



Pre Bid Meeting

For

Ref: RFP-TURA-2025-09-LRPS-9196259

Provision of Teacher Learning Lab

Architectural Concept

under Digital Ecosystem for Teacher Training

Project

(Procurement of Lab Refurbishment Services

and Furniture)

19 March 2025

#	Item	Date
1	RFP Issue	12 March 2025
2	1st Pre-Bid Meeting	19 March 2025
3	Site visit	20 March 2025 – 11 April 2025
4	2nd Pre-Bid Meeting	15 April 2025
5	Deadline for receiving queries	22 April 2025
6	Bid Closing	28 April 2025, Monday at 10:00 hrs

Tender Timeline

Attachments of the Tender Document

- Annex A: The UNICEF General Terms and Conditions of Contract (Services)
- Annex 1: Terms of Reference/Statement of Work (English)
- Annex 2: Terms of Reference/Statement of Work (Turkish)
- Annex 3: Guidance note and BoQ
- Annex 4: 3D Visuals
- Annex 5: Layouts

Submission of the bids



- Bidders are requested to send electronic copy of their proposals by email as PDF documents to (TCO-ServContracts@unicef.org) in two (2) separate emails with the tender reference in their email subjects: CONFIDENTIAL:RFP-TURA-2025-09-LRPS-9196259
 - One Email for Technical proposal(s),
 - One Email for Financial proposal(s) as password protected.
- Financial proposals shall be sent by bidders in an encrypted way (password protected) in a separate email. Please do not put the passwords in the email. The passwords for the financial proposals will be requested only from the technically qualified bidders when the technical evaluation is finalized.
- Bidder should complete and submit REQUEST FOR PROPOSAL FOR SERVICES FORM which is page 3,4,5 of tender document.
- All requests for formal clarification or queries on this RFP must be submitted in writing to Supply Unit via e-mail to: TCO-ServContracts@unicef.org.
- The currency of the proposal shall be in Turkish Liras (TRY). UNICEF will reject any proposals submitted in another currency.
- This tender is open for companies which are legally registered in Turkiye or companies who have legal presence in Turkiye.

Supplier Site Visits:

- Applicants are required to conduct site visits to 8 lab locations across 7 provinces (Ankara, Istanbul, Izmir, Mersin, Gaziantep, Erzurum, and Rize) within the specified timeframe.
- These site visits are mandatory, as they will help applicants prepare accurate price proposals and ensure a clear understanding of the refurbishment requirements at each location.
- Applicants must schedule their visits by reaching out to the designated lab focal points after the pre-bid meeting. Following the pre-bid meeting date, the visits must be completed within 15 working days in office hours. The bidder will bear the site visit costs.
- If you encounter any difficulties in arranging your site visits, please contact UNICEF for assistance.
- Interested bidders will contact UNICEF through email (TCOServContracts@unicef.org) to request contact person names and details for site visit.

Evaluation of the bids

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

Administrative Checklist

#	Required Documents
1	Signed Bid Form or Tender Document or RFP including UNICEF's General Terms of Reference.
2	The company's UN Global Marketplace (UNGM) registration number. The bidders are requested to register for, at the very latest, Basic and Level 1 stages. For registration and instructions on how to, bidders are advised to refer to the UNGM website (mandatory): https://www.ungm.org/Account/Registration
3	The financial proposal or BoQ is submitted in TRY currency
4	Any proposed implementation plan longer than 5 months will be considered ineligible.
5	Complete copy of your latest audited financial statements with comparative figures for the last 2 years, preferably signed by your company's accounting firm/ certified external auditor. The financial statements are to include the balance sheet and income statement / profit and loss statement (mandatory). Balance sheet (mandatory) Income statement/ Profit and Loss Statement (mandatory) Statement of cash flows (if available) Statement of changes in shareholders' equity (if available) The report from the external auditor (if available) Notes to the financial statements (if available)
6	Legal Registration in Turkey
7	Authorized Signature List
8	In case of Consortium/Joint venture, provide Consortium/Joint venture documents (agreement document, chart of collaboration, organization scheme)
9	Relevant project completion - total amount should not be less than USD 1,000,000 in the last 5 years
10	Quality Management System Certificate
11	Environment Management System Certificate
12	Occupational Health and Safety Certificate
13	Quality of Manufacturing or Quality of Service Certificate
14	The proposal must be received before the RFP Closing Date and Time
15	Submit the technical proposal and financial proposal separately (in two separate emails).

Evaluation of the bids

- Technical Evaluation:** The Technical Proposal was allocated a total possible score of 70 points. Technical Proposals receiving 49 points or higher will be considered technically responsive, and the Price Proposal will be opened. Proposals which are considered not technically compliant and non-responsive will not be given further consideration.
- The evaluation and award criteria for this bidding comprise a Cumulative Analysis evaluation (point system with weight attribution). The weighting ratio between the technical and financial proposals will be 70:30. The respective importance of technical and financial scores will be weighted as 70% and 30%.

EVALUATION CATEGORY	CRITERIA	MAX POINTS	WEIGHT (%)
1. Supplier Profile	1.1. Relevant experience of the company in the last 10 years (*provide evidence for completion of 3 large scale projects similar to the current one)	12	17.14%
	1.2. Ability to work within the specified provinces (Ankara, İstanbul, İzmir, Mersin, Gaziantep, Erzurum, Rize)	3	4.29%
	1.3. Demonstrated experience successfully working with government and/or international multiple stakeholders (*provide evidence for experience working with multiple stakeholders through at least one project)	3	4.29%
2. Quality of the Proposal	2.1. Relevance of the proposal [e.g., Does it address all requirements for Work Items— A1. Floor Coverings, A2. Baseboards, A3. Wall Coverings, A4. Ceiling Finishes, A5. Lighting Elements, A6. Soundproof Joinery Elements, A7. Aluminum Door Elements, A8. Electrical Works (Design and Application)]	15	21.43%
	2.2. Signed statement confirming technical compliance (e.g., alignment with technical standards for all materials and finishes noted in the ToR)	12	17.14%
	2.3. Quality and feasibility of the implementation plan	3	4.29%
3. Procurement of Interior Furniture	3.1. Evaluation against furniture specifications noted in the ToR [Overall compliance of furniture proposals against the list under (B1) Seating Group and Comfort Products (B2) Table and Workspace Equipment (B3) Chairs and Seating Arrangements (B4) Cabinets and Storage Units (B5) Other Furniture]	18	25.71%
4. Risk Mitigation	4.1. Signed statement confirming compliance with Defects Liability Period (DLP) (minimum 6 months)	2	2.86%
	4.2. Risk management strategy outlining the possible risks and challenges anticipated and proposed solutions (e.g., ability to address project risks such as delays, quality, etc.)	2	2.86%
TOTAL		70	100%

Evaluation of the bids

- **Financial Evaluation:** The total amount of points allocated for the price component is [30]. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price.
- The bidder achieving the highest combined technical and price score will be awarded the contract

Notes for Financial Proposal

- Detailed specifications for each task and item to be procured, including 3D visuals and layouts for each lab, are available in the reference documents uploaded on the UNGM page. Applicants must carefully review these documents to ensure that their proposed unit prices align with UNICEF's specifications. These specifications will serve as the benchmark for UNICEF during the verification and receipt of items and services.
- If applicants propose additional work items for lab refurbishments (no matter in which lab the additional work will be performed), they must describe the additional work under a single line, "Tab A-Price Proposal, Line Ag. Additional work items that can be proposed by the applicants." After completing this description, applicants are also required to submit a lump sum price proposal for the additional work items.
- UNICEF is exempted from VAT, so the prices shall be offered excluding VAT.

Notes for Financial Proposal

- The Tender is a Lump Sum tender. The bidders' offer shall be deemed to include all tasks contained in the tender documents, and the bidders shall be fully responsible for performing all the tasks essential to making the project fully functional and operational. The Bill of Quantities will be used to evaluate all tasks shown on the drawings, covered in the specifications, and required in accordance with the Tender Documents.
- If the unit number is stated as zero, it means that the related task/item will not be included in the refurbishment or furniture list for the respective lab. For refurbishment, if you believe it is needed, you may enter your quantity in the "Proposed Quantity" section. For furniture, the quantities cannot be adjusted.
- The unit numbers have been prepared to facilitate a financial offer based on the architectural concept ToR. Materials, products, and quantities may vary depending on the architectural, electrical, and mechanical application projects.
- Please include relevant installation costs in your proposed prices. Note that no additional payment will be made to the selected company for furniture installation costs. Only delivery costs specified in budget line B6 will be paid to the selected company.
- Please include relevant labor costs in your proposed prices for applicable items. Note that no additional payment will be made to the selected company for labor costs.
- Price quotations must include the warranty period and after-sales service for each item. After-sales service includes prompt rectification of any malfunctioning items. Following the award of the contract, the selected supplier must submit warranty certificates (including after-sales service) for every item. Consignees will receive the original warranty certificates, and copies will be submitted to UNICEF. Waybills for each shipment (including PO numbers and item serial numbers) must also be submitted to UNICEF, along with delivery forms signed and stamped by the consignees.
- All goods and service items must be delivered to the locations specified in the annexed distribution list. The delivery deadline for refurbished labs and installed furniture is the by the first week of September. However, please account for potential adjustments to the delivery timeline, which may be moved two months earlier or later.