



*Empowered lives.  
Resilient nations.*

### REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:  All eligible design bureaus or companies	DATE: 28/10/2013
	REFERENCE: UNDP-PFF-RFQ-131/2013

Dear Sir / Madam:

You are kindly requested to submit your quotation in sealed envelopes for the assignment described in the attached annex I of this RFQ. Your quotation must be submitted on or before **15.00 Cyprus time on 22 November 2013**.

Description of the Designs/Services	
Surveys & Releve, Condition Assessment and Project Designs for Conservation Intervention of the Watermill/Aqueduct in Chrysochou/Hirsofu	
<b>CONDITIONS</b>	
Quotation	In Euros and without VAT
Payment Terms	Payments will be made after completion and acceptance of the outputs as per the ToR
Validity of Quotation	60 Days
Preliminary Examination - Completeness of quotation.	Partial bids will not be accepted
Terms and Conditions	Annex I – ToR
	Annex II – UNDP General Conditions of Contract for Professional Services
Language of the bid/quotation and the subsequent contract	English
UNDP-PFF Solicitations	



*Empowered lives.  
Resilient nations.*

The following specific data for the assignment to be procured shall complement, supplement or amend the provisions in the Request for Quotation. Whenever there is a conflict, the provisions herein shall prevail.

SURVEYS & RELEVE, CONDITION ASSESSMENT and PROJECT DESIGNS FOR CONSERVATION INTERVENTION of the WATERMILL/AQUEDUCT in CHRYSOCHOU/HIRSOFU

**Eligibility**

Eligibility to submit Bids is open to all registered design bureaus or companies.

A Bidder may submit or participate, in any capacity whatsoever, in only one bid. Submission or participation by a Bidder in more than one bid will result in the rejection of all its Bids.

A Bidder shall not be eligible to participate where it has been determined to have engaged in corrupt or fraudulent practices.

**Clarifications**

All queries for clarification must be addressed to the dedicated email address: **solicitations.pff.cy@undp.org**

**Language**

The language of the bid shall be English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the bid, the translation shall prevail.

**Format**

Bidders are obliged to prepare in their own letterhead up in accordance with the stipulations listed below and submit with their bid.

**General Information:** Eligibility documents including general information, registration documents as design bureaus or companies.

**Experience/Qualification:** A list of design of a similar nature to this project providing relevant details.

**Workplan** shall be given in detail to show the activities that will complete the assignment in four (4) months from contract signature.

**Qualifications requirements (selection criteria)**

In order to be considered eligible for the evaluation, Bidders must provide evidence that they meet or exceed certain minimum selection criteria as stipulated below;

**General**

The Bidder must be a legal person duly registered and/or accordingly authorized to carry out the specified



Empowered lives.  
Resilient nations.

services.

**WorkPlan**

Workplan to demonstrate that the services are to be completed in four calendar months.

**List of documents to be submitted:**

- *Registration documents*
- *List of Designs (last 5 years, as from 2009)*
- *Work plan*
- *Price (as per clause 8 of the ToR)*

**Bid Submission**

Bidders shall submit their quotations in sealed envelopes. Bidders must fill and sign the quotation and any information required to be completed and submitted.

All Bids must be received at the following addresses:

***II. Selim Caddesi 40-42, Nicosia – Cyprus.***

**Or**

**UNDP - Partnership for the Future. United Nations Protected Area, Nicosia (Old Nicosia Airport), Cyprus**

In order to deliver, you need to call prior to entering the UN protected area – Telephone number: +357-22-874733. In case of late delivery of the tender UNDP PFF will not be responsible even if the call is made before. Bids shall be delivered at no cost to UNDP.

**Bids must be received by UNDP PFF on or before 22 November 2013 at 15:00 Cyprus time at the address specified above. Any bid received after this date and time shall be rejected.**

**Opening**

Quotations are not required to be opened publicly. No opening procedure will be implemented.

UNDP will award the contract to the Bidder whose bid has been determined to be substantially responsive to the bid documents, and who has offered the most economical bid within the available budget.

The currency of payment shall be Euro.

Bidders believing that they have been harmed by an error or irregularity during the award process may petition UNDP directly. UNDP must reply within 30 days of receipt of the complaint. UNDP’s protest procedure will be applicable; Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. 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/procurement/protest.shtml>.



*Empowered lives.  
Resilient nations.*