



*Empowered lives.  
Resilient nations.*

**Revision no.2 Dated 26 October 2020**  
**REQUEST FOR QUOTATION (RFQ)**  
**CONSERVATION PROJECT DESIGNS**  
**FOUR MOSQUES in LARNACA DISTRICT**

REFERENCE: UNDP CYP RFQ 210/2020	DATE: 28 September 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for **the Conservation Project Designs for four mosques in Larnaca district**, 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 **November 2, 2020 16:00 Cyprus Local time** via *email* to:  
**[Solicitations.cy@undp.org](mailto: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	<b>LOT</b>	<b>Mosque/Site</b>	<b>Location</b>
	1	Mosque	Kalo Chorio / Vuda
		Hamidie Mosque	Lefkara
	2	Mosque	Agios Theodoros / Aytotro
		Mosque	Maroni
UNDP Preferred Freight Forwarder, if any	n/a		
Distribution of shipping documents	n/a		
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 5 calendar months from the date of contract signature concurrently for each lot.		
Delivery Schedule – for each site	<input checked="" type="checkbox"/> Required – Workplan showing the outputs, presentations & feedback periods within 5 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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/howwe-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/howwe-buy.html</a>		
Deadline for the Submission of Quotation	<b>02 November 2020 at 16.00 Cyprus time.</b>		
All documentations, including catalogs, instructions and operating manuals,	<input checked="" type="checkbox"/> English		

shall be in this language	
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;</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"/> 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"/> List and CVs of the core team members (Q:3) for each Lot. <b>If bidding for both Lots, the bidder/offeror must have 2 unique core teams (Q:6).</b> The same individuals will not be accepted.</p> <p><input checked="" type="checkbox"/> List of additional team members per each lot.</p> <p><input checked="" type="checkbox"/> The design team (core team members + additional team members) must compose 50% women.</p> <p><input checked="" type="checkbox"/> The workplan (per each lot)</p> <p><input checked="" type="checkbox"/> Valid registration documents from the GCYP technical chambers of the core team members (only for the architect and engineers).</p>

Evaluation Criteria	<p><u>Evaluation Method</u></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest price per each lot</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts</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"/> Any bidder/offeror with less than 2 ongoing design contracts with UNDP at the time of submission. Bidders with 2 or more ongoing design contracts with UNDP at the time of submission will be considered as ineligible.</p> <p><input checked="" type="checkbox"/> Registered as a legal entity which can issue invoices</p> <p><input checked="" type="checkbox"/> The design team (core team members + additional team members) must compose 50% women.</p> <p><input checked="" type="checkbox"/> CVs of the core team members as per the below criteria:</p> <p><b><u>If submitting only for any 1 Lot (design team must consist at least 5 individuals as per the table below)</u></b></p> <p><b>Minimum Technical Requirements/number of the Core Team Members (Q:3)</b></p> <table border="1"> <tr> <td>Senior Architect Q:1</td> <td>8 years post education, 5 years of designs and supervision experience</td> <td>Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings</td> <td>Valid registration to GCYP technical chamber</td> <td>Fluency in English</td> </tr> <tr> <td>Senior Civil/Structural engineer Q:1</td> <td>8 years post education, 5 years of designs and supervision experience</td> <td>Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings</td> <td>Valid registration to GCYP technical chamber</td> <td>Fluency in English</td> </tr> <tr> <td>Conservator Q:1</td> <td>8 years post education and 5 years of conservation experience</td> <td>Experience in 2 similar conservation projects traditional materials (stones or plasters or frescoes)</td> <td>n/a</td> <td>Fluency in English</td> </tr> </table>					Senior Architect Q:1	8 years post education, 5 years of designs and supervision experience	Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings	Valid registration to GCYP technical chamber	Fluency in English	Senior Civil/Structural engineer Q:1	8 years post education, 5 years of designs and supervision experience	Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings	Valid registration to GCYP technical chamber	Fluency in English	Conservator Q:1	8 years post education and 5 years of conservation experience	Experience in 2 similar conservation projects traditional materials (stones or plasters or frescoes)	n/a
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	<p><b>Minimum number of additional team members to the design team (Q:2)</b></p> <table border="1"> <tr> <td data-bbox="487 296 906 359">Architect Q:1</td> <td data-bbox="906 296 1453 359"></td> </tr> <tr> <td data-bbox="487 359 906 428">Civil/Structural engineer Q:1</td> <td data-bbox="906 359 1453 428"></td> </tr> </table> <p><b><u>If submitting for both Lots (lot 1+lot 2) (design team must consist at least 10 individuals as per the table below)</u></b></p> <p><b>Minimum Technical Requirements/number of the Core Team Members (Q:6)</b></p> <table border="1"> <tr> <td data-bbox="487 644 678 842">Senior Architect Q:2</td> <td data-bbox="678 644 927 842">8 years post education, 5 years of designs and supervision experience</td> <td data-bbox="927 644 1130 842">Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings</td> <td data-bbox="1130 644 1318 842">Valid registration to GCYP technical chamber</td> <td data-bbox="1318 644 1453 842">Fluency in English</td> </tr> <tr> <td data-bbox="487 842 678 1045">Senior Civil/Structural engineer Q:2</td> <td data-bbox="678 842 927 1045">8 years post education, 5 years of designs and supervision experience</td> <td data-bbox="927 842 1130 1045">Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings</td> <td data-bbox="1130 842 1318 1045">Valid registration to GCYP technical chamber</td> <td data-bbox="1318 842 1453 1045">Fluency in English</td> </tr> <tr> <td data-bbox="487 1045 678 1318">Conservator Q:2</td> <td data-bbox="678 1045 927 1318">8 years post education and 5 years of conservation experience</td> <td data-bbox="927 1045 1130 1318">Experience in 2 similar conservation projects traditional materials (stones or plasters or frescoes)</td> <td data-bbox="1130 1045 1318 1318">n/a</td> <td data-bbox="1318 1045 1453 1318">Fluency in English</td> </tr> </table> <p><b>Minimum number of additional team members to the design team (Q:4)</b></p> <table border="1"> <tr> <td data-bbox="487 1392 906 1455">Architect Q:2</td> <td data-bbox="906 1392 1453 1455"></td> </tr> <tr> <td data-bbox="487 1455 906 1524">Civil/Structural engineer Q:2</td> <td data-bbox="906 1455 1453 1524"></td> </tr> </table> <p><b>Additional team members could be added however, this will not be part of the evaluation process.</b></p>	Architect Q:1		Civil/Structural engineer Q:1		Senior Architect Q:2	8 years post education, 5 years of designs and supervision experience	Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings	Valid registration to GCYP technical chamber	Fluency in English	Senior Civil/Structural engineer Q:2	8 years post education, 5 years of designs and supervision experience	Experiences in 3 conservation designs of mosques and/or churches and/or listed buildings	Valid registration to GCYP technical chamber	Fluency in English	Conservator Q:2	8 years post education and 5 years of conservation experience	Experience in 2 similar conservation projects traditional materials (stones or plasters or frescoes)	n/a	Fluency in English	Architect Q:2		Civil/Structural engineer Q:2	
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Period of Validity of Quotes starting the Submission Date	<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																							
Partial Quote(s)	<input checked="" type="checkbox"/> Will be accepted (per lot)																							

Payment Terms	As defined in the TOR in Annex 1 (for the outputs delivered and certified by UNDP)
Liquidated Damages	Euro 200 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:	<input checked="" type="checkbox"/> One (1) bidder for both Lots or Two (2) bidders (one Lot each) Technical responsiveness/Full compliance to requirements and the lowest price quoted
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet contract <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	Initial contract will be for Output(s) 1 and Output(s) 2 and a contract amendment will be made for Output 3 (Technical Advices during the Works) If works will not take place; Output 3 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 Annex 1.1 (TOR) <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 of the design team ( <u>core team members + mandatory additional design team members</u> ) and the CVs of the core design team members (Annex 4)
Contact for Inquiries (Written inquiries only)	<i>UNDP Solicitations</i> <b><i>Solicitations.cy@undp.org</i></b> 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 related information 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.  All costs related to access to the sites etc. under the current conditions, especially with the pandemic, should be considered and included in the financial offer submitted via Annex 2 of this RFQ.

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](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 QUOTATION<sup>1</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</sup>)*

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 5 calendar months for the churches/sites, in conformity with the specification and requirements of UNDP as per RFQ Reference No. 210/2020:

### Lot-1: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1		
OUTPUT: 2		Should not be less than 30% of the total price
OUTPUT: 3		40 man-days
<b>TOTAL</b>		

### Details of inputs to reach to the Total of the Table above

INPUTS	Fees (Euro/day)	Number of days	Amount (euro)	REMARKS (if any)
Senior Architect				
Architect				
Senior Civil/Structural Engineer				
Civil/Structural Engineer				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Presentation and materials				
Covid H&S measures etc.				
Other - please specify				
<b>TOTAL</b>				

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]*

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

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 5 calendar months for the churches/sites, in conformity with the specification and requirements of UNDP as per RFQ Reference No.210/2020:

### Lot-2: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1		
OUTPUT: 2		Should not be less than 30% of the total price
OUTPUT: 3		40 man-days
<b>TOTAL</b>		

### Details of inputs to reach to the Total of the Table above

INPUTS	Fees (Euro/day)	Number of days	Amount (euro)	REMARKS (if any)
Senior Architect				
Architect				
Senior Civil/Structural Engineer				
Civil/Structural Engineer				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Presentation and materials				
Covid H&S measures etc.				
Other - please specify				
<b>TOTAL</b>				

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]*

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

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