations of the annexes/documents if not in English.