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Revision No.1 Dated 27 October 2020
REQUEST FOR QUOTATION (RFQ)
CONSERVATION PROJECT DESIGNS
THREE CHURCHES

REFERENCE: UNDP CYP RFQ 215/2020	DATE: 2 October 2020
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Dear Sir / Madam:

We kindly request you to submit your quotation for the Conservation Project Designs for 3 Churches in Cyprus, as detailed in the Terms of Reference annex 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 3, 2020 16:00 Cyprus Local time** via *email* to:
Solicitations.cy@undp.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Please kindly ensure that your quotation they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms	n/a
Customs clearance, if needed, shall be done by:	n/a
Exact Address of the project	Church/Site 1: Panagia Agia Marina, Gypsou/Akova Church/Site 2: Agios Georgios, Agios Georgios Famagusta/Aygun Church/Site 3: Agios Georgios, Goufes/Camlica
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 church/site. <i>*Please note that a bidder can only submit a quotation for up to 2 churches(any 2 or any 1 from the 3 churches/sites).</i>
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 for each church/site.
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
Deadline for the Submission of Quotation	03 November 2020 at 16.00 Cyprus time.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<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; <input checked="" type="checkbox"/> Registration Document of the bureau/office/company and/or <input checked="" type="checkbox"/> Collaboration agreement of the core team members <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) <input checked="" type="checkbox"/> List and CVs of the core team members (annex 4)

	<input checked="" type="checkbox"/> The workplan for any 2 sites/churches or only for 1 site/church <input checked="" type="checkbox"/> Valid registration documents of the architects (Q:2) with the GCYP (Q:1) and TCYP (Q:1) technical chambers respectively <input checked="" type="checkbox"/> Valid registration documents of the civil/structural engineers (Q:2) with the GCYP (Q:1) and TCYP (Q:1) technical chambers respectively										
Evaluation Criteria	<p><u>Evaluation Method</u></p> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest price as per the criteria set <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts <p><u>Evaluation Criteria</u></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. <input checked="" type="checkbox"/> Registered as a legal entity which can issue invoices <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. <input checked="" type="checkbox"/> The design team (core team members + additional team members) must compose 50% women. <i>Adding additional team members are optional, however if added this will be subject to the %50 gender balance.</i> <input checked="" type="checkbox"/> CVs of the core team members (Q:5) <p>Minimum Technical Requirements of the Core Team Members (Q:5)</p> <table border="1"> <tr> <td rowspan="4">Architect 1 (one of the architects as team leader)</td><td>8 years post education and 5 years of designs and supervision experience</td></tr> <tr> <td>Experiences in 3 conservation designs of churches and/or listed buildings</td></tr> <tr> <td>Valid registration (one registered with GCYP technical chamber and one registered with TCYP technical chamber)</td></tr> <tr> <td>Fluency in English</td></tr> <tr> <td rowspan="2">Architect 2</td><td>Valid registration (one registered with GCYP technical chamber and one registered with TCYP technical chamber)</td></tr> <tr> <td>Fluency in English</td></tr> <tr> <td>Civil/Structural engineer 1</td><td>8 years post education, 5 years of designs and supervision experience</td></tr> </table>	Architect 1 (one of the architects as team leader)	8 years post education and 5 years of designs and supervision experience	Experiences in 3 conservation designs of churches and/or listed buildings	Valid registration (one registered with GCYP technical chamber and one registered with TCYP technical chamber)	Fluency in English	Architect 2	Valid registration (one registered with GCYP technical chamber and one registered with TCYP technical chamber)	Fluency in English	Civil/Structural engineer 1	8 years post education, 5 years of designs and supervision experience
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	Fluency in English										
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	Fluency in English										
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		Experiences in 3 conservation designs of churches and/or listed buildings
		Valid registration (one registered with GCYP technical chamber and one registered with TCYP technical chamber)
		Fluency in English
	Civil/Structural engineer 2	Valid registration (one registered with GCYP technical chamber and one registered with TCYP technical chamber)
		Fluency in English
	Conservator	8 years post education and 5 years of conservation experience
		Experience in 2 similar conservation of traditional materials (stones or plasters or frescoes)
		Fluency in English
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 as: <ul style="list-style-type: none"> - One bidder can only submit a quote for maximum 2 churches/sites. 	
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 20% of the contract amount	
UNDP will award to:	<input checked="" type="checkbox"/> Two (2) bidders <ul style="list-style-type: none"> - One bidder can be awarded up to 2 sites - One bidder can be awarded 1 site - Three bidders can be awarded for 1 site 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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html	
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 TOR (Annex 1.1) <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"/> CV and list of design team members (Annex 4).
Contact for Inquiries (Written inquiries only)	<i>UNDP Solicitations</i> <i>Solicitations.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.
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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

UNDP Solicitations

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)***

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.215/2020:

Church/Site no:: Prices per Output

OUTPUTS	PRICE (Euro)	REMARKS (if any)
OUTPUT: 1		
OUTPUT: 2		Should not be less than 40% of the total price
OUTPUT: 3		40 mandays
TOTAL		

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

INPUTS	Fees (Euro/day)	Number of days	Amount (euro)	REMARKS (if any)
Architect-1 (team leader)				
Architect-2				
Civil/Structural Engineer-1				
Civil/Structural Engineer-2				
Conservator				
Other technical (pls. specify)				
Other technical (pls. specify)				
Presentation and materials				
Incidentals – Covid H&S measures etc.				
Other - please specify				
TOTAL				

NOTE: this table to be replicated for the second site quoted if any.

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.

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

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

Total for any 2 churches	Church/site no:	Church/site no:	Total in Euro ex vat
Price			

Or

Total for any 1 church	Church/site no:	Total in Euro ex vat
Price		

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