



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(KFW)-2020/57	Date: 21 December 2020
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Turkey CO kindly requests your quotation for the Procurement of **“Supply and Installation of Semi-Open Office Separator Systems for İŞKUR Offices in İstanbul and Şanlıurfa”** within the scope of *Employment and Skills Development Project – Component I* as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: General Terms and Conditions

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2 Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Please note that women-owned, and managed businesses are especially encouraged to apply.

Thank you and we look forward to receiving your quotations.

A handwritten signature in black ink, appearing to read 'Üsâme Yalçın'.

Üsâme Yalçın

Assistant Resident Representative  
(Operations)

21.12.2020

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>04 January 2020, 17:00 hrs. Turkey Local Time</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:tr.procurement@undp.org">tr.procurement@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 35 MB and no more than five email</li> <li>▪ Mandatory subject of email: UNDP-TUR-RFQ(KFW)-2020/57 “ Supply and Installation of Semi-Open Office Separator Systems for İŞKUR Offices in İstanbul and Şanlıurfa”</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> </ul> <p>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders</p>

	<p>shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 20 calendar days beyond latest delivery date.</p> <p><input checked="" type="checkbox"/> UNDP shall deduct 0.5% of the total Contract Amount from the payments to be released to the Contractor for each calendar day of delay beyond latest delivery date stipulated in Annex-1.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>TRY (Turkish Liras)</b>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder shall submit only one Bid.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p>

	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT</b></p> <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués. The Contractor to be selected shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p> <p>UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</p>
<b>Language of quotation</b>	<p><b>English</b></p> <p>Catalogues, instructions and operating manuals can be in English or Turkish.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Trade Registry Gazette showing the establishment and shareholder structure of the company;</p> <p><input checked="" type="checkbox"/> Valid Chamber of Commerce Registration Certificate (Original documents may be requested by UNDP and shall be presented when requested)</p> <p><input checked="" type="checkbox"/> Copy of Signature Circular/Power of Attorney (Original documents may be requested by UNDP and shall be presented when requested)</p> <p><input checked="" type="checkbox"/> At least 1 (one) Work Completion Certificate / Reference Letter demonstrating similar previous experience as a prime contractor.</p> <p><input checked="" type="checkbox"/> Typical technical drawings of Semi-Open Office Separator System in <u>PDF format</u>.</p> <p><input checked="" type="checkbox"/> Signed and Stamped copy of ANNEX 4- General Terms and Conditions for Contracts</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of all goods and submission of payment documentation. The Contractor 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 Contractor or any missing goods/services in its Price Schedule to be submitted in response to this RFQ.</p> <p>Alternative terms of payment shall not be negotiated with the successful Offeror.</p>
<b>Conditions for Release of</b>	<p><input checked="" type="checkbox"/> Passing inspection and testing (if required)</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements</p>

<b>Payment</b>	
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:tr.procurement@undp.org">tr.procurement@undp.org</a> Çağlar Selçuk, Procurement Officer  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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 (three) days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP Turkey CO 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	22 January 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

Please note that Turkish version of this Technical Specifications are given only for reference purposes. In case of an inconsistency between Turkish and English versions, the English version shall prevail.

#	<u>Technical Requirements</u> <i>Teknik Şartname</i>	<u>Delivery Date</u> <i>Teslimat Tarihi</i>																
1.	Semi-open Office Separator System <i>Yarı-açık Ofis Seperatör Sistemi</i>	In 60 calendar days following the date of contract signature. <i>Sözleşme imza tarihinden itibaren 60 takvim günü içerisinde</i>																
<p>1.1. These specifications are prepared for supply and installation of semi-open office separator systems for İŞKUR Offices in İstanbul and Şanlıurfa. <i>Bu şartname İstanbul ve Şanlıurfa'daki İŞKUR Ofislerine yarı-açık ofis seperatör sistemleri temini ve kurulumu için hazırlanmıştır.</i></p> <p>1.2. The addresses of the İŞKUR Offices and total length of semi-open Office separator for each Office are given below; <i>İşkur Ofislerinin adresleri aşağıda verilmiştir;</i></p> <table border="1"> <thead> <tr> <th>Province <i>İl</i></th><th>İŞKUR Office <i>İŞKUR Ofisi</i></th><th>Total Length of Semi-Open Office Separators for each Office <i>Her Bir Ofis için Toplam Yarı-Açık Ofis Seperatör Uzunluğu</i></th></tr> </thead> <tbody> <tr> <td rowspan="3">İstanbul</td><td>Büyüçekmece Hizmet Merkezi Fatih Mah. Kalyon Sok. No:5 Büyüçekmece</td><td>40,60 m</td></tr> <tr> <td>Ümraniye Hizmet Merkezi Atakent mah. Alemdağ Cad. No.372/1 Ümraniye</td><td>29,10 m</td></tr> <tr> <td>Sancaktepe Hizmet Merkezi Osman Gazi Mah.Hilal Cad. No:22/1 Sancaktepe</td><td>58,60 m</td></tr> <tr> <td>Şanlıurfa</td><td>Siverek Hizmet Merkezi Ofis Mah. Kızılgül Cad. No:14/d Siverek</td><td>69,67 m</td></tr> <tr> <td colspan="2">Total Length of Semi-Open Office Separators <i>Toplam Yarı-Açık Seperatörlerin Uzunluğu</i></td><td>197,97 m</td></tr> </tbody> </table> <p>1.3. The Typical technical drawings of Semi-Open Office Separator System is given below; <i>Yarı-açık ofis seperator sistemi tipik Teknik çizimleri aşağıda verildiği gibidir;</i></p>			Province <i>İl</i>	İŞKUR Office <i>İŞKUR Ofisi</i>	Total Length of Semi-Open Office Separators for each Office <i>Her Bir Ofis için Toplam Yarı-Açık Ofis Seperatör Uzunluğu</i>	İstanbul	Büyüçekmece Hizmet Merkezi Fatih Mah. Kalyon Sok. No:5 Büyüçekmece	40,60 m	Ümraniye Hizmet Merkezi Atakent mah. Alemdağ Cad. No.372/1 Ümraniye	29,10 m	Sancaktepe Hizmet Merkezi Osman Gazi Mah.Hilal Cad. No:22/1 Sancaktepe	58,60 m	Şanlıurfa	Siverek Hizmet Merkezi Ofis Mah. Kızılgül Cad. No:14/d Siverek	69,67 m	Total Length of Semi-Open Office Separators <i>Toplam Yarı-Açık Seperatörlerin Uzunluğu</i>		197,97 m
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- 1.4. **Dimensions:** Total Height of Panel: 160 cm  
 Height of Wooden Part: 100 cm  
 Height of Glass Part: 50 cm  
 Height of Cable Channel Panel Set: 10 cm.  
 Width of Panel: 10 cm.

*Boyutlar: Toplam Panel Yüksekliği: 160 cm  
 Ahşap Bölüm Yüksekliği: 100 cm  
 Cam Bölüm Yüksekliği: 50 cm  
 Kablo Kanalı Panel Set Yüksekliği: 10 cm.  
 Panelin Eni: 10 cm*

- 1.5. Floor Plan Drawings of above mentioned İŞKUR Offices are given in attachment of Annex-1. After the contract signature, the Contractor shall go to the İŞKUR offices and check the dimensions/lengths given in the drawings in company with the authorize İŞKUR staff. The faults, contradictions and solutions of these determined by the Contractor shall be submitted to the approval of UNDP. The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for  $\pm 10\%$  difference in the Total Length of Semi-Open Office Separators given in Article 1.2.

*Yukarıda belirtilen İŞKUR Ofislerinin Kat Plan Çizimleri Annex-1 ekinde verilmiştir. Sözleşmenin imzalanmasından sonra Yüklenici, İŞKUR ofislerine giderek yetkili İŞKUR personeli eşliğinde çizimlerde verilen ölçü / uzunlukları kontrol edecektir. Yüklenici tarafından tespit edilen aksaklıklar, çelişkiler ve bunların çözüm yolları UNDP'nin onayına sunulacaktır. Yüklenici, Madde 1.2. de verilen Toplam Yarı-Açık Seperatör Uzunluğundaki  $\pm 10\%$  fark için UNDP'den herhangi bir fiyat farkı ve / veya ek meblağ alma hakkına sahip olmayacaktır.*

- 1.6. The Contractor should calculate his/her unit price considering  $\pm 10\%$  difference in the Total Length of Semi-Open Office Separators given in Article 1.2. The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for this difference.

*Yüklenici Birim Fiyatını Madde 1.2. de belirtilen "Toplam Yarı-Açık Seperatör Uzunluğu"nu  $\pm 10\%$  farklı olarak hesaplamalıdır. Yüklenici, bu fark için UNDP'den herhangi bir fiyat farkı ve / veya ek meblağ alma hakkına sahip olmayacaktır.*

- 1.7. **Materials Used in Wood Board Product:** The materials will be 18mm bidirectional chipboard and melamine coated.

*Ahşap Levha Ürününde kullanılan Malzemeler: 18mm çift yönlü sunta lam yonga levha ve melamin kaplama olacaktır.*

- 1.8. **Materials Used in Aluminum Products:** It will be made of 100mm aluminum construction and demontable production. Cable channel and the 4-module set will be on the lower profile made of



aluminum. In addition, it will have 6mm-8mm joint feature horizontally and vertically. Black wick will be used in the joint spacing.

Technical details of the materials used in the product (material properties, thickness, section sizes etc.) will be in accordance with TSE standards

*Alüminyum Üründe Kullanılan Malzemeler: 100mm alüminyum konstrüksiyondan ve demontable üretim olacaktır. Kablo kanalı ve 4'lü modül set alüminyumdan imal edilen alt profil üzerinde olacaktır. Ayrıca yatayda ve düşeyde 6mm-8mm derz özelliğine sahip olacaktır. Derz aralığında gri fitil kullanılacaktır. Üründe kullanılan malzemelerle ilgili teknik detay bilgileri (malzeme özellikleri, kalınlık, kesit ölçüleri vb.) TSE standartlara uygun olacaktır.*

- 1.9. **PVC Sideband –PVC Slip Wick:** Plastic based wick will be used to cover the gaps in the glass edges.  
*PVC Kenar Bandı veya PVC Geçme Fitil: Cam Kenarlarında boşluk kapatmaları için plastik esaslı fitil kullanılacaktır.*
- 1.10. **Glass:** Double faced 4mm + 4mm thick transparent glass shall be used.  
*Cam: Çift yüzü 4mm+4mm kalınlığında şeffaf cam kullanılacaktır.*
- 1.11. **Corner Turns, Aluminum profile, Cover Profiles:** Versatile special aluminum profile will be used in corners, other angled turns, handrails and endings. Apparatus suitable for aluminum color will be used as a cover.  
*Köşe dönüşler, Alüminyum profil, Kapak profiller: Köşe, diğer açılı dönüşler, küpeşte ve bitişlerde çok yönlü özel alüminyum profil kullanılacaktır. Kapak olarak da alüminyum rengine uygun aparatlar kullanılacaktır.*
- 1.12. **Aluminum carrier, Fasteners:** The aluminum profile insertion details that make up the system will be either a screw system or a clip-on system. Slip aluminum profile or galvanized sheet can be used in the carriers that make up the system.  
*Alüminyum taşıyıcı, Bağlantı Elemanları: Sistemi oluşturan alüminyum profil geçme detayları, vidalı sistem ya da klipsli sistem olacaktır. Sistemi oluşturan taşıyıcılarda geçme alüminyum profil ya da galvaniz sac kullanılabilir.*
- 1.13. In case of requested, the Contractor shall submit the sample model or material sample to UNDP's approval before production and production shall start after the approval of UNDP.  
*Talep edilmesi durumunda Yüklenici imalat öncesinde örnek maket veya parça numunesini UNDP'nin onayına sunacaktır. UNDP'nin onayı sonrasında imalata başlanacaktır.*
- 1.14. The panel will be mounted on the existing floor.  
*Panel mevcut zemine monte edilecektir.*
- 1.15. The channel and 4-channel module set (CAT6, CAT3, 220V 2 pcs mains socket,) suitable for cable passages will be supplied and placed by the contractor and the panel set height will be minimum 100mm. Cable connections of the above channel 4-module set (CAT6, CAT3, 220V 2 pcs. mains socket,) will be made.  
*Kablo geçişlerine uygun kanal ve kanal üstü 4'lü modül set (CAT6, CAT3, 220V 2 ad. şebeke prizi,) yüklenici tarafından temin ve yerleşimini yapacak olup, panel set yüksekliği minimum 100mm olacaktır. Kanal üstü 4'lü modül setin (CAT6, CAT3, 220V 2 ad. şebeke prizi,) kablo bağlantıları yapılacaktır.*
- 1.16. The color of the panel set and module set will match. 34 pieces module set locations that will take place in the panels will be determined on site by the contractor and the provincial directorate before manufacturing.  
*Panel set ile modül setin rengi bir birine uyumlu olacaktır. Panellerde yer alacak olan 34 adet modül set konumu imalat öncesi yüklenici ve il müdürlüğüne yerinde tespit edilecektir.*
- 1.17. **Wood color:** It will be determined by UNDP after the contract.  
*Ahşap Rengi: Sözleşme imzalandıktan sonra UNDP tarafından belirlenecektir.*
- 1.18. **Aluminum color:** Natural Anodized  
*Alüminyum Rengi: Natürel Elokssallı*
- 1.19. The warranty period will be 2 years. In case of deterioration and deformation of the materials within the warranty period, the contractor will perform the exchange and repair with on site service under the warranty without requesting additional fees.  
*Garanti süresi 2 yıldır. Garanti süresi içerisinde malzemelerde bozulma ve deformasyon olması durumunda yüklenici, ek ücret talep etmeksizin garanti kapsamında yerinde servis ile değişim ve onarımını gerçekleştirecektir.*
- 1.20. The materials and labor will be first class and comply with the highest quality labor conditions.  
*Malzeme ve işçilik birinci sınıf olacak ve en kaliteli işçilik şartlarına uygun olacaktır.*



- 1.21. All kinds of materials and losses, labor, loading in the workplace, horizontal and vertical transport, unloading, contractor overheads, profits and all other costs are be included in Unit Price.  
*Her türlü malzeme ve zayıtı, işçilik, işyerinde yükleme, yatay ve düşey taşıma, boşaltma ile Yüklenici genel giderleri, kârı ve tüm diğer masraflar Birim Fiyata dâhildir.*
- 1.22. While installation the separators, no damage shall be made to the room floors and ceilings. If it is damaged, it shall be repaired. The waste material to be released during the installation shall be removed from the İŞKUR Offices by the Contractor. After the completion of Installation of the separators, the Contractor shall deliver the installation area clean, and the separators shall be wiped and cleaned.  
*Seperatörlerin montajı sırasında oda kat ve tavanlarına herhangi bir zarar verilmeyecektir. Hasarlı ise tamir edilmelidir. Montaj sırasında açığa çıkacak atık malzemeler Yüklenici tarafından İŞKUR Ofislerinden uzaklaştırılacaktır. Seperatörlerin Montajı tamamlandıktan sonra Yüklenici kurulum alanını temiz teslim edecek, seperatörler silinerek temizlenecektir.*
- 1.23. UNDP shall not pay any payment due to the work done during the re-installation process.  
*Kurulum aşamasında yeniden sökülüp yapılan iş nedeniyle UNDP herhangi bir ücret ödemeyecektir.*
- 1.24. The picture of previous implementations for similar Semi-Open Office Separator System is given below for only information purposes  
*Daha önceki Yarı-açık ofis separator sistemi uygulamasına ait resim sadece bilgi amaçlı olarak aşağıda verilmiştir.*

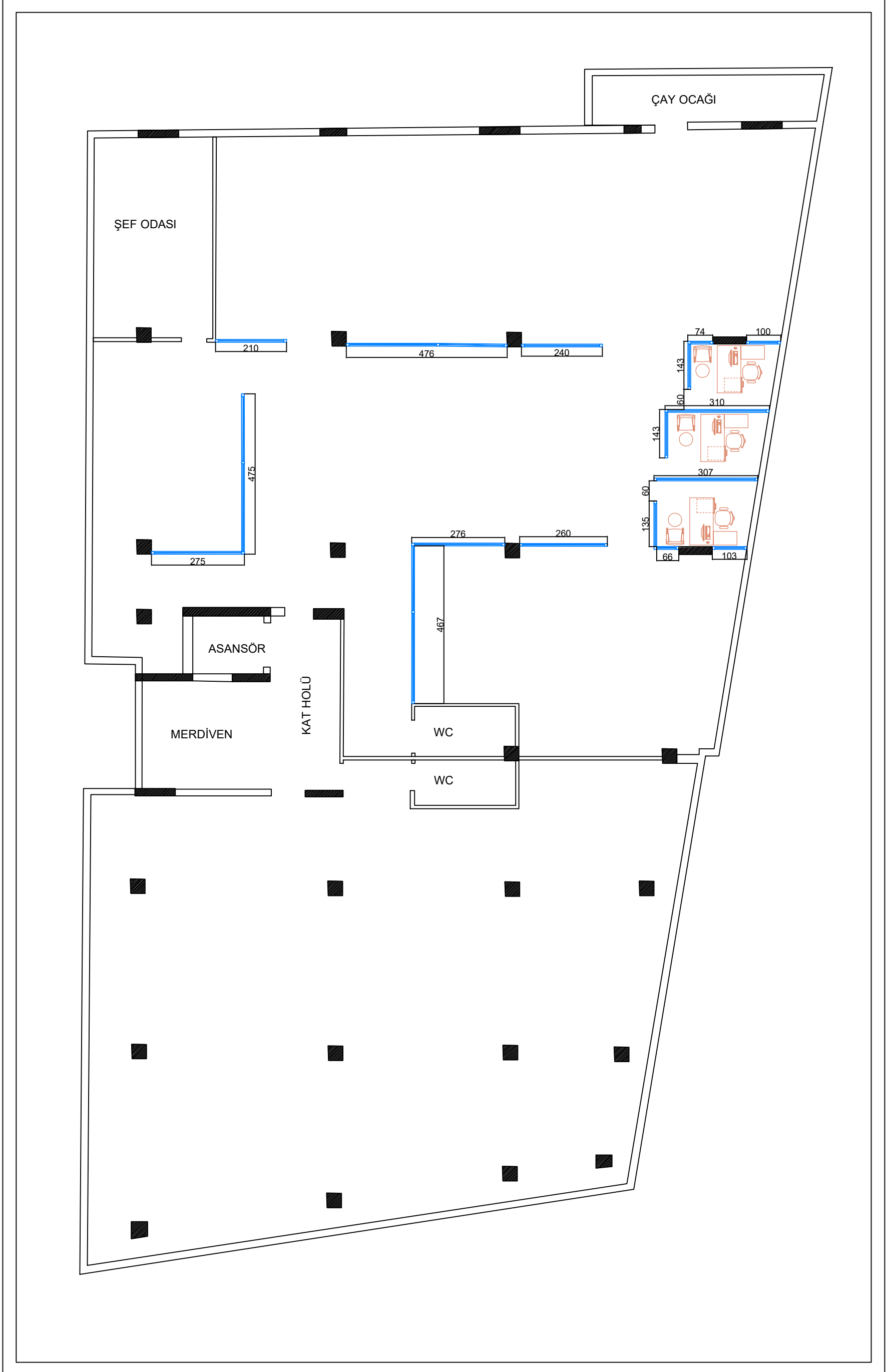


#### Delivery Requirements

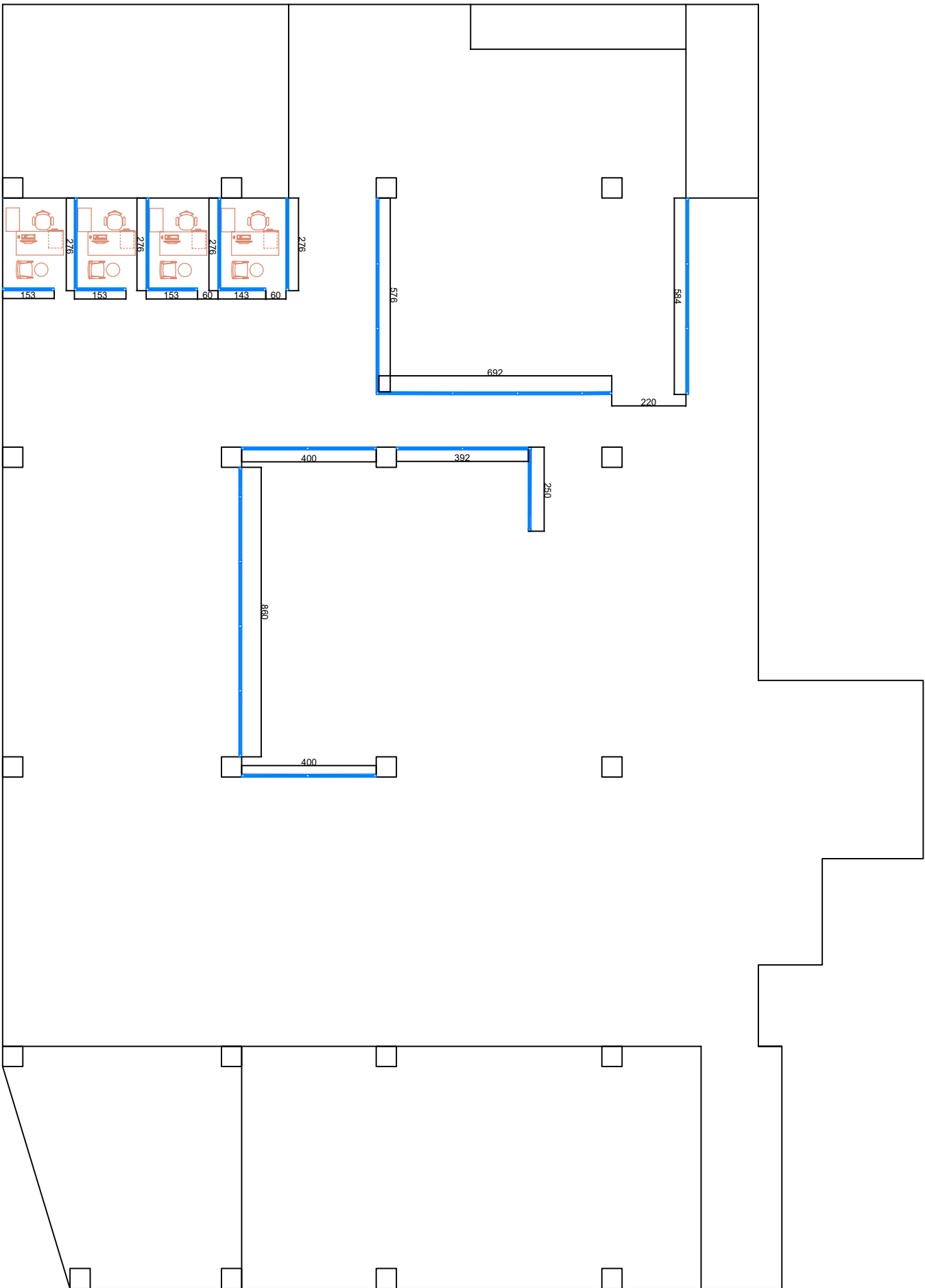
Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 60 calendar days after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DDP
<b>Exact Address(es) of Delivery Location(s)</b>	The exact addresses of delivery locations are stated at Technical Specifications Table above.
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	The warranty periods of goods are stated at Technical Specifications Table above.

T.C  
İŞKUR GENEL MÜDÜRLÜĞÜ

İSTANBUL ÇALIŞMA VE İŞKURUMU İL MÜDÜRLÜĞÜ BÜYÜKÇEKMECE HİZMET BİNASI SEPORAOR PROJESİ

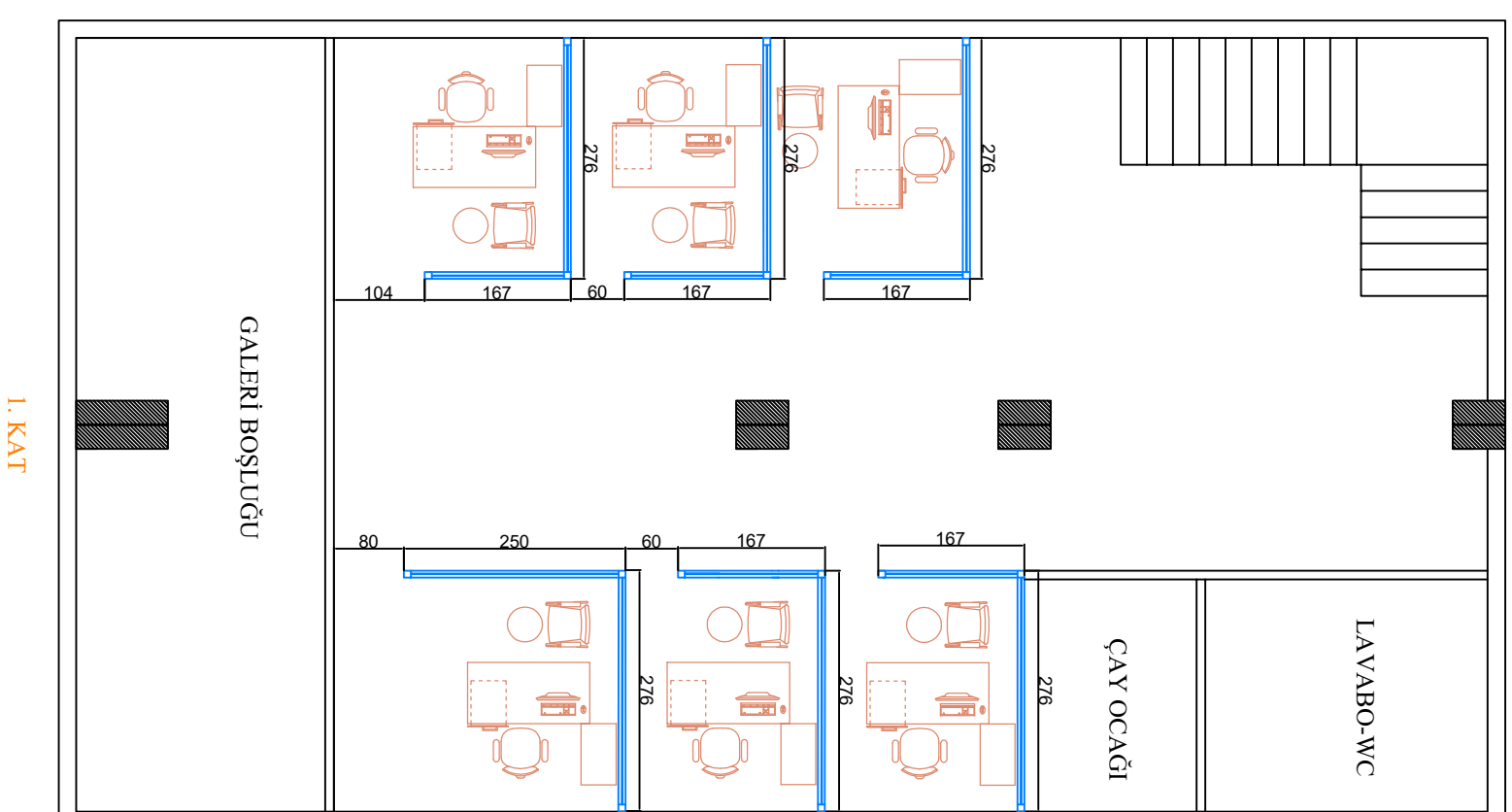
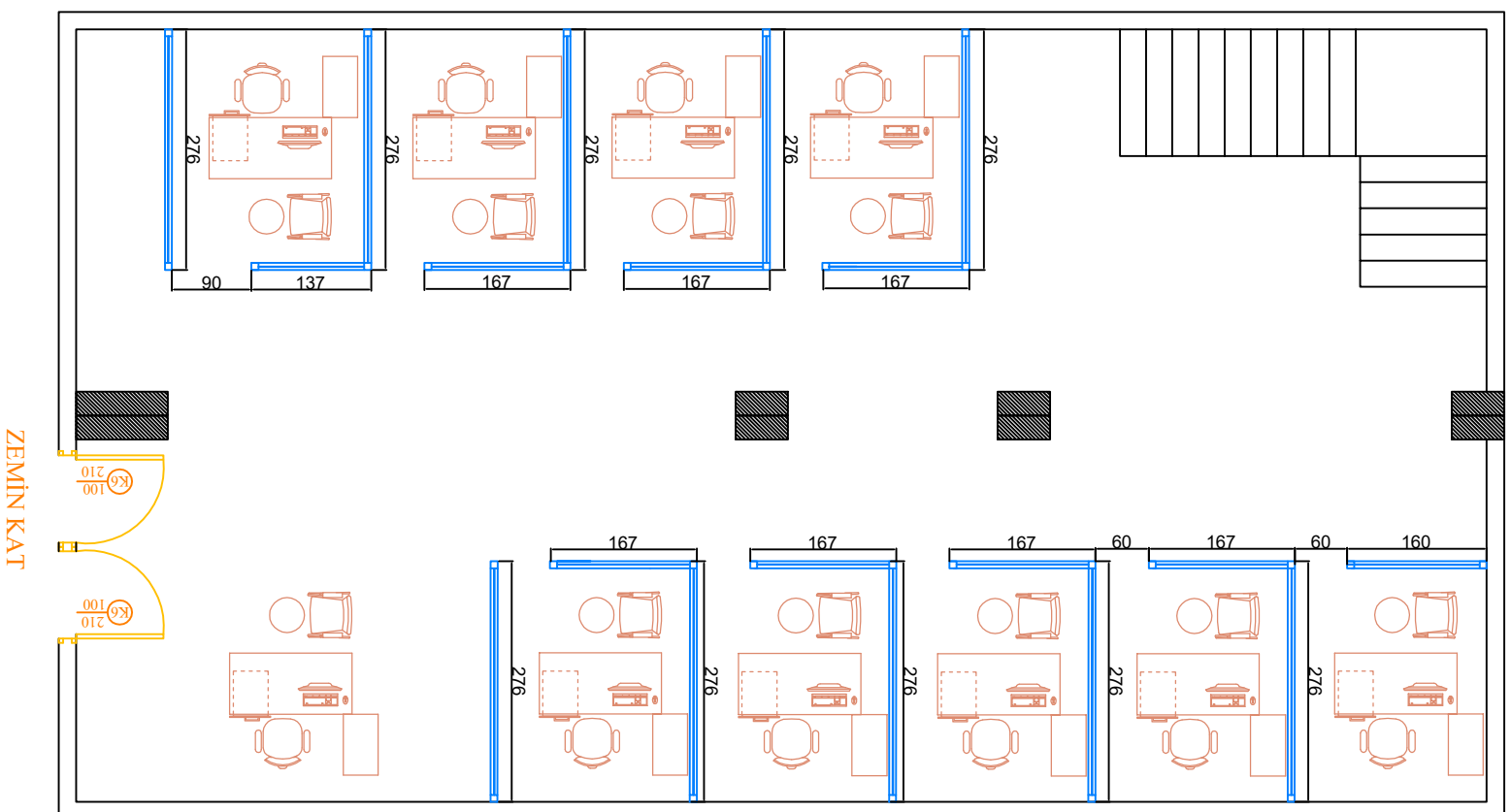


T.C  
İŞKUR GENEL MÜDÜRLÜĞÜ  
İSTANBUL ÇALIŞMA VE İŞKURUMU İL MÜDÜRLÜĞÜ SANCaktepe HİZMET BİNASI SEPeraOR PROJESİ

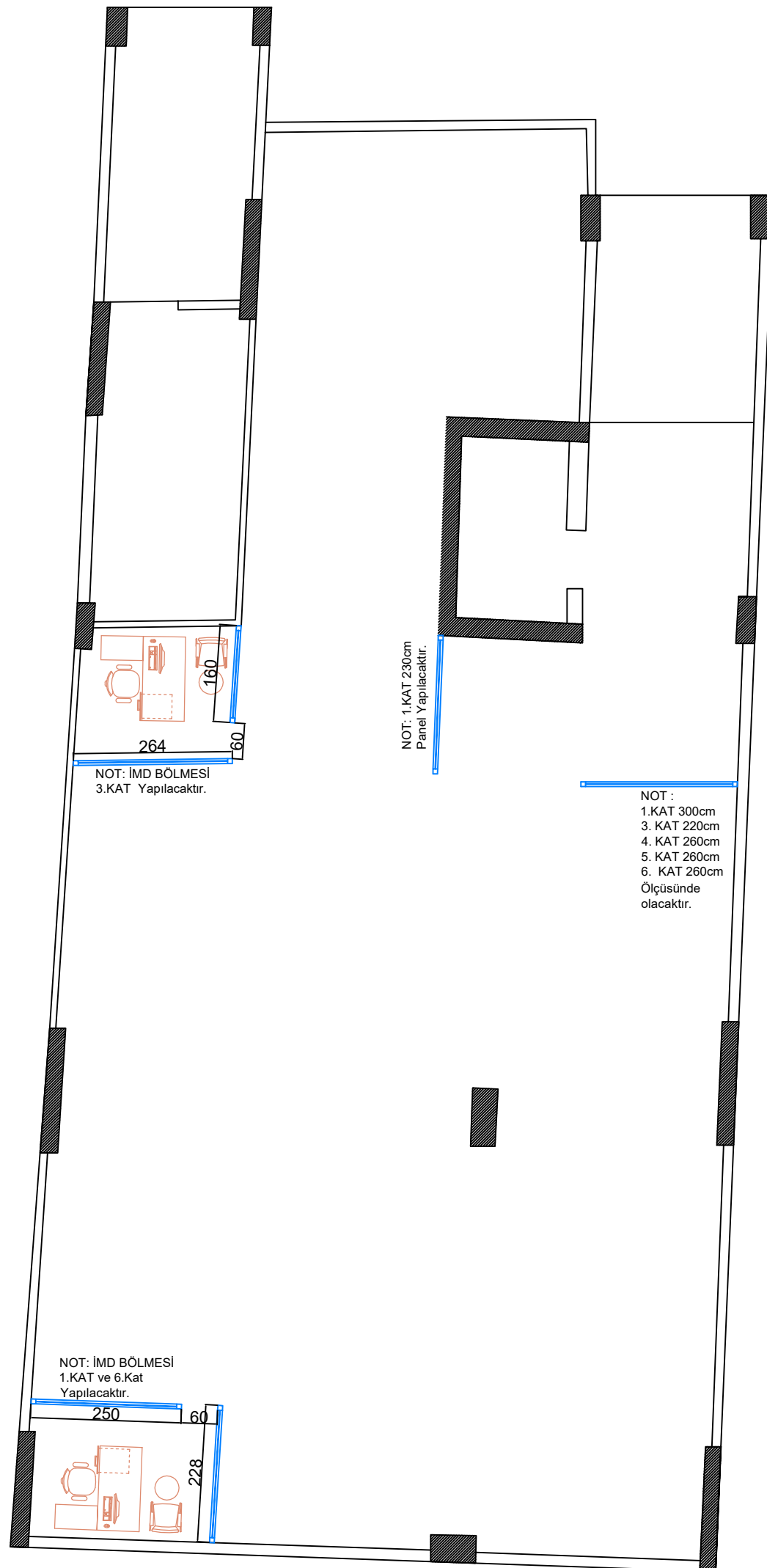


T.C  
İŞKUR GENEL MÜDÜRLÜĞÜ

ŞANLIURFA ÇALIŞMA VE İŞKURUMU İL MÜDÜRLÜĞÜ SİVEREK HİZMET BİNASI SEPERAOR PROJESİ



T.C  
İŞKUR GENEL MÜDÜRLÜĞÜ  
İSTANBUL ÇALIŞMA VE İŞKURUMU İL MÜDÜRLÜĞÜ  
ÜMRANIYE HİZMET BİNASI SEPERAOR PROJESİ



## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(KFW)-2020/57	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.



**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-TUR-RFQ(KFW)-2020/57	Date: Click or tap to enter a date.

**Financial Quotation Table**

Please note that Turkish version of this Technical Specifications are given only for reference purposes. In case of an inconsistency between Turkish and English versions, the English version shall prevail.

<b>Currency of the Quotation: USD (United States Dollars)</b> <i>Teklifin Para Birimi: TRY (Türk Lirası)</i>					
<b>INCOTERMS: DDP</b>					
Item No	Description	Unit	Qty	Unit price (TRY)	Total price (TRY)
1.	<b>Semi-open Office Separator System</b> <i>Yarı-açık Ofis Seperatör Sistemi</i>	Meter <i>Metre</i>	197,97		
<b>Total Final and All-inclusive Price (TRY)</b>					

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.