



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP CYP RFQ 199 2021	Date: 15 July 2021
--------------------------------------	--------------------

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Assessment and Conservation of Elements in Churches and Similar Sites** 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: Terms of Reference

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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.

Issued by: Procurement Analyst

Date: 15 July 2021

## 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>06 August 2021, 16:00 Cyprus 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 type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address (<a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a>)</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other N/A.</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF, Excel, Word</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>▪ Mandatory subject of email: <b>UNDP CYP RFQ 199 2021</b></li> <li>▪ All files must be free of viruses and not corrupted.</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</p>

	<p>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 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  Select the applicable GTC:  <a href="#">General Terms and Conditions / Special Conditions for Contract.</a>  Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	N/A
<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>Euro</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 (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>
<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"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• <b>Annex 2:</b> Quotation Submission Form duly completed and signed</li> <li>• <b>Annex 3:</b> Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements/Terms of Reference in <b>Annex 1</b></li> </ul> <p>Administrative and Technical Compliance documents.</p> <ul style="list-style-type: none"> <li>▪ Registration Document of the bureau/office/company</li> </ul>
<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>	The service provider has to provide all-inclusive lump sum prices to be provided per Site/Output and payments shall be made after completion and approval of each Site/Output.
<b>Conditions for Release of Payment</b>	Written Acceptance and Approval of Services/outputs based on full compliance with RFQ requirements and the contract conditions.

<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: <a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a>  <b>Attention: Quotations must be submitted to the same email address <a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a> Otherwise, offer shall be disqualified.</b></p> <p><b>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>
<b>Clarifications</b>	<p>Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. The answers will be provided 2 days before the deadline.</p>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p>
<b>Evaluation criteria</b>	<p><b>Evaluation Method</b></p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and the lowest priced bid.  <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for Contracts</p> <p>Evaluation Criteria - Administrative and Technical Compliance (Annex 3)</p> <p><input checked="" type="checkbox"/> Registered as a legal entity which can issue invoices;  <input checked="" type="checkbox"/> Bidders Must have carried out at least 3 similar inspection, assessment and conservation prescriptions for churches and similar structures; and  Must have carried out at least 5 churches and similar sites in which conservation of any one of the elements listed above are carried out.</p> <p><input checked="" type="checkbox"/> Annex 3 - List and qualifications of the Contractor’s Personnel;</p> <p><b>Evaluation Criteria</b></p> <ul style="list-style-type: none"> <li>• <b>Conservator:</b> <ul style="list-style-type: none"> <li>• Advance University Degree in relevant field</li> <li>• Minimum 10 years of post-education experience on conservation of all the elements as per the ToR.</li> <li>• Must have the capability to enhance its team with additional conservators and assistances.</li> </ul> </li> </ul> <p><b>Additional team members could be added however, this will not be part of the evaluation process.</b></p>

<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract
<b>Right to vary requirement at time of award</b>	At the time of award of Contract, UNDP Cyprus 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>	<a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Performance Bank Guarantee</b>	N/A.
<b>Insurances</b>	The proposer shall submit the following Insurance at contract signature. - The Indemnification; The indemnity insurance as per the clause 12 of the 'General Terms and Conditions for Contracts' - The Insurance and Liability; the copy of other related insurances as per clause 13 of the 'General Terms and Conditions for Contracts'
<b>Liquidated damages</b>	N/A
<b>Expected date for contract award.</b>	01 September 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

### Terms of Reference

#### Assessment and Conservation of Elements in Churches and Similar Sites

##### I. Background

The 21 March 2008 agreement reached between Greek Cypriots and Turkish Cypriots paved the way, among other, for the establishment of the Technical Committee on Cultural Heritage (TCCH) and has given an important mandate as well as impetus for the protection of the rich and varied cultural heritage of the island. The Technical Committee on Cultural Heritage is composed of Greek Cypriot and Turkish Cypriot experts. The work of the TCCH is an important tool for building confidence between the Turkish Cypriots and the Greek Cypriots. The TCCH is dedicated to recognise and protect the rich cultural heritage in Cyprus and it works to provide mutually acceptable mechanism for the implementation of practical measures for the proper maintenance, preservation, physical protection and restoration of the immovable cultural heritage of all Cyprus.

The core concept is to provide a mutually acceptable mechanism for the implementation of practical measures for the proper maintenance, preservation, physical protection and restoration of the Immovable Cultural Heritage of Cyprus (ICH).

**The Overall Objective** of the project is to support the reconciliation process and to increase the trust between the Greek Cypriot and Turkish Cypriot communities through the implementation of confidence building measures agreed by the Technical Committee on Cultural Heritage (TCCH). Confidence-building measures will be further encouraged by important participation of bi-communal teams during the implementation the of the projects of historical and cultural heritage churches, mosques, monasteries, hammams etc.

##### II. Scope of Services:

###### Objective of the assignment:

UNDP shall hire an entity as service provider to provide the following services including:

- The Service Provider shall carry out inspection, assessment and devise conservation prescription for the frescos, paintings, murals, graffiti, altar, ambon, iconostasis and any other ecclesiastical furniture, as well as historic plasters
- The Service Provider shall carry out the conservation works prescribed above for the frescos, paintings, murals, graffiti, altar, ambon, iconostasis and any other ecclesiastical furniture, as well as historic plasters.

The services will be staggered in such a way that two sites per any given time will be required for both services.

##### III. Expected Outputs

The required services have two components:

- 1. Inspection, assessment and conservation prescription** for frescos, paintings, murals, graffiti, altar, ambon, iconostasis and any other ecclesiastical furniture.

**Conditions:**

- Service provider will be responsible for its own logistics to and from the sites
- COVID restrictions and measures shall be followed and adhered
- Only Visual and photographic inspection shall be implemented
- No invasive inspections shall be required
- Nothing will be removed or taken from the site
- UNDP will facilitate to the extent possible

**Outputs:**

Per each site a report on the elements, problems identified, possible reasons for the problems and proposed conservation (stabilization and protection; the report can be enhanced with photos and sketches,

The reports shall be submitted for the two sites together in printed digital format and one hard copy in colour. Proof reading for correct use of English must be made. The reports shall be submitted within five days of the completion of the site inspections.

**Inputs:** Envisaged up to 6 man-days will be required for each site inspection and compilation of report.

**2. Conservation (stabilization and protection) of the elements**

Using the reports prepared in the assignment 1 above, the service provider shall execute the conservation works. This action will be coordinated with UNDP and it is envisaged at the startup of the civil works before the contractor actually commences the works.

The conservation works will be implemented in in 2021 and 2022 in staged manner.

**Conditions:**

- Service provider will be responsible for its own logistics to and from the sites
- COVID restrictions and measures shall be followed and adhered
- Civil works contractor shall provide logistical support, such as scaffolds, ladders, manual labour, etc.
- Materials required for conservation of these elements will be supplied by the service provider

**Outputs:** Completion report of conservations enhanced with sketches and photo documentation. The report will be submitted within 10 days of the completion of the conservator activities. The report shall be in colour and proffer read for English and will be submitted in one print and digital format.

**Inputs:** It is envisaged that up to 12 man-days days will be required; materials that will be used can be estimated and given with prices per each site.

**IV. Institutional Arrangement**

The Service provider must be a specialised entity which has the relevant expertise in conservation of these elements in churches and similar cultural heritage sites.

The service provider shall provide the services of experienced conservator/s who shall have to meet



the minimum requirements stipulated under Section VI of ToR.

The Service provider will be the contractor responsible for coordination and implementation of all services provided under this TOR. Payments will be made to the legally established entity against invoices and output reports.

#### V. Duration

The expected timelines of the activities are indicated below, and the contract shall be initially signed till end of 2021 with for deigns and until end of 2022 for the conservation works.

The service provider can however, if it so wishes can carry out more sites in a given month provided UNDP is informed accordingly.

1	Agios Sergios in Neta/Taslica	September 21
	Aqueduct in Lefka/Lefke	
2	Agios Ioannis Prodromos in Argaki/Akcay	October 21
	Arif Pasa aqueduct	
	Agia Paraskevi in Famagusta	
	Agios Georgios in Limnia/Mormenekse	
3	Agia Marina in Diorios/Tepebasi	November 21
	Agios Gorgios in Flamoudi/Mersinlik	
4	Apostolos Varnavas in Famagusta	December 21

As for the conservation works tentative timelines of the civil works are:

1	Agios Sergios in Neta/Taslica	March 22
	Aqueduct in Lefka/Lefke	
2	Agios Ioannis Prodromos in Argaki/Akcay	May 22
	Arif Pasa aqueduct	
3	Agia Paraskevi in Famagusta	June 22
	Agios Georgios in Limnia/Mormenekse	
4	Agia Marina in Diorios/Tepebasi	July 22
	Agios Gorgios in Flamoudi/Mersinlik	
5	Apostolos Varnavas in Famagusta	September 22

#### VI. Qualifications of the Successful Contractor

The contractor also referred to as service provider must be a legally registered entity which can issue invoices.

The service provider must be in business for minimum 5 years.

Must have carried out at least 3 similar inspection, assessment and conservation prescriptions for churches and similar structures.

Must have carried out at least 5 churches and similar sites in which conservation of any one of the elements listed above are carried out.

Must have in its team at least one conservator with 10 years of hands-on experience on conservation of all the elements listed above.

Must have the capability to enhance its team with additional conservators and assistances.

## 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 CYP RFQ 199 2021	Date: 15 July 2021

### 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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<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 (If yes, provide a Copy)	<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.			
<b>Previous relevant experiences in the last 5 years:</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**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 Organization'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.

Yes	No	
<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 authorized 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 - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation 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 CYP RFQ 199 2021	Date: 15 July 2021

- team composition and CV of key personnel

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

All costs related to access to the sites etc. under the current conditions, especially with the pandemic, should be considered and included in the financial offer submitted via Annex 3 of this RFQ

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the calculation of its financial offer, the Service Provider will have to include all costs necessary for the successful completion of the assignment.

#### Currency of Quotation: EURO

Deliverables Total (All Inclusive Fee)	PRICE (Euro)	REMARKS (if any)
<b>TOTAL</b>		

S/N	Sites/Outputs	Inspection & Prescription (Euro) A	Conservation (Euro) B	Total Price (Euro) C=(A+B)
1	Agios Sergios in Neta/Taslica			
	Aqueduct in Lefka/Lefke			
2	Agios Ioannis Prodromos in Argaki/Akcay			
	Arif Pasa aqueduct			
3	Agia Paraskevi in Famagusta			
	Agios Georgios in Limnia/Mormenekse			
4	Agia Marina in Diorios/Tepebasi			
	Agios Gorgios in Flamoudi/Mersinlik			
5	Apostolos Varnavas in Famagusta			
<b>Total Price Euro</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<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 requirements [pls. specify]	<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.	
<p><i>Exact name and address of company</i></p> <p><b>Company Name</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. Click or tap here to enter text.</p> <p><b>Phone No.:</b> Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p>	<p><b>Authorized Signature:</b></p> <p><b>Date:</b> Click or tap here to enter text.</p> <p><b>Name:</b> Click or tap here to enter text.</p> <p><b>Functional Title of Authorized Signatory:</b> Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p>