



REQUEST FOR QUOTATION

Name of the Firm	DATE: 30.09.2020
	REFERENCE: UNDP-TUR-RFQ(IAS)-2020/47

Dear Sir / Madam:

We kindly request you to submit your quotation for **Procurement of “Implementation of Surveys for Monitoring the Awareness of the Target Groups of Marine IAS Project”**, as detailed in Terms of Reference provided as 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 **17:30hrs (GMT + 3), October 13th, 2020** and via *email* to the email address below:

United Nations Development Programme (UNDP)

Attn: Mr. Çağlar Selçuk

Procurement Officer, UNDP

E-mail Address: tr.procurement@undp.org

It shall remain your responsibility to ensure that your quotation will reach the address above, on or before the deadline. Quotations received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that 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 provision of the services:

<u>Subject of Procurement</u>	Implementation of Surveys for Monitoring the Awareness of the Target Groups of Marine IAS Project
<u>Deadline for Submission of Quotations</u>	17:30hrs (GMT + 3), October 13th, 2020 Quotations submitted later than the date and time specified above shall not be accepted. The Issuing Office does not take any responsibility of any delay caused by email or any other appointee. It is strongly recommended to the Offerors to take the respective measures for the prevention of these delays.
<u>Eligibility of Participation to Tender</u>	Any persons or third parties involved in the preparation of this Terms of Reference are not eligible to participate in this tender.
<u>Currency of Quotation</u>	USD (United States Dollar)
<u>Value Added Tax (VAT) on Price Quotation</u>	The price quotations must be exclusive of VAT. United Nations and its subsidiary organs are exempt from taxes. It is the Offeror's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review and confirm published procedures and to consult with a certified public accountant as needed to conform the scope and procedures of VAT exemption application as per all related laws and legislation on VAT.
<u>Period of Validity of Quotes starting from the deadline for Submission of quotation</u>	<u>90 days</u> In exceptional circumstances, UNDP may request the Offeror to extend the validity of their 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><u>Documents that Must be Submitted by The Offeror to Establish Qualification</u></p>	<p>a) Trade Registry Gazette: Copy of the Trade Registry Gazette showing the establishment of the company.</p> <p>b) Chamber Registration: (i) <u>Real person entity Offerors:</u> A copy of registration certificate obtained within the year of date of the RFQ or within the year of Quotation submission deadline, from chamber of commerce/industry/tradesmen and craftsmen or any other corresponding chamber. (ii) <u>Legal entity Offerors:</u> A copy of registration certificate obtained within the year of date of the RFQ or within the year of Quotation submission deadline, from chamber of commerce and/or industry.</p> <p>c) Signature Authority: (i) <u>Offerors who are Real Bodies:</u> A copy of the notarized Authority to Sign document. (ii) <u>Offerors who are Legal Bodies:</u> Notarized copy of the Trade Registry Gazette showing the latest status indicating the partners, members or founders of the legal entity and officials in the administration of the legal entity, and notarized signatory circulars and the original version of the notarized Authority to Sign document.</p> <p>d) Previous Similar Experience: At least one Reference Letter or Work Completion Letter demonstrating previous similar experience regarding field survey(s) on social surveys consisting of at least 500 interviews.</p> <p>e) CV of Team Leader and IT Expert (<i>The CVs shall provide the minimum requirements stipulated in Annex-1 Terms of Reference, Section H.</i>)</p> <p>f) Submission of each page of the RFQ and its Annexes duly signed and stamped.</p> <p>UNDP has the right to request the CVs and proof documents of any of the Contractor's personnel throughout contract validity. In case the CVs and/or the proof documents provided does not fulfil any of the criteria stipulated within the Terms of Reference, UNDP has the right to immediately terminate the Contract without making any further payments.</p>
<p><u>Partial Quotes</u></p>	<p>Not permitted Offerors must quote prices for the whole requirement.</p>
<p><u>Inspection and Acceptance</u></p>	<p>UNDP will evaluate the quality of the submitted work. At the end of the inspections, UNDP has the right to not release to the contractor any payments in the event that UNDP detects incomplete and/or improper services in accordance with the Terms of Reference.</p>
<p><u>Duration of Services and Latest Expected Delivery Date</u></p>	<p>The Offeror shall complete the delivery of the services stipulated in this RFQ to UNDP Turkey Country Office latest by 30 April 2023.</p>
<p><u>Liquidated Damages</u></p>	<p>If UNDP concludes that services provided and data produced do not meet the requirements of the criteria set forth in Annex-1 Terms of Reference, Contractor shall be deemed to have failed to complete the contractual obligations. In this case, the Contractor will not be entitled to receive any payment. UNDP may, at its own discretion, demand the completion of the services by making deductions to the contractual amount or terminate the Contract unilaterally without making any payments to the Contractor. In case of delay, the deductions shall be imposed as follows:</p>

	<p>i) A 1% deduction will be made from the payment pertaining to that specific deliverable, for each day of delay in submission of that specific deliverable when compared to the due dates stipulated in Section C of Annex-1 Terms of Reference of this RFQ. UNDP may terminate the contract when 10% deduction is made due to delays.</p> <p>In case the delay arises from UNDP's request or late acceptance by UNDP, deductions will not be imposed for that specific delay.</p>
<u>Eligibility of Establishment</u>	<p>An Offeror shall be legally established as a single entity or a real person.</p> <p>Offerors, as of the date of submission of the quotation, should not be in the circumstances of disqualification or restriction to participate in a tender and/or undertake a contract, as set forth by Turkish Public Procurement Authority or by relevant laws in Turkey or by relevant laws of the country in which they operate.</p>
<u>Evaluation Criteria</u>	Technical responsiveness / Full compliance to requirements as stipulated in the Terms of Reference and lowest price
<u>UNDP will award the Contract to</u>	One and only one Offeror.
<u>Type of Contract to be Signed</u>	<p>Face Sheet Contract</p> <p>Successful Offeror shall sign and return the Contract to UNDP within 5 (five) working days following its receipt.</p>
<u>Contract Effectivity</u>	The contract shall be effective on the date of last signature by the parties.
<u>Payment Terms and Conditions</u>	<p>Payments will be made upon completion of services and acceptance and approval of these services and respective invoices by UNDP as detailed in the Section K. "Price and Payments" of Annex-1 Terms of Reference of this RFQ and Annex-2 Quotation Submission Form and Price Schedule.</p> <p>Alternative terms of payment shall not be negotiated with the successful Offeror.</p> <p>The Offeror shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Offeror or any missing goods/services in its Price Schedule to be submitted in response to this RFQ.</p>
<u>Contact Person for Inquiries (Written inquiries only)¹</u>	<p>Çağlar Selçuk, Procurement Officer tr.procurement@undp.org</p> <p>Prospective Offerors may submit inquiries latest by 3 days prior to the Deadline for Submission of Quotations. Inquiries or bids submitted by e-mail must be limited to a maximum of 35MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted content.</p> <p>Any delay in UNDP's response shall not be 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 Offerors.</p> <p>All documentations, including catalogues, instructions and operating manuals, may be in any of these languages: English or Turkish</p>
<u>Annexes to this RFQ</u>	<p>Terms of Reference (Annex 1)</p> <p>Quotation Submission Form and Price Schedule (Annex 2)</p>

¹ 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.

	<p>General Terms and Conditions for Contracts (Annex 3)</p> <p>Non-acceptance of the terms of the General Terms and Conditions for Contracts (GTC) shall be grounds for disqualification from this procurement process.</p>
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Services offered by prospective companies 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.

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 contract 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/business/protest-and-sanctions/>

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 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,



Usame Yalçın
Assistant Resident Representative
(Operations)
30.09.2020

Declaration on Solicitation Documents, that need to be signed by the Offeror:

We have examined all the solicitation documents issued by UNDP and have no reservation whatsoever to the solicitation documents. We understand that you may cancel the tender process at any time without incurring any liability to the Offerors. We also understand that you are not bound to accept any quotation that you may receive.

Best Regards,

Date:

Signature and Stamp:

Name and Last Name:

Title:

Offeror's Legal Title: