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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-TUR-RFQ(GTWDP)-2021/11	Date: 24 March 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

The Government of the Republic of Turkey has obtained a loan from the **International Fund for Agricultural Development (IFAD)**, for the Financing of the **Göksu Taşeli Watershed Development Project (GTWDP)**. Implemented in 11 districts and 212 villages of the Konya and Karaman provinces, the project targets 30 000 rural households, and aims to reduce rural poverty by supporting economic diversification through agricultural value chain development and sustainable natural resource management. The General Directorate of Agrarian Reform (GDAR) and the Survey & Projects Department (SPD) have overall responsibilities of the management of the project, through SPD as Central Project Management Unit (CPMU) based in Ankara, and two Provincial Project Management Units (PPMU) based in Konya and Karaman respectively.

UNDP kindly requests your quotation for the provision of **Fleet Lease of 13 Vehicles** as detailed in Annex 1 of this RFQ within the scope of Göksu Taşeli Watershed Development Project.

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: Form of Bid Security
- Annex 5: General Terms and Conditions of Contract

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.

Thank you and we look forward to receiving your quotations through e-tendering system.

UNDP Turkey Country Office (CO), Procurement Unit

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Introduction</p>	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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 because 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>
<p>Deadline for the Submission of Quotation</p>	<p>12 April 2021, 07:00 am (EST/EDT New York Time) as indicated in the e-tendering System. Please note that system time zone is New York.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>Quotations shall be submitted through E-Tendering only, e-mail and/or hard copy submission will be directly rejected.</p> <p>EVENT ID: RFQ-21-11</p> <p>This procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system.</p> <p>Visit this page for system user guides and videos in different languages:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>If already registered, go to https://etendering.partneragencies.org and sign in using your username and password.</p> <p>Use "Forgotten password" link if you do not remember your password. Do not create a new profile.</p> <p>If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):</p> <p>https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> •Username: event.guest •Password: why2change <p>It is strongly recommended to create a username with two parts: your first name and last name separated by a ".", (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.</p> <p>Please note that your new password should meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum 8 characters • At least one UPPERCASE LETTER • At least one lowercase letter • At least one number

	<p>You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system.</p>
<p>Quotation Submission Address</p>	<p>Bids shall be submitted through UNDP e-tendering system.</p> <p>Although bids shall be submitted through e-tendering, UNDP reserves the right to request original copies of the documents submitted as part of the bids during evaluation period, if required.</p> <p>Focal Point: Koray Çeyrek, Procurement Officer Yıldız Kule, 21st Floor, Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara, Turkey</p>
<p>Electronic submission (email or eTendering) requirements</p>	<p>Format of files: PDF only</p> <ul style="list-style-type: none"> • File names must be maximum 60 characters long and must not contain any letter or special/Turkish character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Max. file size per submission: 45MB
<p>Cost of preparation of quotation</p>	<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>
<p>Supplier Code of Conduct, Fraud, Corruption,</p>	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p> <p>IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations is available at www.ifad.org/anticorruption_policy</p> <p>IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse is available at www.ifad.org/en/document-detail/asset/40738506</p>
<p>Gifts and Hospitality</p>	<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>
<p>Conflict of Interest</p>	<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 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>
General Conditions of Contract	<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"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by 20 calendar days</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 day of delay beyond latest delivery date stipulated in Annex 1.</p>
Eligibility	<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>
Currency of Quotation	<p>Quotations shall be quoted in Turkish Lira (TRY)</p>
Joint Venture, Consortium or Association	<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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</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> <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.</p>

Duties and taxes	<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"/> be exclusive of VAT and other applicable indirect taxes</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. UNDP will provide the contractor a VAT exemption certificate covering the subject procurement.</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions, and operating manuals.</p> <p>Please note that Turkish version of this RFQ and its Annexes are given only for information purposes. In case of an inconsistency between Turkish and English versions, the English version shall prevail.</p>
Financial Standing	<p>Minimum average annual turnover of TRY 1,000,000.00 for the last 3 years (i.e. 2017, 2018, 2019).</p> <p>Bidders shall submit copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above.</p>
Documents to be submitted	<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"/> Annex 4: Bid Security shall be provided in the amount indicated in this RFQ and form in Annex 4 Bid Security Form</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"/> Brochure/catalogue of the offered products or link to web sites where these documents can be seen to demonstrate compliance with technical specifications.</p> <p><input checked="" type="checkbox"/> Signed and Stamped copy of ANNEX 5- General Terms and Conditions for Contracts</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Bid Security	<p>Required in the amount of TRY 25,000.00</p> <p>Acceptable Forms of Bid Security: Bank Guarantee (See Annex 4, Form for the template)</p> <ul style="list-style-type: none"> ▪ Bid Security shall be in English as per the template ▪ Currency of the Bid Security shall be in TRY as per the amount indicated above ▪ No change shall be made to the template except for fields indicated in the template ▪ Bid Security shall be valid until 30 days after the expiry of Bid Validity Period. (i.e., 120 days after bid submission deadline)

	<p>▪ Original Bid Security shall be delivered to the below address on or before the submission deadline indicated within this RFQ, with a PDF copy submitted as part of the electronic submission.</p> <p>Focal Point: Koray Çeyrek, Procurement Officer</p> <p>Yukari Dikmen Mahallesi, Yıldız Kule, 21st Floor, Turan Güneş Bulvarı Nr:106, 06550, Çankaya, Ankara, Turkey</p>
Price variation	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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<p>Payments shall be made on a monthly basis after inspection and written acceptance of vehicles and services by UNDP and receipt of invoice from the Contractor.</p> <p>Condition for release of payments:</p> <ol style="list-style-type: none"> 1. Inspection and acceptance of the vehicles at the time of delivery to the delivery locations. All vehicles shall conform with the specifications required in the RFQ Document. 2. Acceptance of monthly rental services by UNDP. Monthly rental service shall be given in accordance with the requirements stipulated in the RFQ Document. <p>Payments will be realized in thirty calendar days following written acceptance of services and submission of the invoice in accordance with UNDP General Terms and Conditions of Contracts.</p> <p>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. Alternative terms of payment shall not be negotiated with the successful Offeror.</p>
Performance Security	<p>Required in the amount of 10% of the total contract amount.</p> <p>Note: Performance Security will be a condition for signing of the contract. Contract will be signed after receipt of Performance Security from the successful bidder.</p>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and testing upon arrival at destination <input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications, and clarifications	<p>E-mail address: tr.procurement@undp.org</p> <p>Att: Mr. Koray Çeyrek, Procurement Officer</p> <p>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.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<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

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP Turkey Country Office 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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	21 May 2021
Publication of Contract Award	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.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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.
Covid 19 Specific Measures	The Contractors shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids. The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts* , the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Please be informed that that Turkish version of the specifications is given for reference purpose only. In case of an inconsistency between Turkish and English versions, English version shall prevail.

Technical Specifications for Goods // *Ürünler için Teknik Şartname*

<p>1.SUBJECT and SCOPE:</p> <p>Includes 13 (Thirteen) C segment SUV (4x4) passenger cars, namely a total of 13 (Thirteen) vehicles which will be rented to be used for the purpose of enabling the transportation of the personnel and materials to the site during the services which will be carried out as per the relevant legislation of Ministry of Agriculture and Forestry within the scope of the Göksu Taşeli Watershed Development Project by the Konya and Karaman Provincial Directorates of Agriculture and Forestry and District Directorates and Branch Directorates affiliated to the Head Office. The UNDP provides implementation Support to this Project.</p>	<p>1.KONU ve KAPSAM:</p> <ul style="list-style-type: none"><i>UNDP'nin uygulama desteği verdiği Göksu Taşeli Havzası Kalkınma Projesi kapsamında, Konya ve Karaman İl Tarım ve Orman Müdürlüğü ve İlçe Müdürlükleri ile Merkeze bağlı Şube Müdürlüklerinin, T.C. Tarım ve Orman Bakanlığının ilgili mevzuatı gereği yürütecekleri hizmetlerde personel ve malzemelerin sahaya ulaşımlarının sağlanması amacı ile kullanılmak üzere kiralanacak 13 (on üç) adet C segmenti SUV (4x4) binek aracı kapsamaktadır.</i>
<p>2. GENERAL FEATURES OF THE VEHICLES TO BE RENTED AS PART OF SERVICE PROCUREMENT:</p> <p>2.1 Vehicles will be used 24 hours a day, 7 days a week, under the GTWDP service without time limitation.</p> <p>2.2 All vehicles to be rented must be the same brand and model.</p> <p>2.3 The information in the vehicle license and the physical appearance and technical features of the vehicle will be identical.</p> <p>2.4 The rented vehicles will be suitable for driving, not worn out, with no torn and ripped seats, engine and driving parts have passed the necessary maintenance, smooth bodywork and paint, the production year of the vehicle tires will be 2019 and above, and the depth will be at least 4.5 mm.</p>	<p>2.HİZMET ALIMI KAPSAMINDA KİRALANACAK TAŞITLARIN GENEL ÖZELLİKLERİ:</p> <p>2.1 Araçlar GTHKP hizmetinde zaman kısıtlı olmaksızın 7 gün 24 saat kullanılacaktır.</p> <p>2.2 Kiralanacak araçların tamamı aynı marka ve model olmalıdır.</p> <p>2.3 Araç ruhsatındaki bilgiler ile aracın fiziki görünümü ve teknik özellikleri aynı olacaktır.</p> <p>2.4 Kiralanan araçlar kullanmaya uygun, yıpranmamış, koltuklarında yırtık ve sökülük bulunmayan, motor ve yürüyüş aksamı gerekli bakımlardan geçmiş, kaporta ve boyası düzgün taşıtlar olacak, araç lastiklerinin üretim yılı 2019 yılı ve üzeri, derinlikleri ise en az 4,5 mm olacaktır.</p>

2.5 Vehicles to be provided should not have a significant damage and / or heavy damage record. Before the delivery of the vehicles, the Contractor will submit a clean registration report demonstrating the condition of the vehicles. All engine, mechanical and electrical parts of the vehicles will be in full and working condition. The vehicles will be in good condition, comply with the provisions of the Traffic Law and Highways Regulation, and these conformities will be preserved until the end of the contract.

2.6 Mat, first aid kit, tool kit, towing rope, chain, chock, spare wheel, sufficient size fire extinguisher tube, jack, reflector, etc. must be available in the vehicle on the contract date as required by the Highways Traffic Law. At the end of the work, these tools will be delivered to the contractor with the vehicle.

2.7 All the vehicles to be rented will be delivered to UNDP with full fuel tanks by the contractor, and at the completion of the contract, the vehicles will be delivered to the contractor with full fuel tanks.

2.8 Partial dressing could be made to vehicles with visual materials as project-related logo etc.

2.9 Considering that the vehicle will be used in the performance of the public service, there should not be anything on vehicles that does not comply with the standards such as add-ons, modifications or advertisements.

2.10 UNDP could install devices to vehicles such as wireless phones and vehicle Identification systems for fuel purchase.

2.11 All vehicles to be rented will be fitted with winter and summer tires according to seasonal conditions and in accordance with Article 5 of the communiqué on the obligation to use winter tires published in the Official Gazette No. 30025 dated 01 April 2017. Tire replacement will be carried out by the contractor. In addition, worn tires will be replaced within 3 (three) days upon notification by UNDP to the contractor. As of the commencement date of contract, the vehicles shall have tires suitable for the season.

2.5 Sağlanacak araçların hasar ve/veya ağır hasar kaydı olmamalıdır. Araçların teslimi öncesi, Yüklenici araçların durumunu gösteren temiz kayıt raporunu sunacaktır. Araçların tüm motor, mekanik ve elektrik aksamaları tam ve çalışır durumda olacaktır. Araçlar sağlam, Trafik Kanun ve Karayolları Tüzüğü hükümlerine uygun olacak ve bu uygunlukları sözleşme sonuna kadar korunacaktır.

2.6 Kiralanacak araçlarda Karayolları Trafik Kanunu kapsamında bulunması gerekli olan; paspas, ilk yardım seti, takım avadanlık, çekme halatı, zincir, takoz, stepne, yeterli büyüklükte yangın söndürme tüpü, krika, reflektör vb. sözleşme tarihinde araçta hazır bulundurulmalıdır. İş bitiminde bu malzemeler yükleniciye araçla birlikte teslim edilecektir.

2.7 Kiralanacak tüm araçların yakıt deposu dolu olarak yüklenici tarafından UNDP'ye teslim edilecek, iş bitiminde de yakıt deposu dolu olarak yükleniciye teslim edilecektir.

2.8 Araçlara proje ile ilişkili logo vb. görsel materyaller ile kısmi giydirme yapılabilecektir.

2.9 Aracın Kamu görevinin ifasında kullanılacağı dikkate alınarak, araçta eklenti, tadilat ve reklam gibi standartlara uygun olmayan hiçbir şey bulunmayacaktır.

2.10 UNDP araçlara telsiz telefon gibi cihazlar ile akaryakıt alımı için Araç Tanıma sistemi takabilecektir.

2.11 Kiralanacak tüm araçlara mevsim şartlarına göre ve 01 Nisan 2017 tarihli 30025 sayılı resmi gazetede yayımlanan kış lastiği kullanma zorunluluğu ile ilgili tebliğin 5. Maddesine uygun olarak kışlık ve yazlık lastikler takılacaktır. Lastik değiştirme işlemleri yüklenici tarafından yaptırılacaktır. Ayrıca aşınan ve yıpranan lastikler de UNDP tarafından yükleniciye bildirildiğinde 3 (üç) gün içerisinde değiştirilecektir. İşe başlama

<p>2.12 Costs such as insurance, inspection and maintenance of vehicles to be rented will be borne by the contractor.</p> <p>2.13 Vehicles to be rented must have compulsory automobile liability insurances. In addition, the vehicles will be fully insured. Insurance policies will be arranged to cover more than one driver, any liability that will arise from not having automobile insurance within the contract period, having it done late, having insufficient guarantees made or not having the required coverage amounts, and also cancellation of car insurance policy of the vehicles by the contractor within the contract period will belong to the contractor. UNDP will not take any responsibility in this regard.</p> <p>2.14 During the implementation period of the contact, the contractor is obliged to make all compulsory payments such as full insurance without exemption, compulsory traffic insurance, motor vehicle tax (as of the payment periods), exhaust and technical examinations and other similar obligations. A copy of the documents proving the fulfillment of the obligations within this scope that must be fulfilled within the implementation period will be delivered to UNDP before the first progress payment. The Contractor is obliged to pay the penalties and sanctions (UNDP will deduct 2% of the progress payment from the amount to be paid to the Contractor for each week delay after the stated deadline) arising from their non-fulfillment or partial-fulfillment of these duties.</p> <p>2.15 In the cases of failure of any of the vehicles, the need for routine maintenance, the time of inspection, etc, the contractor will provide another vehicle with similar features subject to UNDP approval. In addition, if the vehicle becomes nonusable for any reason, it will be replaced with a substitute vehicle with similar features.</p>	<p><i>tarihi itibarı ile araçlarda mevsimine uygun lastik takılı olacaktır.</i></p> <p><i>2.12 Kiralanacak tüm araçların sigorta, kasko, muayene ve bakım onarım vb. giderleri yüklenici tarafından karşılanacaktır.</i></p> <p><i>2.13 Kiralanacak araçların zorunlu mali sorumluluk sigortası olmalıdır. Ayrıca araçlar full kaskolu olacaktır. Kasko poliçeleri birden fazla sürücüyü kapsayacak şekilde düzenlenecek, Sözleşme süresi içerisinde kasko sigortasının yaptırılmamasından, geç yaptırılmasından, teminatların eksik yaptırılmasından veya istenilen teminat tutarlarından yaptırılmamasından, ayrıca araçlara ait kasko poliçelerinin sözleşme süresi içerisinde yüklenici firma tarafından iptal ettirilmesinden doğacak her türlü yükümlülük (zarar, ziyan, zayıf vb.) yükleniciye ait olacaktır. UNDP bu konuda her hangi bir sorumluluk üstlenmeyecektir.</i></p> <p><i>2.14 Yüklenici, hizmet alımı süresi boyunca; muafiyetsiz full kasko, zorunlu trafik sigortası, motorlu taşıtlar vergisi (ödeme dönemleri itibarıyla), egzoz ve fenni muayeneler ve benzeri bütün zorunlu ödemeleri yapmak zorundadır. Hizmet süresi içinde yapılması gereken bu kapsamdaki yükümlülüklerin yerine getirildiğine dair belgelerin birer örneği ilk hakediş ödemesinden önce UNDP'ye teslim edilecektir. Yüklenici bu sorumlulukları yerine getirmemesi veya eksik yerine getirmesi nedeniyle uygulanacak ceza ve yaptırımları (UNDP, ifade edilen son teslim tarihinden sonraki her bir haftalık gecikme için hakediş bedelinin %2'sini Yükleniciye ödenecek bedelden kesecektir.) ödemekle yükümlüdür.</i></p> <p><i>2.15 Araçlardan herhangi birinin arızalanması, rutin bakım ihtiyacının doğması, muayene zamanının gelmesi vb. durumlarda yüklenici benzer özelliklerde bir başka aracı UNDP onayı ile çalıştıracaktır. Buna ilave olarak, araç, herhangi bir sebeple kullanılamaz hale gelmesi durumunda, benzer özelliklerde ikame bir araçla değiştirilecektir.</i></p>
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2.16 No payment will be made to the contractor for the days the vehicle could not be used. In addition, if the Contractor does not provide a vehicle with similar features within 3 (three) days following the notification and approval of UNDP, 2% of the progress payment will be deducted from the amount to be paid to the Contractor for each delayed day over 3 (three) days.

2.17 Even though the car insurance policies are complied with, in case of any accident, all kinds of maintenance and repairs will be covered by the Contractor, if the repair period exceeds 3 (three) days, a substitute vehicle will be provided, and no additional fee will be paid for this service.

2.18 UNDP will not be responsible for the preparation and provision of the documents required to be preserved in the vehicles to be rented in accordance with the provisions of the Road Transport Regulation of the Ministry of Transport. UNDP will not be held liable for any damage that may arise in the cases of any accident, theft or fire, flood and lightning strike, etc. The contractor is responsible against all kinds of lawsuits, damages and losses claimed by third parties. UNDP is not a party or an answerer to such cases, complaints and similar issues.

2.19 The rented vehicles may only be used by the per-sonnel who are in charge of the Göksu Taşeli Watershed Development Project and by other official personnel assigned by the Provincial Directorates of Konya/Karaman Agriculture and Forestry . The damages which result from any accidents etc. related to these vehicles will be covered by the motor insurance issued by the Contractor. Traffic tickets related to the use of these vehicles shall be paid by the staff using the vehicle. However, the tickets shall be paid by the Contractor in case such tickets are related to the vehicle or any obligatory document.

2.20 Vehicles cannot be changed by the contractor without prior notice to UNDP at least 1 (one) month before and subject to UNDP approval.

2.16 Aracın kullanılmadığı günler için yükleniciye herhangi bir ödeme yapılmayacaktır. Ayrıca, yüklenici UNDP'nin bilgilendirmesi ve onayını takiben 3 (üç) gün içinde benzer özelliklerde bir araç temin etmediği takdirde, 3 (üç) günün üzerinde her bir günlük gecikme için hakediş bedelinin %2'si Yükleniciye ödenecek bedelden kesilecektir.

2.17 Kasko kurallarına uyulduğu halde her hangi bir kaza durumunda her türlü bakım ve onarım yüklenici firma tarafından karşılanacak, onarımı süresinin 3 (üç) günü geçmesi durumunda, ikame araç temin edecek, bunun için ise ayrıca ücret ödenmeyecektir.

2.18 UNDP, Ulaştırma Bakanlığının Karayolu Taşıma Yönetmeliği hükmü gereğince kiralanacak olan araçlarda bulunması gereken evrakların tanzimi ve temininden sorumlu olmayacaktır. UNDP, ayrıca, herhangi bir kaza, hırsızlık veya yangın, sel ve yıldırım düşmesi vb. durumlarda ortaya çıkacak hiçbir zarardan da sorumlu tutulmayacaktır. Üçüncü şahıslarca açılacak her türlü dava, zarar ve ziyan taleplerine karşı yüklenici sorumludur. UNDP bu kabil dava, şikâyet ve benzeri konulara hiçbir şekilde taraf ve muhatap değildir.

2.19 Kiralanan araçlar, Göksu Taşeli Havzası Kalkınma Projesi kapsamındaki görevliler ve Konya/Karaman İl Tarım ve Orman Müdürlüğü tarafından görevlendirilen diğer resmi personel tarafından kullanılabilir. Bu araçlarla ilgili kaza vs. gibi durumlarda oluşacak hasar, yüklenicinin yapmış olduğu kasko bedelinden karşılanır. Bu araçlarla ilgili kullanıma yönelik kesilen trafik cezaları, aracı kullanan personel tarafından ödenecektir. Ancak araçla ilgili olması gereken özellikler veya zorunlu belgelere dair ceza kesilmesi durumunda, cezaları yüklenici ödeyecektir.

2.20 Araçlar yüklenici tarafından UNDP'ye en az 1 (bir) ay önce haber verilmeden ve UNDP onayı alınmadan değiştirilemeyecektir.

<p>2.21 At the end of the service period, the contractor will not make a claim such as repair and maintenance, etc. from UNDP due to the wear/ageing of the vehicles. However, personnel-based traffic tickets and similar fines, which are realized within the contract period and are reflected after this period, will be covered by UNDP.</p> <p>2.22 The vehicles will be delivered to the relevant Provincial Directorate of the Ministry of Agriculture and Forestry on the starting date, and licenses, insurance policies and motor own damage policies will be brought along with the vehicles. The vehicles will be received by the relevant inspection and acceptance committees after their compliance with the specification is verified and the acceptance report is signed.</p>	<p><i>2.21 Hizmet süresi sonunda yüklenici firma, araçların yıpranmasından dolayı UNDP'den tamir ve bakım vb. talebinde bulunmayacaktır. Ancak sözleşme süresi içerisinde gerçekleşmiş, tahakkuku daha sonra yansıyacak personel kaynaklı trafik cezası ve benzeri cezalar UNDP tarafından karşılanacaktır.</i></p> <p><i>2.22 Araçlar işe başlama tarihinde ilgili Tarım ve Orman Bakanlığı İl Müdürlüğüne teslim edilecek, araçlarla birlikte ruhsat, sigorta poliçeleri ve kasko poliçeleri de getirilecektir. Araçlar, ilgili muayene ve kabul komisyonu tarafından, şartnameye uygunlukları tespit edildikten ve kabul raporu imzalandıktan sonra teslim alınacaktır.</i></p>
<p>3. CONSIDERATIONS RELATED TO THE VEHICLES TO BE RENTED:</p> <p>Bidders are required to submit documents showing the brand code, type code, brand name, type name, model year and automobile insurance price of the vehicles as published by the insurance value list published by the Turkey Association of Insurance and Reinsurance and Pension Companies of Transport together with their bids.</p> <p>3.1 13 (thirteen) SUV class (4x4) cars to be rented without a driver and fuel costs belonging to the project must have the following technical specifications:</p> <ul style="list-style-type: none"> • At least 2020 model • Unused, 0 Km • Working air conditioning system, • At least 2 airbags for the driver and passengers, • Power steering, • Working media and music system, • Remote controlled central lock and spare key, • Roller type seat belt and seat belt warning system, • Automatic front and rear windows, • Rear parking sensor, • Diesel engine with a displacement between 1,400 cc - 1,600 cc, • At least 90 hp engine output, 	<p>3. KİRALANACAK ARAÇLARLA İLGİLİ HUSUSLAR:</p> <p><i>İsteklilerin, teklif edecekleri araçların Taşıtların Türkiye Sigorta Reasürans ve Emeklilik Şirketleri Birliği tarafından yayımlanan kasko değer listesinde bulunduğu şekilde araçların marka kodu, tip kodu, marka adı, tip adı, model yılı ve kasko bedeli bilgilerini gösteren belgelerini teklifleri ile birlikte sunmaları gerekmektedir.</i></p> <p><i>3.1 Şoförsüz ve yakıt giderleri projeye ait olmak üzere kiralanacak 13 (on üç) adet SUV sınıfı (4x4) binek araç aşağıdaki teknik özelliklere sahip olmalıdır:</i></p> <ul style="list-style-type: none"> • <i>En az 2020 model,</i> • <i>Kullanılmamış, 0 Km</i> • <i>Çalışır durumda klima sistemi,</i> • <i>Sürücü ve yolcular için en az 2 hava yastığı,</i> • <i>Hidrolik direksiyonlu,</i> • <i>Çalışır durumda medya ve müzik sistemi,</i> • <i>Uzaktan kumandalı merkezi kilit ve yedek anahtarı,</i> • <i>Makaralı tip emniyet kemeri ve emniyet kemeri ikaz sistemi,</i> • <i>Otomatik ön ve arka camlar,</i> • <i>Arka park sensörü,</i> • <i>1.400 cc - 1.600 cc arasında silindir hacimli dizel motor,</i> • <i>En az 90 hp motor çıkış gücü,</i>

<ul style="list-style-type: none"> • Manual / automatic gear, • ABS (Anti-Lock Brake System), • 5 doors and 4 + 1 passenger capacity, • Suitable for use in the field 	<ul style="list-style-type: none"> • Manuel/otomatik vites, • ABS (Anti Blokaj Fren Sistemi), • 5 kapı ve 4+1 kişilik yolcu kapasitesi, • Arazide kullanıma uygun.
<p>4. RENTAL PERIOD:</p> <p>4.1. The car rental service shall commence upon the signature of the contract between the UNDP and the Contractor, and the validity period shall be 12 months from the date on which the contract enters into force.</p>	<p>4. KİRALAMA SÜRESİ:</p> <p>4.1. Araç kiralama hizmeti, UNDP ile Yüklenici arasında imzalanacak sözleşmeyi müteakiben başlayacak ve geçerlilik süresi sözleşme tarihinden itibaren 12 ay olacaktır.</p>
<p>5. ISSUES RELATED TO PAYMENT:</p> <p>5.1. The contractor shall not be provided with an advance payment for renting the vehicles.</p> <p>5.2. Contractor's payments shall be made on a monthly basis to the bank account specified by Contractor against the invoice/s.</p> <p>5.3. On the other hand, traffic tickets and tolls resulting from the use of these vehicles shall be paid by the staff who drive(s) the vehicle. The Contractor is liable to report the relevant penalties to UNDP on a monthly basis.</p> <p>5.4. No surplus charges will be paid to Contractor.</p>	<p>5. ÖDEME İLE İLGİLİ HUSUSLAR:</p> <p>5.1. Yükleniciye taşıt kiralaması için avans verilmeyecektir.</p> <p>5.2. Yüklenicinin ödemeleri, Yüklenici tarafından belirtilen banka hesabına, faturaya/faturalara karşılık aylık olarak yapılır.</p> <p>5.3. Diğer taraftan, bu araçların kullanımına ilişkin trafik cezaları ve geçiş ödemeleri, aracı kullanan personel tarafından ödenecektir. Yüklenici, ilgili cezaları UNDP'ye aylık bazda raporlamakla yükümlüdür.</p> <p>5.4. Yükleniciye fiyat farkı ödenmeyecektir.</p>
<p>6. OTHER PROVISIONS:</p> <p>6.1 The Contractor will submit the following to UNDP before the contract is signed:</p> <ul style="list-style-type: none"> • Motor Vehicle Traffic and Registration Documents for Vehicles, • Authorization Documents and Vehicle Cards, • Motor Insurance Policies. <p>6.2 The Contractor shall be responsible for all tire renewal and repair of the vehicle subject to this service. The contractor will provide snow tires with legal features in terms of service safety in winter, free of charge, for the period of use determined by the Law.</p> <p>6.3 Vehicles subject to this service procurement should comply with the Vehicle Law No. 237, the Highway Traffic Law No. 2918, the Highway Traffic Regulation and the Highway Transport Regulation,</p>	<p>6. DİĞER HÜKÜMLER:</p> <p>6.1 Yüklenici, sözleşme imzalanmadan önce, aşağıdakileri UNDP'ye teslim edecektir:</p> <ul style="list-style-type: none"> • Taşıtlara Ait Motorlu Araç Trafik ve Tescil Belgeleri, • Yetki Belgeleri ve Eki Taşıt Kartları, • Kasko Sigortası Poliçeleri. <p>6.2 Hizmet alımına konu taşıtın, tüm lastik yenileme ve tamir sorumluluğu Yükleniciye ait olacaktır. Yüklenici, kış aylarında ise hizmet güvenliği açısından yasal özelliklere sahip kar lastiklerini yine yasa ile belirlenmiş kullanım dönemi için ücretsiz temin edecektir.</p> <p>6.3 Hizmet alımına konu taşıtlar, 237 sayılı Taşıt Kanunu, 2918 sayılı Karayolları Trafik Kanunu, Karayolları Trafik Yönetmeliği ve Karayolu Taşıma Yönetmeliği'ne uygun olacak olup, bilimum</p>

<p>and all technical, health, equipment and accessories will be in working condition.</p> <p>6.4 Whether the radiators of the vehicles within the scope of this service are heated-insufficiently, the suitability of the seats, floor coverings, ceiling structure and window insulation, the suitability of the lighting equipment and similar issues, the detected malfunctions and issues that do not comply with the specifications defined in this document shall be resolved by the Contractor without causing any disruption to the service.</p> <p>6.5 At the end of the service period, the contractor will not request repair and maintenance costs from UNDP due to the wear of the vehicles.</p> <p>6.6 Routine maintenance of the vehicles to be rented every year and / or after using them for 10,000 (ten thousand) km will be made by the contractor in the authorized maintenance service provider, service maintenance fee and other expenses, if any, will be paid by the Contractor. For the vehicles to be into service following the signature of this contract, if the need to take the vehicles by the Contractor to maintenance service, physical examination, etc. arises, the vehicles will be delivered to the Contractor by official personnel with a report and the vehicle will be returned with a report after the completion of maintenance services. (Date of delivery and receipt of the vehicle, time, km, amount of fuel etc. will be noted in the report). The Contractor should provide a substitute vehicle instead of the vehicle in maintenance, physical examination, etc.</p> <p>6.7 The vehicles will be delivered to the relevant Provincial Directorate of Agriculture and Forestry Provincial Management Unit. All delivery costs regarding vehicles will be borne by the contractor.</p>	<p><i>teknik, sağlık, cihaz, donanım ve aksesuarları çalışır vaziyette olacaktır.</i></p> <p><i>6.4 Hizmet alımına konu taşıtların kaloriferlerinin yeterli ısıtıp-ısıtmadığı, koltuklarının, yer döşemelerinin, tavan yapısının ve pencere yalıtımının uygunluğu, ışıklandırma tertibatının uygunluğu ve bunlara benzer hususlarda, tespit edilen arıza, aksaklık ve bu şartnamede tanımlanan özelliklere uymayan hususlar, Yüklenici tarafından hizmet aksamasına sebebiyet verilmeden giderilecektir.</i></p> <p><i>6.5 Hizmet süresi sonunda yüklenici firma, araçların yıpranmasından dolayı UNDP'den tamir ve bakım masrafi talebinde bulunmayacaktır.</i></p> <p><i>6.6 Kiralanacak araçların her yıl ve/veya 10.000 (onbin) km yol kat ettikten sonraki rutin bakımları Yüklenici tarafından yetkili servise yaptırılacak, servis bakım ücreti ve varsa diğer giderleri Yüklenici tarafından ödenecektir. Sözleşme imzalanarak hizmete başlayan araçlar yüklenici tarafından Araçların bakımları, fenni muayeneleri vb. için götürülmesi gerektiğinde İdareye yazılı olarak başvurusundan sonra İdarelerde görevli bir personel tarafından bir tutanakla teslim edilecek, Araç geldiğinde tutanakla teslim alınacaktır. (Tutanağa aracın teslim edildiği ve alındığı tarih, saat, Km, Akaryakıt miktarı vb. kesinlikle belirtilecektir.) Araçların bakımları, fenni muayene vb. için götürülmesi gerektiğinde, Yüklenici bakıma giden aracın yerine ikame araç getirmek zorundadır.</i></p> <p><i>6.7 Araçlar, ilgili İl Tarım ve Orman Müdürlüğü İl Yönetim Birimine teslim edilecektir. Teslimatla ilgili tüm masraflar yükleniciye aittir.</i></p>
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7.OTHER ISSUES:

7.1 The contractor is responsible for the safety of the rented vehicles as the service provider and the personnel using the vehicle is responsible as the end user. Pursuant to the provision of the Road Transport Regulation of the Ministry of Transport, the preparation and supply of the documents required to be on the vehicles belong to the contractor, and UNDP and the Relevant Authorities will not be responsible for any damage to third parties due to lack of relevant documents, traffic insurance, automobile insurance. In addition, the contractor is responsible for all kinds of lawsuits, damages and loss claims to be filed by third parties in this regard. UNDP and Relevant Authorities are not a party or an answerer to such cases, complaints and similar issues. UNDP has the right of recourse to the contractor in case of any such requests or any judgment against it. Therefore, if UNDP suffers damage, the contractor will pay for that damage. In the event that the contractor is recourse, and the contractor does not pay within the specified periods, the enforcement method will be followed.

7.2 The Contractor cannot request for the vehicle sent to UNDP's order not to go, claiming that the road conditions are bad, long or busy. The choice of the route and route it will take is under the responsibility of UNDP. The vehicle is at UNDP's command at the time of duty. The contractor cannot cause disruption and delay of the work.

7.3 During the implementation of the contract, the following legislation will be considered:

- a. Council of Ministers Decision No. 2006/10193
- b. Vehicle Law No. 237
- c. Highways Traffic Law No. 2918
- d. Public Institutions and Organizations Personnel Service Regulation
- e. Road Transport Regulation
- f. Regulation on the Production Modification and Installation of Vehicles
- g. Machinery Safety Regulation
- h. oCommercial Vehicle Driving Certificate Regulation

7 DİĞER HUSUSLAR:

7.1 Kiralanan araçların emniyetinden tedarikçi olarak yüklenici, kullanıcı olarak da aracı kullanan personel sorumludur. Ulaştırma Bakanlığının Karayolu Taşıma Yönetmeliği hükmü gereğince, araçlarda bulunması gereken evrakların tanzimi ve temini yüklenici firmaya ait olup ilgili evrakların eksik olması, trafik sigortası, kasko sigortası ile üçüncü şahıslara vereceği zararlardan, UNDP ve İlgili Makamlar sorumlu olmayacaktır. Ayrıca bu konuda üçüncü şahıslarca açılacak her türlü dava, zarar ve zaiyat taleplerine karşı yüklenici sorumludur. UNDP ve İlgili Makamlar bu kabil dava, şikâyet ve benzeri konulara hiçbir şekilde taraf ve muhatap değildir. UNDP'nin bu tip taleplere muhatap olması veya aleyhine herhangi bir hüküm tesis edilmesi hallerinde yükleniciye rücu hakkı bulunmaktadır. Bu sebeple UNDP zarara uğrarsa bu zararı yüklenici ödeyecektir. Yüklenicinin rücu ettirilmesi durumunda ve yüklenicinin belirtilen sürelerde ödeme yapmaması durumunda icra yolu karşılanacaktır.

7.2Yüklenici, UNDP emrine gönderdiği araç için yol şartlarının bozuk, uzun, yoğun olduğunu iddia ederek gitmeme isteğinde bulunamaz. Gideceği yol ve güzergâhın seçimi UNDP görevlisindedir. Araç görev anında UNDP emrindedir. Yüklenici işin aksamasına ve gecikmesine sebebiyet veremez.

7.3 İşin uygulaması sırasında aşağıdaki mevzuat göz önünde bulundurulacaktır:

- a. 2006/10193 sayılı Bakanlar Kurulu Kararı
- b. 237 sayılı Taşıt Kanunu
- c. 2918 sayılı Karayolları Trafik Kanunu
- d. Kamu Kurum ve Kuruluşları Personel Servis Hizmet Yönetmeliği
- e. Karayolu Taşıma Yönetmeliği
- f. Araçların İmal Tadil ve Montajı Hakkında Yönetmelik
- g. Makina Emniyet Yönetmeliği
- h. Ticari Taşıt Kullanma Belgesi Yönetmeliği.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the vehicles within 10 Days following the signature of the contract.
Delivery Terms (INCOTERMS 2020)	DAP
Exact Address(es) of Delivery Location(s)	<p>KARAMAN: Karaman İl Tarım ve Orman Müdürlüğü Cumhuriyet Mah. 703. Sok. No: 11 KARAMAN</p> <p>KONYA: Konya İl Tarım ve Orman Müdürlüğü A Blok 3. Kat Mamuriye Mahallesi Larende Caddesi No:14 Meram/KONYA</p> <p>Transportation related costs of items for delivery to above mentioned site will be included in the price offer. The Contractor will not be entitled to any additional payments for transportation related costs.</p>
Warranty Period	Minimum 3 years manufacturer guarantee. Guarantee will be included in the offer price, and the Contractor will not be entitled to any payment for guarantee.
Covid 19 related requirements	The Contractors shall review all local regulations, as well as that of UN and UNDP concerning the measures, they must take during performance of the contract in the context of COVID-19, before they submit their bids and factor relevant costs, if any, to their bids. The Contractor shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts* , the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.
After-sales service and local service support requirements	<p>As required in Annex 1, Section 6. Other Provisions, clauses nr. 6.2, 6.4, 6.5, 6.6.</p> <p>Inspection and acceptance of the vehicles at the time of delivery to the delivery locations will be done to verify all vehicles conform with the specifications in the RFQ Document.</p>

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(GTWDP)-2021/11	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) (If yes, provide a Copy of the valid Certificate):	<input checked="" 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? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to avail to IFAD all documents and records pertaining to the execution of this Agreement for any required audit or evaluation. Such documents and records will be retained for a period not less than 10 (ten) years after the date of completion of the contract.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Prohibitions, Sanctions: 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"/>	Bankruptcy: 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"/>	Offer Validity Period: 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(GTWDP)-2021/11	Date: Click or tap to enter a date.

Cost breakdown // *Maliyet Dökümü*

Currency of Quotation: Turkish Liras (TRY)

Item No. (Kalem No.)	Description/ Specification of Vehicle (Aracın Tanımı)	Brand & Model of Vehicle (Aracın Marka ve Modeli)	Quantity (Miktar) (A)	Unit Price (Birim Fiyat) (TRY) (B)	Rental Period (Kiralama Süresi) (C)	Total Price (Toplam Fiyat) (TRY) (AxBxC)
1	SUV (C Segment)		13 pcs (Adet)		12 Months (Ay)	
TOTAL PRICE "Turkish Lira (TRY)"						
<i>TOPLAM FİYAT "Türk Lirası (TRY)"</i>						

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.

Other Information:

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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>

ANNEX 4: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To:UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

[insert: address and email address]