REQUEST FOR PROPOSAL (RFP)
Provision of Security Services for UNDP Premises at Oran-12 Building

NAME & ADDRESS OF FIRM
DATE: 05/04/2022
REFERENCE: UNDP-TUR-RFP(ADM)-2022-37

Dear Madam/Sir:

We kindly request you to submit your Proposal for the Provision of Security Services for UNDP Premises at Oran-12 Building, as detailed in Annex 4: Terms of Reference, within the scope of a Long-Term Agreement (LTA) to be established for a period of 3 years.

Please be informed that this procurement process is being conducted through the online tendering system of UNDP. Please acknowledge the receipt of this RFP by utilizing the “Accept Invitation” function in e-Tendering system. This will enable you to receive amendments or updates to the RFP, if any. Should you require further clarifications, kindly communicate with the contact person(s) identified in Annex 1: Description of Requirements as the contract person for inquiries on this RFP.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 19 April 2022 at 10.00 a.m. New York time as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

Your Proposal must be expressed in English and valid for a minimum period of 90 (ninety) calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the online tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. As you are requested to submit your Proposal through the online tendering system, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Provider’s preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if it, or any of its affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/cond uct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Zeynep Çolak
Procurement Associate
05/04/2022

Üsame Yalçın
Assistant Resident Representative (Operations)
05/04/2022
### Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Provision of Security Services for UNDP Premises at Oran-12 Building within the scope of a Long-Term Agreement (LTA) to be established for a period of 3 years (Please refer to the detailed Terms of Reference in Annex 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of the Required Services</td>
<td>A Long-Term Agreement (LTA) will be established for the provision of security services for UNDP Premises at Oran-12 Building for a period of 3 years. UNDP’s requirements are detailed in Annex 4: Terms of Reference.</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>Please refer to the detailed Terms of Reference in Annex 4.</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>UNDP’s Security Officer</td>
</tr>
<tr>
<td>Location of work</td>
<td>☒ Exact Address UNDP Premises at Oran-12 Building Oran Mahallesi, Mustafa Fehmi Gerçeker Sokak, No:12 06450 Çankaya/Ankara/Turkey</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>3 (three) years</td>
</tr>
<tr>
<td>Target start date</td>
<td>1 May 2022</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>30 April 2025</td>
</tr>
<tr>
<td>Travels Expected</td>
<td>N/A</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
<td>Please refer to the detailed Terms of Reference in Annex 4.</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>☒ Not Required</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☒ Required</td>
</tr>
<tr>
<td>Currency of Proposal</td>
<td>☒ Local Currency (Turkish Lira/TRY)</td>
</tr>
<tr>
<td>Value Added Tax on Price Proposal</td>
<td>☒ must be exclusive of VAT and other applicable indirect taxes</td>
</tr>
</tbody>
</table>

UN and its subsidiary organs are exempt from all taxes. Therefore, Proposers shall prepare their financial proposals excluding Value Added Tax (VAT). It is the Proposers’ 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 Proposer awarded the Contract shall not be entitled to receive any amount over its proposed price in relation to VAT. Overall contract
| Validity Period of Proposals (Counting from the last day of submission of quotes) | ☒ 90 days  
In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Quotes</td>
<td>☒ Not permitted</td>
</tr>
</tbody>
</table>
| Payment Terms | The payment for each month during which the required services are provided shall be invoiced by the Contractor to UNDP at the end of that respective month, and UNDP shall make the payment to the Contractor in local currency (Turkish Lira/TRY) on a monthly basis.  
The monthly payments shall be effected to the Contractor within 30 (thirty) calendar days following the date of approval and acceptance by UNDP of the services provided and related invoices for each month. |
| Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment | UNDP’s Security Officer |
| Type of Contract to be Signed | ☒ Long-Term Agreement in the form of a Face Sheet Contract (Goods and-or Services) available at [http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| Minimum Eligibility and Qualification Criteria/Documents | Eligibility and Qualification will be evaluated on a Pass/Fail basis.  
**Eligibility Criteria:**  
- Vendor is a legally registered entity.  
- Vendor is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility Lists.  
**Qualification Criteria:**  
- Minimum 10 years of relevant experience.  
- Minimum 3 contracts of similar nature and complexity implemented over the last 3 years\(^1\).  
- Minimum average annual turnover of USD 150,000.00 for the last 3 years\(^2\).  
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc., including Auditor’s Report for the past 3 (three) years\(^3\). |
| Criteria for Contract Award | ☒ Meeting minimum eligibility and qualification criteria  
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) |

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1 The reference period which will be taken into account will be the last 3 years from the deadline for submission of proposals. Statements of Satisfactory Performance (i.e. Reference Letters, Work Completion Certificates) shall be submitted as proof documents for the Contracts to be submitted for similar experience. The start and end/completion dates of the references should be specified as day/month/year.

2 The reference period which will be taken into account will be the last 3 years from the deadline for submission of proposals.

3 The reference period which will be taken into account will be the last 3 years from the deadline for submission of proposals.
Criteria for the Assessment of Proposal

In order to be considered for technical and financial evaluation, each Proposer shall meet the minimum eligibility and qualification criteria specified in this RFP.

The combined score for the assessment of proposals will be calculated based on the 70% technical proposal and 30% financial proposal weight distribution.

**Technical Proposal**

- Proposer’s qualification, capacity and experience (40%)
- Proposed Methodology, Approach and Implementation Plan (30%)
- Management Structure and Key Personnel (30%)

The minimum score required for technical qualification is 70%.

**Financial Proposal**

The score to be obtained from financial proposal will be computed as a ratio of the Proposer’s offer to the lowest price among the proposals received by UNDP.

The formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

\[
TP\ Rating = \left(\frac{Total\ Score\ Obtained\ by\ the\ Offer}{Max.\ Obtainable\ Score\ for\ TP}\right) \times 100
\]

Rating the Financial Proposal (FP):

\[
FP\ Rating = \left(\frac{Lowest\ Priced\ Offer}{Price\ of\ the\ Offer\ Being\ Reviewed}\right) \times 100
\]

Total Combined Score:

\[
Combined\ Score = (TP\ Rating) \times (Weight\ of\ TP,\ i.e.\ 70\%) + (FP\ Rating) \times (Weight\ of\ FP,\ i.e.\ 30\%)
\]

**The minimum combined score required to pass is 70%.**

UNDP will award the contract to:

- One and only one Service Provider

Participation of Joint Venture/Consortium/Association

N/A

Contract General Terms and Conditions

General Terms and Conditions for contracts (goods and/or services)

Applicable Terms and Conditions are available at:

Non-acceptance of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

### Annexes to this RFP
- ☒ Description of Requirements (Annex 1)
- ☒ Form for Submission of Proposal (Annex 2)
- ☒ General Terms and Conditions for Contracts (Annex 3)
- ☒ Detailed Terms of Reference (ToR) (Annex 4)

### Contact Person for Inquiries (Written inquiries only)
Zeynep Çolak  
Procurement Associate  
E-mail: tr.procurement@undp.org

Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

### Mode of Submission of Proposals
**E-tendering only**

Proposals shall be submitted through UNDP ATLAS e-Tendering system which can be accessed through [https://etendering.partneragencies.org](https://etendering.partneragencies.org). EVENT ID: RFP-22-37

This procurement process is being conducted through the online tendering system of UNDP. The Proposers who wish to submit a Proposal must be registered in the system. Please visit this page for system user guides and videos in different languages: [https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html](https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html)  
If already registered, please go to [https://etendering.partneragencies.org](https://etendering.partneragencies.org) and sign in using your username and password. Please use “Forgotten password” link if you do not remember your password. Do not create a new profile. If you have never registered in the system before, you can register by visiting the link below and following the instructions in the user guide (attached):  
[https://etendering.partneragencies.org](https://etendering.partneragencies.org)  
- Username: event.guest  
- Password: why2change

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.  
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 in the tender, you must register in the system and subscribe to this tender to be notified when amendments are made.  
Note: Although proposals shall be submitted through e-tendering, UNDP reserves the right to request original copies of the documents submitted as part of the proposals during the evaluation process, if deemed necessary.

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4 This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
| Electronic Submission (E-tendering) requirements | • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.  
• All files must be free of viruses and not corrupted.  
• Max. File Size per transmission: 50 MB |
| --- | --- |
| Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posted directly to e-tendering and following websites:  
www.undp.org  
www.ungm.org  
www.devybusiness.com  
www.un.org.tr |
| Deadline for submitting inquiries (written inquiries only) | 3 calendar days before the deadline for submission of proposals |
| Site Visit | The Prospective Proposers are strongly encouraged to conduct a site visit to UNDP Premises at Oran-12 Building where the Security Services shall be performed, prior to preparing their Proposals in order to determine the basis for their technical and financial proposals. The physical address of the UNDP Premises at Oran-12 Building is given above under “Location of Work” section.  
Failure to conduct a site visit will not constitute any legal basis for any claim for price changes etc. whatsoever as regard to the contract conditions and the proposal (i.e. no additional payment shall be made to the Successful Proposer due to its failure to conduct a site visit before submitting its Proposal).  
Please contact the UNDP Turkey CO through the following e-mail address for the arrangement of a site visit:  
E-mail: tr.procurement@undp.org |
| Special Conditions | In case UNDP moves to another address other than the current premises at Oran-12 Building throughout the term of the LTA, UNDP will have the right to:  
i) Deploy the LTA as is, or  
ii) Deploy the LTA by changing the number of the Guards stipulated in the LTA, or  
iii) Terminate the LTA without any cause. |
Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

To: Zeynep Çolak, Procurement Associate, UNDP Turkey Country Office, Oran-12 Building, Oran Mahallesi Mustafa Fehmi Gerçeker Sokak No: 12 06450 Çankaya/Ankara/Turkey

Dear Madam/Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 5 April 2022, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile, which should not exceed 15 (fifteen) pages, including printed brochures and product catalogues relevant to the goods/services being procured – describing the nature of business, field of expertise, licenses, certifications, accreditations;

b) Certificate of Registration of the business (Trade Registry Gazette, Chamber Registry Certificate etc.), including Articles of Incorporation, or equivalent document if the Proposer is not a corporation;

c) Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax Exemption, if any such privilege is enjoyed by the Proposer;

d) Official Letter of Appointment as local representative, if the Proposer is submitting a Proposal on behalf of an entity located outside Turkey;

e) Signature Circular/Power of Attorney – demonstrating the authority of the signatory;

f) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc., including Auditor’s Report for the past 3 (three) years;

g) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references [Statement of Satisfactory Performance (i.e. Reference Letters, Work Completion Certificates) from at least 3 international clients (UN Agencies, international organizations/companies, embassies etc.) for contracts implemented over the past 3 years shall be provided to meet the qualification criteria.];

h) Certificates and Accreditation – Quality Certificates ISO etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any;

i) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance

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

6 The reference period which will be taken into account will be the last 3 years from the deadline for submission of proposals.

7 The reference period which will be taken into account will be the last 3 years from the deadline for submission of proposals.
mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

The Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating proposed roles and responsibilities of each personnel etc.; and

b) CVs demonstrating qualifications must be submitted using the following CV template.

CV Template for Key Personnel

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this assignment</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Birth Date</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Nationality</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Language proficiency</td>
<td>[Insert]</td>
</tr>
</tbody>
</table>

Education/Qualifications

[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]

[Insert]

Professional certifications

[Provide details of professional certifications relevant to the scope of services]

- Name of institution: [Insert]
- Date of certification: [Insert]

Employment Record/Experience

[List all positions held by personnel (starting with present position, list in reverse order), giving dates (month.year-moth.year), names of employing organization, description of project or works, your duties and responsibilities, title of position held, location of employment and any other information or professional experience considered pertinent for this assignment.]

[Insert]

References

[Provide names, addresses, phone and email contact information for two (2) references]

Reference 1: [Insert]
Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel       Date (Day/Month/Year)
D. Financial Proposal

We, the undersigned, offer to provide Security Services for UNDP Premises at Oran-12 Building within the scope of a Long-Term to be established for a period of 3 years in accordance with your Request for Proposal No. UNDP-TUR-RFP(ADM)-2022-37 and our Proposal. We are hereby submitting our Financial Proposal.

Our Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Proposal Data Sheet.

We understand that you are not bound to accept any Proposal you receive.

Table 1: Summary of Overall Prices

| Cost of Security Services for 2022/I | VAT Exclusive Amount in TRY |
| Cost of Security Services for 2022/II |
| Cost of Security Services for 2023/I |
| Cost of Security Services for 2023/II |
| Cost of Security Services for 2024/I |
| Cost of Security Services for 2024/II |
| Cost of Security Services for 2025/I |
| Total Amount of Financial Proposal |

[Name, Title and Signature of the Service Provider’s Authorized Person]

[Designation]

[Date]
## PRICE SCHEDULE

<table>
<thead>
<tr>
<th>LTA Phase</th>
<th>Staff</th>
<th>Monthly Cost (TRY)</th>
<th>Total Cost to UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LTA Phase</strong></td>
<td><strong>Staff</strong></td>
<td><strong>Net Base Salary (a)</strong></td>
<td><strong>Meal Payment (b)</strong></td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>01.05.2022 – 30.06.2022</td>
<td>Senior Guard 1 (SG-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Guard 2 (SG-II)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guard (G-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>TOTAL AMOUNT FOR 2 MONTHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01.07.2022 – 31.12.2022</td>
<td>Senior Guard 1 (SG-I)</td>
<td></td>
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<tr>
<td></td>
<td>Senior Guard 2 (SG-II)</td>
<td></td>
<td></td>
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<td></td>
<td>Guard (G-I)</td>
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<tr>
<td>II</td>
<td>TOTAL AMOUNT FOR 6 MONTHS</td>
<td></td>
<td></td>
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<tr>
<td>01.01.2023 – 30.06.2023</td>
<td>Senior Guard 1 (SG-I)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Senior Guard 2 (SG-II)</td>
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<tr>
<td></td>
<td>Guard (G-I)</td>
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</tr>
<tr>
<td>III</td>
<td>TOTAL AMOUNT FOR 6 MONTHS</td>
<td></td>
<td></td>
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<tr>
<td>01.07.2023 - 31.12.2023</td>
<td>Senior Guard 1 (SG-I)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Senior Guard 2 (SG-II)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Guard (G-I)</td>
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<td></td>
</tr>
<tr>
<td>IV</td>
<td>TOTAL AMOUNT FOR 6 MONTHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01.01.2024 - 30.06.2024</td>
<td>Senior Guard 1 (SG-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Guard 2 (SG-II)</td>
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<td></td>
<td>Guard (G-I)</td>
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<td></td>
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<tr>
<td>V</td>
<td>TOTAL AMOUNT FOR 6 MONTHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01.07.2024 - 31.12.2024</td>
<td>Senior Guard 1 (SG-I)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Senior Guard 2 (SG-II)</td>
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<tr>
<td></td>
<td>Guard (G-I)</td>
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<td></td>
</tr>
<tr>
<td>VI</td>
<td>TOTAL AMOUNT FOR 6 MONTHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01.01.2025 - 30.04.2025</td>
<td>Senior Guard 1 (SG-I)</td>
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<td></td>
<td>Senior Guard 2 (SG-II)</td>
<td></td>
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<tr>
<td></td>
<td>Guard (G-I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII</td>
<td>TOTAL AMOUNT FOR 4 MONTHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01.05.2022 – 30.04.2025</td>
<td>TOTAL LTA AMOUNT FOR 3 YEARS (36 Months) (I+II+III+IV+V+VI+VII)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Explanations for Price Schedule

The Proposers shall prepare their financial proposal in the Price Schedule provided in the previous page. While preparing the Price Schedule, the Proposers shall ensure that they present the remuneration in full compliance with below definitions and requirements.

TOTAL LTA AMOUNT FOR 3 YEARS (36 Months) (I+II+III+IV+V+VI+VII) to be proposed by the Proposers shall be the basis of financial evaluation.

A-Definitions:

1. **Net Base Salary (a):** This is the minimum amount that MUST be paid in CASH to the Contractor’s staff. It includes only the salary and money paid for the transportation of the staff to duty station.

2. **Meal Payment (b):** This is the amount to be provided to Contractor’s staff for meal expenses either in cash or in the form of money check, ticket, etc. This amount cannot be less than TRY750/month for LTA Phase-I.

3. **Net Benefit (c):** This is the sum of (a) and (b) to be paid to each staff.

4. **Overtime (d):** This is the overtime amount to be paid to each staff, based on the staff time allocation and working schedule to be prepared and applied by the Contractor to fully satisfy the requirements/working hours stated in the ToR.

5. **Legal Obligations (e):** These are the payments arising from legal obligations imposed by local legislation, including but not limited to social security premiums on both employee and Contractor sides, unemployment funds, income tax, stamp duty, etc.

6. **Provision (f):** These are Operating Costs including but not limited to severance pay, period of notice, yearly vacations, etc.

7. **Operating Cost (g):** These are Operating Costs including but not limited to uniforms, equipment, health and insurance expenses, etc.

8. **Overhead & Profit (h):** This is the sum of company overhead and profit.

9. **Total Cost to UNDP:** This is the sum of monthly costs of guards to be invoiced to UNDP on a monthly basis.

10. **Total LTA Cost to UNDP:** This is the sum of costs of guards to UNDP, for the respective LTA Phase.
B-Calculations in Price Schedule:
The LTA to be signed with the successful Proposer will be composed of 7 Phases as follows:

<table>
<thead>
<tr>
<th>LTA Phase No.</th>
<th>Period</th>
<th>Number of Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>01.05.2022 – 30.06.2022</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>01.01.2023 – 30.06.2023</td>
<td>6</td>
</tr>
<tr>
<td>IV</td>
<td>01.07.2023 – 31.12.2023</td>
<td>6</td>
</tr>
<tr>
<td>V</td>
<td>01.01.2024 – 30.06.2024</td>
<td>6</td>
</tr>
<tr>
<td>VI</td>
<td>01.07.2024 – 31.12.2024</td>
<td>6</td>
</tr>
<tr>
<td>VII</td>
<td>01.01.2025 – 30.04.2025</td>
<td>4</td>
</tr>
</tbody>
</table>

The Proposers shall propose the “Net Base Salary”, “Meal Payment” and “Net Benefit” of the guards for LTA Phase-I, in line with the minimum required amounts stated below.

For LTA Phases II, III, IV, V, VI and VII; the Proposers shall ensure that “Net Base Salary”, “Meal Payment” and “Net Benefit” of the guards are at least 20%, 17%, 13%, 11%, 13% and 8% higher than that of previous phase respectively. As an example:

\[\text{Net Benefit for LTA Phase-II} \text{ MUST BE EQUAL TO OR HIGHER THAN } \text{Net Benefit for LTA Phase-I} \times 1.20^*\]

*The increase in net benefit CANNOT be proposed less than the above listed percentages for each LTA phase for indicative purposes and for the facilitation of the evaluation process. In case the actual “Consumer Price Index” to be issued by the Turkish Statistical Institute for each LTA Phase differs from the above listed percentages, the Contract price shall be adjusted accordingly. i.e. the Contractor shall increase or decrease the net benefit of the guards by the actual “Consumer Price Index” to be issued by the Turkish Statistical Institute and reflect these to invoices to be issued to UNDP, based on prior mutual agreement.
LTA Phase Amount Calculations

1. **LTA Phase-I: 01.05.2022 – 30.06.2022**

   **Net Base Salary (a):** For LTA Phase I, this amount CANNOT be less than TRY 6,500/month for each senior security guard and TRY 6,000/month for the security guard.

   **Meal Payment (b):** For LTA Phase I this amount CANNOT be less than TRY 750 for each guard.

   **Net Benefit (c) (Net Base Salary + Meal Payment):** For LTA Phase I, this amount CANNOT be less than TRY 7,250/month for each senior security guard and TRY 6,750/month for the security guard.

   **Other Costs (d), (e), (f), (g) and (h):** For LTA Phase I, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.


   **Net Base Salary (a):** For LTA Phase II, this amount CANNOT be less than [1.20 x Net Base Salary for Phase I] for all the guards.

   **Meal Payment (b):** For LTA Phase II this amount CANNOT be less than [1.20 x Meal Payment for Phase I] for all the guards.

   **Net Benefit (c):** For LTA Phase II, this amount CANNOT be less than [1.20 x Net Benefit for Phase I] for all the guards.

   **Other Costs (d), (e), (f), (g) and (h):** For LTA Phase II, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

3. **LTA Phase-III: 01.01.2023 – 30.06.2023**

   **Net Base Salary (a):** For LTA Phase III, this amount CANNOT be less than [1.17 x Net Base Salary for Phase II] for all the guards.

   **Meal Payment (b):** For LTA Phase III this amount CANNOT be less than [1.17 x Meal Payment for Phase II] for all the guards.

   **Net Benefit (c):** For LTA Phase III, this amount CANNOT be less than [1.17 x Net Benefit for Phase II] for all the guards.

   **Other Costs (d), (e), (f), (g) and (h):** For LTA Phase III, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.


   **Net Base Salary (a):** For LTA Phase IV, this amount CANNOT be less than [1.13 x Net Base Salary for Phase III] for all the guards.

   **Meal Payment (b):** For LTA Phase IV this amount CANNOT be less than [1.13 x Meal Payment for Phase III] for all the guards.

   **Net Benefit (c):** For LTA Phase IV, this amount CANNOT be less than [1.13 x Net Benefit for Phase III] for all the guards.

   **Other Costs (d), (e), (f), (g) and (h):** For LTA Phase IV, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

5. **LTA Phase-V: 01.01.2024 – 30.06.2024**

   **Net Base Salary (a):** For LTA Phase V, this amount CANNOT be less than [1.11 x Net Base Salary for Phase IV] for all the guards.

   **Meal Payment (b):** For LTA Phase V this amount CANNOT be less than [1.11 x Meal Payment for Phase IV] for all the guards.

   **Net Benefit (c):** For LTA Phase V, this amount CANNOT be less than [1.11 x Net Benefit for Phase IV] for all the guards.
Other Costs (d), (e), (f), (g) and (h): For LTA Phase V, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.


- **Net Base Salary (a):** For LTA Phase VI, this amount CANNOT be less than \([1.13 \times \text{Net Base Salary for Phase V}]\) for all the guards.
- **Meal Payment (b):** For LTA Phase VI this amount CANNOT exceed \([1.13 \times \text{Meal Payment for Phase V}]\) for all the guards.
- **Net Benefit (c):** For LTA Phase VI, this amount CANNOT be less than \([1.13 \times \text{Net Benefit for Phase V}]\) for all the guards.
- **Other Costs (d), (e), (f), (g) and (h):** For LTA Phase VI, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

7. **LTA Phase-VII: 01.01.2025 – 30.04.2025**

- **Net Base Salary (a):** For LTA Phase VII, this amount CANNOT be less than \([1.08 \times \text{Net Base Salary for Phase VI}]\) for all the guards.
- **Meal Payment (b):** For LTA Phase VII this amount CANNOT exceed \([1.08 \times \text{Meal Payment for Phase VI}]\) for all the guards.
- **Net Benefit (c):** For LTA Phase VII, this amount CANNOT be less than \([1.08 \times \text{Net Benefit for Phase VI}]\) for all the guards.
- **Other Costs (d), (e), (f), (g) and (h):** For LTA Phase VII, the Proposers shall calculate and present these costs in the Price Schedule as per their own structure.

**NOTE:** The Proposers shall calculate the monthly remuneration through the current rates of social security premium and unemployment premium to be paid by the Employer, as of the deadline for submission of Proposals. The Contractor shall not be entitled to any payment due to increases in social security premium and unemployment premium as per the legislation, pay raises, overtime, etc. it makes to its employees who work for UNDP, during the execution of the LTA.
ANNEX 3
GENERAL TERMS AND CONDITIONS FOR CONTRACTS

Link:
Annex 4

Terms of Reference (ToR)

A. **Background**

The United Nations Development Programme (UNDP) having Premises in Oran-12 Building wishes to procure round-the-clock professional security services to provide protection to UNDP employees, office facilities, property and equipment from damage or loss, all kinds of security threats i.e. theft, violent attack, riots, mobs, fire hazards etc. In this regard, a Security Services Company is planned to be contracted through a Long-Term Agreement (LTA) for a period of 3 years.

To this purpose, UNDP based in Oran-12 Building Ankara, is hereby soliciting proposals from professional security organizations and institutions that have the experience, qualifications and resources to provide security services.

B. **Objectives**

The primary objective of the security services is to provide protection to UNDP personnel and employees working in UNDP Premises. The Guards will also protect UNDP facilities and assets from damage or loss, theft, unauthorized use, attack and/or unauthorized access.

To be able to provide security services in full compliance with this Terms of Reference, the Proposers shall have either their main office or at least a branch office in Ankara and assign a focal point who can be accessible 24 hours in 7 days of the week through the contract duration, regardless of any kind of holidays.

C. **Special Instructions for the Place of Assignment at the UNDP Premises**

1. The place of assignment where security services shall be provided is as follows:

   UNDP Premises
   Oran Mahallesi,
   Mustafa Fehmi Gerçeker Sokak No:12,
   06450 Çankaya/Ankara.

2. Private Security services shall be performed on 24-hour basis at the UNDP Premises by a total of three (3) security guards.

3. Working Arrangement: The working arrangement for the 3 guards to be assigned by the Contractor to UNDP premises, shall be as follows:

   **Weekdays:**
   The assignment shall be performed by one (1) Security Guard at the UNDP Premises between 08.00 – 20.00 hrs. daytime and by one (1) guard at 20.00 – 08.00 hrs. during nighttime on weekdays (Monday – Friday).

   **Weekends and Holidays:**
   The assignment shall be performed by one (1) security guard at 08.00 -20.00 during daytime and by one (1) guard at 20.00 – 08.00 during nighttime at the entrance floor on weekends and holidays. All Security Guards will work on 12/24-hour basis except the receptionist for UNDP visitors.
WORKING ARRANGEMENTS REQUIRED AT UNDP PREMISES

<table>
<thead>
<tr>
<th>WORKING TIME</th>
<th>SHIFT HOURS</th>
<th>GUARDS/RECEPTIONIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEKDAYS (Monday – Friday)</td>
<td>08:00 – 20:00</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>20:00 – 08:00</td>
<td>1</td>
</tr>
<tr>
<td>WEEKENDS+ HOLIDAYS (Saturday-Sunday- Holidays)</td>
<td>08:00 – 20:00</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>20:00 – 08:00</td>
<td>1</td>
</tr>
</tbody>
</table>

4. **Job Description:**

   a. The security service shall include control of entries and exits, and ID card check of the incoming people other than the staff working at the building and securing peace of the inhabitants at the UNDP Premises as well as overall security of the building with its entire premises including the garden.

   b. All guards will monitor CCTV system and report to UNDP’s Security Officer on all security related matters. One of the guards will also fulfill the duties of a Receptionist. The Receptionist will register all visitors, accept and control incoming mail and parcels and report to UNDP’s Security Officer on all security related matters.

5. **Responsibilities:**

   a. **Main Entrance Gate of the Building:** This is the entrance where staff and visitors enter and exit.

   b. **Security Check Point:** This is the hall where staff and visitors enter through an X-Ray and walk-through equipment and exit.

   c. **Main Entrance Door at the Entrance of the Building:** This is also the entrance where staff and visitors enter and exit after passing the main entrance gate of the building.

   d. **Garage Entrance:** This is the entrance where UNDP’s official vehicles enter and exit.

6. Security Guards shall perform their duties at the entrance floor, in the front yard and all other relevant places of the offices as shall be notified by the building management and advised by UNDP’s Security Officer in Turkey.

7. Security Guards shall pay due attention to public relations by acting strictly in compliance with related instructions in their relations with the staff, visitors and vendors coming to the place of assignment.

8. The Receptionist shall first ask the visitor how she/he (guard) could be of any service to him/her and then alert an SM by calling her/him to escort the visitor/s into the building.
9. Any and all visitors coming to the building and wishing to pay a visit shall, irrespective of their identity/seniority, undergo the procedures mentioned in para 5b above.

10. Security Guards will be provided with the list of names of the staff and official/personal car plate numbers so that they can coordinate with premises management accordingly.

11. Security guards shall not be over friendly, involve themselves in fraternization or act in an informal way with any of the staff, clients and visitors for any reason whatsoever.

12. Should the security guards unnecessarily use the alarm system between the UNDP premises and the Police Department, any costs that may be incurred therefore shall be charged to the contractors.

13. After the working hours and on holidays when there is no work, the security guards **under no circumstances** will allow any entries into the building of anybody (including those who may come to the building for cleaning, repair, maintenance, etc. purposes) unless such entrance is authorized by the UNDP’s Security Officer.

14. Security Guards shall ensure that entries and exits after normal working hours by the staff is recorded via the ‘access control system' installed.

15. The cleaning firm’s personnel come to the building after the working hours. Each and every cleaning personnel has been issued with a visitor entrance card. Upon entry of such personnel, these cards shall be exchanged with their identity cards and identity cards shall be returned upon surrender of their entrance cards at the time of exit. The same procedures **will** be applied by the security guards working on 12/24-hour basis to those cleaning personnel who come to the building on weekends and holidays.

16. There are four (4) access doors to the building where the UNDP Premises are located; the main one being at the entrance floor and the other three (3) accesses are at the basement floor.

The access system and premises shall be checked by Security Guards via CCTV system on a 24/7-hour basis. Additionally, all the floors shall be checked and lights not in use shall be switched off and running taps shall be turned off. Doors at the floors shall be locked and the keys to such doors shall be hung at the ‘key box' located in the reception area. At 08.00 a.m. on a daily workday basis, a nominated security guard **will** open all locked doors as required.

17. Daily newspapers/cargo packages brought to the building shall be received at the reception; security checked and will then be distributed to related person.

**Note:** Any food ordered by the UNDP staff from outside **will** be security checked as necessary and then the person/s who have ordered it will be informed. (The SM **will** pick up the order from the reception area; **under no circumstances** will the guards deliver packages/food etc. to any individual SM or office)

18. Any instructions given by the UNDP’s Security Officer shall be accommodated without any comments thereon and any work that is required to be followed up shall be known to and followed up by all the working guards within the shifts. To achieve this, the guards shall ensure continuous exchange/flow of information among them.

19. Security guards **will not under any circumstances** allow placement of any garbage, parcels and any other undesired/unidentified items in and outside of office floors of the building. Any
unidentified/suspicious package/items will be reported immediately to the building Management and UNDP’s Security Officer.

20. Security guards shall 'under no circumstances' allow entry into the UNDP premises of such persons as salesmen, beggars, peddlers, vendors, etc.

21. In case of emergency (fire, theft, sabotage, attack, bombing alert, flood, etc.), security guards shall first attend the case, ensure maintenance of proof and evidence of crime in coordination with building management, and shall immediately notify the building Management, Fire Department, Police Department and UNDP’s Security Officer of the incident.

22. For any flowers, parcels, packages etc. brought to the building for delivery to the staff working at the building, the receptionist who is recruited by the building management shall inform the recipient of the said delivery and shall then hand over the delivery to the recipient at the reception.

23. The guards shall always establish coordination with premises management and UNDP’s Security Officer, and receive security work-related instructions, if any, from the UNDP’s Security Officer and shall accommodate the instructions so given and shall inform as may be required in cooperation with the company’s Security Superintendent and in line with its standing guidelines.

24. The equipment and supplies to be made available by the Contractor at the place of assignment are listed below:

<table>
<thead>
<tr>
<th>ITEM NR.</th>
<th>EQUIPMENT</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hand radios</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Batteries</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Recharger</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Adaptor</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Set of Security Guard Clothing</td>
<td>3 (1 for each security guard)</td>
</tr>
<tr>
<td>6</td>
<td>Winter coats/gloves/hats</td>
<td>3 (1 for each security guard)</td>
</tr>
<tr>
<td>7</td>
<td>Equipment belt set</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Torch-lights</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>Pair of handcuffs</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Handheld detector</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Set of spare batteries</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>Shift register, checklist, monitoring form, special instructions for place of assignment and incident report forms</td>
<td>1</td>
</tr>
</tbody>
</table>

25. These instructions shall be carried out along with the General Instructions for Security as included in the final contract.

26. The telephone number of the place of assignment is +90 312 454 11 00 and the fax number is +90 312 496 14 63.

D. **Skills and Competencies of Personnel**

All Security Guards are required to have the following requisite skill-sets and competencies:
• Minimum eight (8) years of experience in protecting office premises (either static, patrol and physical security operations);
• Knowledge of key phrases in English regarding security issues;
• Communication skills in Turkish;
• Certificate of ‘NO’ criminal record;
• Medical fitness certificate;
• Professional Security Guard Certificate.

Receptionist/Senior Guard is required to have the following requisite skill-sets and competencies:
• Minimum fifteen (15) years of experience in protecting office premises (either static, patrol and physical security operations);
• Minimum five (5) years of experience in supervising security guards;
• Knowledge of oral English, both in communication and comprehension;
• Communication skills in Turkish and English;
• Certificate of ‘NO’ criminal record;
• Medical fitness certificate;
• Professional Security Guard Certificate.

Coordinator/Superintendent is required to have the following requisite skill-sets and competencies:
• The Coordinator will be the focal point for all interaction between the UNDP and the Contractor. She/he will be responsible for monitoring and ensuring that the services are performed in accordance with the Terms of Reference and UNDP requirements and for ensuring that all issues are resolved promptly and satisfactorily in line with the Terms of Reference and UNDP requirements;
• Minimum five (5) years of professional experience (at the Officer or Assistant Manager level) in contract management, coordinating/supervising security guards;
• Certificate of ‘NO’ criminal record;
• Medical fitness certificate;
• Professional Security Guard Certificate;
• Knowledge of English, both in communication and comprehension.

E. Social Framework
The remuneration levels for different LTA Phases shall be quoted by the proposers in line with the requirements and minimum levels stipulated in ‘Financial Proposal Form’ given in Annex 2.

The Contractor shall ensure at no additional cost to UNDP, that the legal requirements imposed by Turkish law with regard to social security registrations/payments, overtime payments, etc. payments of its employees are fully satisfied.