

**UNICEF Türkiye Country Office**

**Terms of References for Long Term National Institutional Services for Engineering Services**

**ToR Ref: OPS/TURA/2024-B**

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## Background

UNICEF does construction to build safe and sustainable environments to help children thrive. UNICEF supports its programmes with tailored construction solutions to meet the needs of children, including education, child protection, nutrition, health and health emergencies, immunization, and water, sanitation, and hygiene (WASH).

UNICEF construction projects are always a collaborative effort between UNICEF Türkiye and the government entities such as but not limited to Ministry of Family and Social Services (MoFSS), Ministry of National Education (MoNE), Ministry Youth and Sports (MoYS), Municipalities with technical support from UNICEF Supply Division in Copenhagen. UNICEF Türkiye teams collaborate with Supply Division in Copenhagen to develop a project-specific construction strategy. UNICEF country office engineers and programme leaders work with government counterparts to define the need, select the sites, and design the construction project.

UNICEF wishes to establish Long-Term Arrangements (LTA's) for Engineering services that includes but not limited to site assessment, design and prepare technical documents, technical support to procurement process, quality assurance and site supervision.

The aim of this Request for Proposal (RFP) is to establish LTAs with prequalified companies for the provision of Engineering services.

Within this context, UNICEF wishes to enter into non-exclusive LTA(s) for the engineering services, as required from time to time during the term of the LTAs. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items, and that purchases will be made only if and when there is an actual requirement. UNICEF shall not be liable for any cost if no purchases are made under any resulting LTA(s).

The LTA will provide the framework for the joint procurement of services from selected companies. It will be based on a 2-step contracting process, where a secondary bidding (or mini competition) will respond to country-specific requirements (number, size, time, and location of the project).

The secondary bidding is the process followed by UNICEF to select suppliers for the provision of supplies and services through a competitive process among LTA holders. The secondary bidding begins when country specific requirements (number, size, time, and location of the project) are known.

In cases in which the awarded LTAs are used by UNICEF offices in neighboring countries, the requesting UNICEF office will cover travel expenses (travel and accommodation) in addition to the unit costs of the engineering services required. The value of the travel expenses will be established prior signing the specific contract.

Other United Nations Agencies, Funds and Programmes shall be entitled to place orders under the prices and terms of this LTA. Orders placed by other United Nations entities constitute a contractual agreement between the contractor and the ordering United Nations entity. UNICEF will not be a contractual party to these orders and has therefore no obligations or liabilities for orders not issued by UNICEF.

## 1. Objectives

The objective of this RFP process is to identify and prequalify companies able to provide service bundle in selected regions (Earthquake-hit provinces (11), other provinces of Türkiye (70) and Northwest Syria).

To ensure basis for healthy competition as part of the secondary bidding, the aim would be to have minimum three providers on LTA per region.

Specific objectives for the service provision include:

- Identification of services in connection with site assessment, design and prepare technical documents, technical support to procurement process, quality assurance and site supervision.
- Best Value for Money for UNICEF Programmes and Projects
- High Quality sustainable modular buildings.

## 2. Scope

The scope for the LTA covers **engineering services** in Türkiye and Northwest Syria. The scope of services is divided in 2 lots: (Lot 1) main engineering services which are typical used in most of UNICEF construction activities, and (Lot 2) supplementary technical services referring to specialized engineering services that shall be required only for specific construction activities.

### 2.1. Main Engineering Services (Lot 1):

Below are the main engineering services to be provided. Each service is described in detailed in Section 4 under Expected Deliverables.

#### 2.1.1. Site Assessment

Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation. The service may include assessment of existing construction, assessment of sites for new construction and soil investigation.

#### 2.1.2. Design and prepare technical documents:

Development of construction technical documents, and obtaining necessary construction permits, if required. The service may include conceptual design, architectural design, structural design, building service design, bid technical documents and permitting.

**2.1.3. Technical support to Procurement process:**

Assisting UNICEF in the solicitation process and the selection of qualified construction companies. The service may include pre-qualification of contractors, participation in bidders' meeting and provide technical evaluation of bidders of construction works.

**2.1.4. Quality Assurance and Site Supervision:**

Technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget and quality of works. The service may include quality and site supervision assurance.

**2.2. Supplementary Technical Services (Lot 2):**

Advanced engineering services required only for specific construction activities. The awarded LTA holders are expected to be able to offer the supplementary technical services listed below for construction projects with high degree of technical requirements, such as cold-room storage, desalination plant, large water treatment facilities, warehouse with large span, etc.:

**2.2.1. Advanced Topographical Surveys:**

Prepared by a Land Surveyor with min 8-year relevant experience. The service shall include establish Permanent Ground Markers on the site and prepare a detailed topographical survey and drawings with photographic documentation.

**2.2.2. Advanced Geotechnical Surveys:**

Prepared by a Geotechnical Engineer with min 8-year relevant experience. The service may include provide detailed soil characteristics, bearing capacity, ground water level, depth of bedrock, soil layers and soil contamination; assess the potential for aggressive attack by the soil on concrete and steel; provide study on seismic vulnerability and underlying ground conditions.

**2.2.3. Advanced Architectural Services:**

Prepared by an Architect with min 8-year relevant experience. Technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget and quality of works. The service shall include quality and site supervision assurance.

**2.2.4. Advanced Building Service Design:**

Preparing and/or reviewing advanced designs for specific projects and/or systems (e.g. large-span steel structures, cold-room stores, renewable power sources), prepared by a Specialized Engineer (Structural, Electro-mechanical, IT, etc.) with min 8-year relevant experience. The service shall include structural and civil works, electro-mechanical works and technical peer review.

**2.2.5. Blast Design and Seismic Analysis:**

Ensuring design compliance with anti-blast and seismic standards for specific projects (e.g. located in areas exposed to explosions, in high-risk seismic zones), prepared by a Specialized Engineer with min 8-year relevant experience.

**2.2.6. Social and Environmental Screening:**

Ensuring sustainable development and providing direction for the management of social and environmental risks, prepared by an Environmental Scientist with min 8-year relevant experience.

**2.2.7. Drawing Illustrations:**

Prepared by a Junior Draughtsman with 3-year experience. The service shall include develop design drawings by using AutoCAD, 3D illustrations, etc.

**3. Expected deliverables:**

The table below describes in detail each required engineering service, including tasks and expected deliverables. Payments will be based on satisfactory completion of deliverables. Deliverables shall be submitted to UNICEF in electronic format (drawings in AutoCAD and PDF) and hard copies printed in an appropriate scale.

| #            | Service Descriptions   | Tasks   | Deliverables   |
|--------------|--|---|--|
| <b>Lot 1</b> | <b>Main Engineering Services</b>   | Typically used in most of UNICEF construction activities.   |  |
| 1-           | <b>Site Assessment</b><br><br>Evaluation of site characteristics and preparation of detailed analysis with recommendations for | <p><b>Assessment of existing construction</b><br/>Verify structural integrity and functionality of existing construction, quality of finishes, accuracy of the as-built design drawings, and if not available, prepare architectural drawings of existing buildings.</p> <p><b>Assessment of sites for new construction</b><br/>Conduct site surveys (topographical, geotechnical</p> | Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations. |

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|    | design and implementation.   | and engineering); verify the land legal status and construction laws.   |  |
|    |  | <b>Soil investigation</b><br>Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling and laboratory tests of the soil samples retrieved.  | Detailed report approved by UNICEF on soil investigation.  |
| 2- | <b>Design and Technical Documents</b><br><br>Development of construction technical documents, and obtaining necessary construction permits, if required. | <b>Conceptual design</b><br>Produce design sketches that comply with site conditions, criteria, performance standards and accessibility requirements; formulate and evaluate design options; develop conceptual design for the “passed-screening” option. | Feasibility report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings.    |
|    |  | <b>Architectural design</b><br>Develop architectural design in 2 stages: a) Preliminary design based on approved conceptual design, and b) Detailed design with finish materials' specifications.   | Full set of architectural drawings <sup>1</sup> with specifications, approved by UNICEF.                             |
|    |  | <b>Structural design</b><br>Develop structural design in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis.  | Full set of structural drawings <sup>2</sup> , specifications, calculations and design analysis, approved by UNICEF. |
|    |  | <b>Building service design</b><br>Develop design of plumbing, sanitary, electrical services in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis.          | Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF.         |
|    |  | <b>Bid technical documents</b><br>Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).   | BoQs for repairs, rehabilitation and/or new construction approved by UNICEF.<br><br>Confidential cost estimates.     |
|    |  | <b>Permitting</b><br>Compile technical and administrative documents required for requesting permit and obtain necessary construction permits <sup>3</sup> from Authority.   | Original copy of permit(s) officially authorized by Authority.   |

<sup>1</sup> Full architectural set includes master plan, layout, plans, sections, elevations, 3D images, details and finishes.

<sup>2</sup> Full structural set includes foundation details, structural design and details of columns, beams, slabs, stairs, etc.

<sup>3</sup> Such as construction permit and permits from utility companies.

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| 3-  | <b>Technical Support to Procurement</b><br><br>Assisting UNICEF in the solicitation process and the selection of qualified construction companies.   | <b>Pre-qualification of contractors</b><br>Assist UNICEF in the evaluation and pre-qualification of contractors.  | Report includes a shortlist of pre-qualified contractors approved by UNICEF.                                    |
|   |  | <b>Bidders' conference</b><br>Attend bidders' conference with Potential Bidders; respond to their technical queries and questions.  | Report includes answers to all technical queries and questions of Potential Bidders during the bidding process. |
|   |  | <b>Technical evaluation</b><br>Assist in the evaluation of technical proposals, visits to bidders' offices and relevant projects, verification of references, etc.  | Evaluation report approved by UNICEF includes scores and remarks on each technical sub-criterion.               |
| 4-  | <b>Quality Assurance and Site Supervision</b><br><br>Technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget and quality of works. | <b>Quality assurance</b><br>Undertake quality assurance and quality control plans and related procedures; review and approve contractor's construction schedule, detailed designs, shop and as-built drawings; inspect material sources and materials' tests.<br><br><b>Site supervision</b><br>Assist in project's start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Bylaws, national and international health and safety standards, quality standards and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial and Final Completion of works; prepare monthly progress reports and final narrative report. | Reports approved by UNICEF based on site visits.  |
| <b>Lot 2 Supplementary Technical Services</b> |  | Advanced engineering services required only for specific construction activities.   |   |
| 1-  | <b>Advanced Topographical Surveys<sup>4</sup></b><br><br>Prepared by a Land Surveyor with min 8-year relevant experience.  | Establish Permanent Ground Markers on the site and prepare a detailed <sup>5</sup> topographical survey and drawings with photographic documentation.   | Detailed report approved by UNICEF with conclusions and recommendations.  |

<sup>4</sup> Topographical surveys required for specific sites (e.g. with steep slopes, irregular shapes).

<sup>5</sup> Contours shall be interpolated on the drawings at 0.2m intervals and spot levels shall be shown on the drawing on an approximate 10m square grid.

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| <p>2-</p> | <p><b>Advanced Geotechnical Surveys<sup>6</sup></b></p> <p>Prepared by a Geotechnical Engineer with min 8-year relevant experience.</p>   | <p>Provide detailed soil characteristics, bearing capacity, ground water level, depth of bedrock, soil layers and soil contamination; assess the potential for aggressive attack by the soil on concrete and steel; provide study on seismic vulnerability and underlying ground conditions.</p>  | <p>Detailed investigation report approved by UNICEF with conclusions and recommendations.</p>  |
| <p>3-</p> | <p><b>Advanced Architectural Services<sup>7</sup></b></p> <p>Prepared by an Architect with min 8-year relevant experience.</p>  | <p>Identify project requirements and constraints; prepare summary report and concept design based on collected data, climate information, national and local Bylaws, best practices, permit requirements, accessibility requirements, project information, etc.; develop project design in 2 stages: preliminary and detailed with cost estimates; provide specifications for works and finishes; ensure design is compliance with national and international health and safety standards, environmental sustainability and internationally recognized quality standards.</p>   | <p>Detailed design drawings in appropriate scale approved by UNICEF with finish specifications</p>   |
| <p>4-</p> | <p><b>Advanced Building Service Design</b></p> <p>Preparing and/or reviewing advanced designs for specific projects and/or systems (e.g. large-span steel structures, cold-room stores, renewable power sources), prepared by a Specialized Engineer (Structural, Electro-mechanical, IT, etc.)</p> | <p><b>Structural and civil works</b></p> <p>Collect data from topographical, geotechnical, utilities surveys and seismic design considerations; prepare options layouts with cost estimates; develop detailed structural and civil design for the selected alternative with structural analysis and calculations.</p> <p><b>Electro-mechanical works</b></p> <p>HVAC<sup>8</sup> and extraction system; automated elements<sup>9</sup>; water pumps, well and water purification systems; waste management and environmental efficiency systems; backup power and energy supply<sup>10</sup>; energy distribution systems; fire detection and suppression systems; security and building control systems; ICT<sup>11</sup> networks; lightning protection; refrigeration; water drainage and plumbing; carbon emission and reduction.</p> | <p>Detailed design drawings in appropriate scale approved by UNICEF with material/equipment specifications including complete analysis and calculations.</p> |

<sup>6</sup> Geotechnical surveys required for specific sites (e.g. multi-storey building located in a high-risk seismic zone).

<sup>7</sup> Architectural designs for specific complex projects (e.g. UNICEF new offices, new warehouses, landscaping).

<sup>8</sup> Heating, ventilation and air conditioning

<sup>9</sup> Elevators, escalators and automated doors and windows

<sup>10</sup> Gas, electricity and renewable sources such as solar, wind, geothermal and biomass

<sup>11</sup> Information and communications technology



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|    | with min 8-year relevant experience.   | <p><b>Technical peer review</b></p> <p>Review of existing design and technical documents to check compliance with requirements and deliverables; ensure completed works are able to perform satisfactorily under the expected conditions of use; ensure Health and Safety required by local practice are in place and recorded; check compliance with relevant regulatory requirements, national/international codes and standards; confirm that appropriate surveys have been carried out; confirm constructability and maintainability considerations are in place; ensure cost-effectiveness; verify interdisciplinary design reviews are carried out.</p>                                 | Detailed report approved by UNICEF with conclusions and recommendations.   |
| 5- | <p><b>Blast Design and Seismic Analysis</b></p> <p>Ensuring design compliance with anti-blast and seismic standards for specific projects (e.g. located in areas exposed to explosions, in high-risk seismic zones), prepared by a Specialized Engineer with min 8-year relevant experience.</p> | <p><b>Blast design</b></p> <p>Conduct vulnerability assessment; identify explosive threats and level of protection; determine air-blast parameters and building performance in response to the identified threats; develop mitigation measures and recommendations; discuss with UNICEF scope of works, logistics, approach and timing.</p> <p><b>Seismic analysis</b></p> <p>Collect data from building planning and control records, site geotechnical records, area seismic activity records, local drainage records and any as-built information for the subject buildings; conduct surveys and testing; undertake Tier level 1 to 3 reviews; prepare a conclusive assessment report.</p> | Detailed analysis report approved by UNICEF with conclusions and recommendations.                                |
| 6- | <p><b>Social and Environmental Screening</b></p> <p>Ensuring sustainable development and providing direction for the management of social and environmental risks, prepared by an Environmental Scientist with min 8-year relevant experience.</p>   | Assess social and environmental risks and impacts associated with each of the following standards: labor and working conditions; resource efficiency and pollution prevention; community health, safety and security; land acquisition and involuntary resettlement; biodiversity conservation and sustainable management of living resources; indigenous people; cultural heritage; climate-resilient development. Determine the level of risk; develop a risk management plan.  | Detailed analysis report approved by UNICEF with conclusions and recommendations including Risk Management Plan. |
| 7- | <p><b>Drawing Illustrations</b></p>  | Support team to develop design drawings by using AutoCAD, 3D illustrations, etc.  | Complete design drawings approved by UNICEF.   |

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| Prepared by a Junior Draughtsman with 3-year experience. |  |  |
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**4. Eligibility and Qualifications:**

- 4.1. The Potential Bidders are eligible to submit complete proposals for one or both lots of the services included in Section 4 Expected Deliverables, and their submission will be taken into consideration in the proposal's evaluation process.
- 4.2. The LTA holder(s) is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.
- 4.3. The Potential Bidder shall provide all the information and documentation requested in this section with its Proposal. Failure to submit the information below will disqualify the Potential Bidder.
- 4.4. Documents to be submitted in the Technical Proposal:
  - The Potential Bidder must be registered as an engineering firm in Türkiye. Technical Proposals shall include copies of original documents defining the constitution or legal status of the company, place of registration, and principal place of business; written power of attorney of the signatory of the nominated person to commit the LTA.
  - A statement that the company, including all members of a Joint-Venture and Sub-Contractor has no conflict of interest directly or indirectly with UNICEF and/or its projects.
  - Copy of curriculum vitae (Maximum two (2) pages) of key personnel involved in providing the specific service, such as chartered civil engineer as project manager and resident civil engineers. UNICEF may conduct reference checks on the key personnel during the evaluation process.
  - Reports on the financial standing of the Potential Bidder, such as profit and loss statements and auditor's reports for the past three years.
- 4.5. The Potential Bidder must provide sufficient information in their proposal to demonstrate compliance with the requirements defined by UNICEF. The forms listed below contains the eligibility and minimum qualifying criteria that UNICEF will use to evaluate proposal for the award of LTA(s).
  - a) Information to be submitted in the Technical Proposal (ANNEX D):
    - Form 1: Technical Proposal Submission
    - Form 2: Technical Proposal Letter
    - Form 3: Potential Bidder's General Information
    - Form 4: Potential Bidder's Contact Details
    - Form 5: List of Completed Similar Services Undertaken the Last 3 Years
    - Form 6: List of Similar Services in Hand
    - Form 7: List of Proposed Key Personnel
    - Form 8: CV of the Proposed Team
    - Form 9: List of Office Equipment, Engineering Instruments and Design Software
    - Form 10: Potential Bidder's Financial Information/ Adequacy of Working Capital
    - Form 11: Summary of Service Values Undertaken the last 3 Years
    - Form 12: List of Current Litigations

a) Information to be submitted in the Price Proposal (ANNEX E & F):

- Form 13: Price Proposal Letter
- Form 14: Price Proposal Submission

4.6. The Proposals prepared by Potential Bidders and all correspondence and documents relating to the Proposals exchanged by Potential Bidders and UNICEF shall be written in the English language.

4.7. Errors in the Proposals

- Bidders are expected to examine all instructions and documentation of the RFP. Failure to do so will be at Bidders' own risk.
- In the event of any discrepancy between the copies of the Proposals, the original shall govern. The original and each copy of the Technical and Price Proposals shall be prepared in indelible ink and shall be signed by the authorized Contractor's representative.
- The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initialled by the person or persons signing the Proposal.

4.8. The following criteria will be considered for selection of Potential Bidders for the award of LTA:

- The capacity of the engineering firm to manage multiple assignments at different geographical locations.
- The engineering firm has demonstrable capacity (staff, equipment, logistics, finance) in similar types of assignment.
- The Potential Bidder must have wide range of experience and technical expertise in the field of construction engineering consultancy (at least 5 years).
- The Potential Bidder must be well informed of the construction engineering context of Türkiye and is very familiar with Türkiye's National Building Code.
- The working experience with international and UN Organizations will be preferable.

## 5. Duration of the Long-Term Arrangements (LTA):

The LTA will be valid for the next 7 years. Thus, bidders must provide the financial report or price proposal for the next 7 years in three phases. Phase one for the next 3 years, phase two for 4<sup>th</sup> & 5<sup>th</sup> years and phase three for 6<sup>th</sup> and 7<sup>th</sup> years.

## 6. Evaluation Process and Method:

All bids are subject to preliminary evaluation, technical evaluation and financial evaluation. Preliminary and technical compliances are the must for the financial evaluation.

### 6.1. Preliminary Evaluation:

Bidders must provide the required documents as per the attached administrative checklist for Preliminary Evaluation. Only bids with preliminary compliance will be evaluated technically.

### 6.2. Technical Evaluation:

A maximum of 70 points will be assigned to the Technical Proposals. Technical Proposals receiving 49 points (70%) or higher will be considered technically responsive. Non-technically compliant and non-responsive Proposals will not be given further consideration.

### 6.3. Financial Evaluation:

Preliminary and technically compliant bids will be evaluated financially. Non-preliminary and non-technically compliant bids will not be evaluated financially. UNICEF will evaluate the unit prices of the BoQ items.

The total number of points allocated for the Financial Proposal is 30 points. The maximum number of points will be allocated to the Proposal with the lowest price.

All other price proposals will receive points in inverse proportion to the lowest price, e.g.,

$$\text{Score for price proposal } x = \frac{\text{Max. score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal } x}$$

The recommendation for the award of LTA(s) will be based on the best value for money principle. The Proposal(s) obtaining the highest cumulative score(s) (Technical + Financial) will be recommended for the award.

| Evaluation Criteria   | Maximum Points |
|---|----------------|
| <b>TECHNICAL EVALUATION</b>   | <b>70</b>      |
| <b>1. Firm's Profile</b> <ul style="list-style-type: none"> <li>- Number of years as an engineering firm providing similar services;</li> <li>- Proven experience in the country and nearby countries, if any;</li> <li>- Size and structure of the firm;</li> <li>- Type and range of similar services previously provided (e.g. assessment of an existing building, seismic analysis and vulnerability checking, topographical survey and sub soil investigation, building architectural design, site supervision and quality assurance for construction project).</li> </ul> | 10             |
| <b>2. Firm's Experience</b> <ul style="list-style-type: none"> <li>- List of services of similar nature completed in past three (3) years inside and outside the country with reference;</li> <li>- List of on-going services of similar nature with reference;</li> <li>- Type of clients to whom the services were provided (Government, private sector, others);</li> <li>- Work experience with the United Nations' Organizations or other international entities;</li> </ul>   | 25             |
| <b>3. Resources (key personnel and equipment)</b> <ul style="list-style-type: none"> <li>- List of key personnel proposed for the management team of design phase including CVs, years of experience in similar services (proof required), education degree certificate, ToR for the position;</li> </ul>   |                |

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| <ul style="list-style-type: none"> <li>- List of key personnel proposed for the management team of site supervision phase including CVs, years of experience in similar services (proof required), education degree certificate, ToR for the position;</li> <li>- List of essential support staff;</li> <li>- List of office equipment, engineering instruments and design software owned by the firm.</li> </ul> | 25               |
| <p><b>4. Financial Capacity</b></p> <ul style="list-style-type: none"> <li>- Working capital;</li> <li>- Provision of Audited Financial Reports for the last three (3) years;</li> <li>- Summary of project values for the last three (3) years.</li> </ul>   | 10               |
| <b>Financial Evaluation</b>   | <b>30 Points</b> |
| <b>Total Points (Technical + Financial points)</b>  | <b>(100)</b>     |

**7. Other notes:**

The tender is only open for the local suppliers/companies which are legally registered with the Government of Türkiye.

- 7.1. UNICEF only purchases from suppliers legally registered with the Government of Türkiye, and only issues Purchase Orders (PO) in the registered name - and not in the name of an individual working in the company.
- 7.2. UNICEF reserves its right to split the purchase orders among multiple LTA holders.
- 7.3. Payment shall be made in Turkish Liras OR in US Dollars upon satisfactory completion of the works and Invoice(s) with evidence of goods receipts signed by the authorized officer(s) on the basis of the UN monthly exchange rate effective on the date of payment.
- 7.4. UNICEF is exempted from Value-Added Tax (VAT), so the prices shall be offered excluding VAT.
- 7.5. The price quotations must have at most 2 decimal digits.
- 7.6. UNICEF requires the suppliers to maintain the quality of services that they proposed throughout the LTA duration.
- 7.7. All pages of the offers should be signed by the authorized representative of the supplier. "Bid Form" in the RFP document should be filled in, duly signed and attached to the price proposal.
- 7.8. Any request for additional information regarding this INVITATION must be addressed via email to Supply Unit, UNICEF Türkiye, Ankara. E-mail: [TCO-servContracts@unicef.org](mailto:TCO-servContracts@unicef.org)

**8. Annexes:**

Annex C: Administrative Checklist for Preliminary Evaluation

Annex D: Technical Proposal Forms (1-12)

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Annex G: Copy of LTA contract for Engineering services (Template)