REQUEST FOR QUOTATION (RFQ)
Procurement of Well Excavation Services

REFERENCE: UNDP CYP RFQ 252/2020	DATE: 15 December 2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **Well Excavation Services Using Barrel System for Committee on Missing persons in Cyprus (CMP)** as detailed in 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 **December 29, 2020 at 16:00 Cyprus local time** via email only to solicitations.cy@undp.org .

Quotations submitted by email must be limited to a maximum of 5MB, and no more than 1 email transmission. 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. 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 the supply of the abovementioned services:

Deadline for the Submission of Quotation	***Tuesday, December 29, 2020 and Cyprus local time 16:00***
Documents to be submitted	☒ Duly Accomplished Bid Submission Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☒ 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) ☒ Company/Business registration certificate ☒ Previous relevant experience ☒ List and CVs of the Operator(s)/Driver(s)
Period of Validity of Quotes starting the Submission Date	☒ 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.
Quotation Currency	In Euro excluding VAT
Partial Quotes	☒ Not permitted
Payment Terms	☒ Upon certification of completion of each site.
Liquidated Damages	☒ Vendor should deliver services as per the agreed work schedule. If the vendor fails to provide the deliverable within the agreed time period, UNDP has the right to deduct, as liquidated damages, a sum equivalent to %10 of the daily price of the delayed service for each day of delay until actual delivery up to %5 of the total contract amount.
Evaluation Criteria	☒ Technical responsiveness/Full compliance to minimum requirements under annex 1 and lowest price[1] ☒ Full acceptance of the PO and Contract General Terms and Conditions (Annex 3) ☒ Similar Works Completed, at least 1. ☒ Operator(s)/Driver(s) with minimum 2 years of related work experience, valid driving license for the use of work vehicle required in TOR.
UNDP will award to:	☒ One and only one supplier
Type of Contract to be Signed	☒ Face Sheet Contract (with the LTA option) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Contract Duration:	☒ up to 12 months
Contract General Terms and Conditions	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at

[1] *UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.*

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	☒ N/A
Subcontracting	☒ As per General Conditions of the Contract.
Conditions for Release of Payment	☒ Successful completion of each assignment and the issuance of the invoice addressed to UNDP ☒ Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ[2]	☒ Terms of reference (Annex 1) ☒ Form for Submission of Quotation (Annex 2) ☒ General Terms and Conditions (Annex 3) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. ☒ Technical Experience; Forms for past experience and CV form of the Operator/driver (Annex 4) Form 1 and Form 2
Insurances	The Contractor shall submit to the UNDP at the time of contract signature, the policy with the following details of insurances; • Employer's Liability insurances for any staff of the Contractor attending the site - to the amount of Euro 30,000 for any one occurrence per person. • Third party liability and/or properties (movable or immovable) in the works area or in the vicinity, per occurrence and per property - to the amount of euro 10,000 in respect of any one accident or series of accidents arising out of any one occurrence.
Indemnity	The contractor shall indemnify UNDP from any claims emanating from operations from third parties.
Contact Person for Inquiries (Written inquiries only)	UNDP Solicitations solicitations.cy@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services 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.

[2] *Where the information is available in the web, a URL for the information may simply be provided.*

The quotation that complies with all 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.

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, 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 indicated above - http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html .

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 1

Terms of Reference

Please see Annex 1 (attached).