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INVITATION TO BID

Procurement of Fleet Leasing for URDP

ITB No.: UNDP-TUR-ITB(UR)-2020/09

Project: Uplands Rural Development Programme (URDP)

Country: Turkey

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security

Please be informed that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system.

- Visit this page for system user guides and videos in different languages:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/>

- If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password.
- 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 follow the instructions in the user guide (attached): <https://etendering.partneragencies.org>
 - o Username: event.guest
 - o 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.
- Please note that your new password should meet the following criteria:
 - o Minimum 8 characters
 - o At least one UPPERCASE LETTER

- At least one lowercase letter
- At least one number

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, you must register in the system and subscribe to this tender to be notified when amendments are made.

E-Mail and Hard Copy Submissions are not accepted. Bids shall be submitted through e-tendering only.

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the “Deadline for Submission of Bids” set out in the eTendering System. Note that e-tendering system time zone is in **EST/EDT (New York)** time zone.

Please acknowledge receipt of this ITB by utilizing the “Accept Invitation” function in eTendering system. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely;

UNDP TURKEY Country Office

Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

c. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

be rejected.

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English Please note that Turkish version of this ITB and its Annexes are given only for information purposes. In case of an inconsistency between Turkish and English versions, the English version shall prevail.
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days following bid submission deadline
6	13	Bid Security	<p>Required in the amount of TRY 50,000.00</p> <p>Acceptable Forms of Bid Security: Bank Guarantee (See Section 6, Form G for the template)</p> <ul style="list-style-type: none"> ▪ Bid Security shall be in English as per the template ▪ Currency of the Bid Security shall be in TRY as per the amount indicated above ▪ No change shall be made to the template except for fields indicated in the template ▪ Bid Security shall be valid until 30 days after the expiry of Bid Validity Period. (i.e. 120 days after bid submission deadline) ▪ Original Bid Security shall be delivered to the below address on or before the submission deadline indicated in e-tendering system, with a PDF copy submitted as part of the electronic submission.

			Focal Point: Tunç Gürdal, Procurement Specialist Yıldız Kule, 21st Floor, Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara, Turkey
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay in delivery of the fleet: 2% Max. number of days of delay is 35, after which UNDP may terminate the contract.
9	40	Performance Security	Not required
10	12	Currency of Bid	New Turkish Liras (TRY)
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the bid submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Tunç Gürdal, Procurement Specialist Address: Yıldız Kule, Yukari Dikmen Mah. Turan Gunes Blv. No:106, 06550, Cankaya/Ankara/TURKEY E-mail address: : tr.procurement@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	November 10, 2020, 07:00 am (EST/EDT New York Time) as indicated in the e-tendering System. Please note that system time zone is New York.
14	22	Allowable Manner of Submitting Bids	E-Tendering only EVENT ID: ITB-20-09 This procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

			<p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>If already registered, go to https://etendering.partneragencies.org and sign in using your username and password.</p> <p>Use "Forgotten password" link if you do not remember your password. Do not create a new profile.</p> <p>If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached):</p> <p>https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> •Username: event.guest •Password: why2change <p>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.</p> <p>Please note that your new password should meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum 8 characters • At least one UPPERCASE LETTER • At least one lowercase letter • At least one number <p>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, you must register in the system</p>
15	22	Bid Submission Address	<p>Bids shall be submitted through UNDP e-tendering system.</p> <p>Although bids shall be submitted through e-tendering, UNDP reserves the right to request original copies of the documents submitted as part of the bids during evaluation period, if required.</p> <p>Focal Point: Tunç Gürdal, Procurement Specialist</p> <p>Yıldız Kule, 21st Floor, Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara, Turkey</p>

16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special/Turkish character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 45 MB
17	25	Date, time and venue for the opening of bid	Bidders will receive notification through e-tendering when bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	Contract is expected to be signed in November 2020
20		Maximum expected duration of contract	12 months following the contract signature date
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24	44	Payment Provisions	<p>Payments shall be made on a monthly basis after inspection and written acceptance of vehicles and services by UNDP and receipt of invoice from the Contractor.</p> <p>Condition for release of payments:</p> <ol style="list-style-type: none"> 1. Inspection and acceptance of the vehicles at the time of delivery to the delivery locations. All vehicles shall conform with the specifications required in the ITB Document. 2. Acceptance of monthly rental services by UNDP. Monthly rental service shall be given in accordance with the requirements stipulated in the ITB Document. <p>Payments will be realized in thirty calendar days following written acceptance of services and submission of the invoice in accordance with UNDP General Terms and Conditions of Contracts.</p>

25		Taxation	<i>UN and its subsidiary organs are exempt from all taxes. Therefore, Bidders shall prepare their financial bids excluding Value Added Tax (VAT). It is the Bidder's 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 General Communiqués. The contractor selected for the award shall not be entitled to receive any amount over its bid price in relation to VAT, Special Consumption Tax and any other applicable taxes. Overall contract amount to be paid to the contractor shall not exceed the total amount offered in the Financial Proposal.</i>
26	14	Joint Venture, Consortium or Association	Not allowed
27		Other Information	The documents that will be attached to Form B: Bidder Information Form (such as Certificate of Incorporation/Business Registration and Power of Attorney) can be submitted in local languages in the case that they are provided only in the local language by issuing authorities. In that case, the English translations of these documents shall be submitted by Proposers along with original documents in the local language. UNDP reserves the right to request notarized versions of these translations any time during the evaluation.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none">▪ Duly authorized to act as Agent on behalf of the Dealer, or Power of Attorney, if bidder is not a dealer▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum one contract of similar value, nature and complexity implemented over the last 10 years.	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of TRY 1,000,000.00 for the last 3 years.	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	Form F: Price Schedule Form
Other Information	Documents showing the brand code, type code, brand name, type name, model year and automobile insurance price of the vehicles as published by the insurance value list published by the Turkey Association of Insurance and Reinsurance and Pension Companies of Transport.	Form E: Technical Bid Form

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

Please be informed that that Turkish version of the specifications is given for reference purpose only. In case of an inconsistency between Turkish and English versions, English version shall prevail.

1.SUBJECT and SCOPE: Within the scope of the Uplands Rural Development Programme (URDP), for which UNDP provides implementation support, 30 (thirty) C segment SUV (4x4) vehicles will be rented to be used for the transportation of personnel and materials to the sites related with the services to be carried out by Adana, Mersin, Osmaniye, Kastamonu, Bartın ve Sinop Provincial Directorate of Agriculture and Forestry and District Directorates and Branch Directorates affiliated to the Center in accordance with the relevant legislation of the Ministry of Agriculture and Forestry. The distribution of cars to provinces is as follows: <ul style="list-style-type: none">• Adana: 6• Osmaniye: 4• Mersin: 6• Kastamonu: 6• Bartın: 4• Sinop: 4	1.KONU ve KAPSAM: UNDP'nin uygulama desteği verdiği Kırsal Dezavantajlı Alanlar Kalkınma Projesi (KDAKP) kapsamında Adana, Mersin, Osmaniye, Kastamonu, Bartın ve Sinop İl Tarım ve Orman Müdürlüğü ve İlçe Müdürlükleri ile Merkeze bağlı Şube Müdürlüklerinin, T.C. Tarım ve Orman Bakanlığının ilgili mevzuatı gereği yürütecekleri hizmetlerde personel ve malzemelerin sahaya ulaşımlarının sağlanması amacı ile kullanılmak üzere kiralanacak 30 (otuz) adet C segmenti SUV (4x4) binek aracı kapsamaktadır. Araçların illere göre dağılımı şöyledir: <ul style="list-style-type: none">• Adana: 6• Osmaniye: 4• Mersin: 6• Kastamonu: 6• Bartın: 4• Sinop: 4
2. GENERAL FEATURES OF THE VEHICLES TO BE RENTED AS PART OF SERVICE PROCUREMENT: 2.1 Vehicles will be used 24 hours a day, 7 days a week, under the URDP service without time limitation. 2.2 All vehicles to be rented must be the same brand and model. 2.3 The information in the vehicle license and the physical appearance and technical features of the vehicle will be identical. 2.4 The rented vehicles will be suitable for	2.HİZMET ALIMI KAPSAMINDA KİRALANACAK TAŞITLARIN GENEL ÖZELLİKLERİ: 2.1 Araçlar URDP hizmetinde zaman kısıtlı olmaksızın 7 gün 24 saat kullanılacaktır. 2.2Kiralanan araçların tamamı aynı marka ve model olmalıdır. 2.3 Araç ruhsatındaki bilgiler ile aracın fiziki görünümü ve teknik özellikleri aynı olacaktır. 2.4 Kiralanan araçlar kullanmaya uygun, yıpranmamış, koltuklarında yırtık ve sökük

<p>driving, not worn out, with no torn and ripped seats, engine and driving parts have passed the necessary maintenance, smooth bodywork and paint, the production year of the vehicle tires will be 2018 and above, and the depth will be at least 4.5 mm.</p> <p>2.5 Vehicles to be provided should not have a significant damage and / or heavy damage record. Before the delivery of the vehicles, the Contractor will submit a clean registration report demonstrating the condition of the vehicles. All engine, mechanical and electrical parts of the vehicles will be in full and working condition. The vehicles will be in good condition, comply with the provisions of the Traffic Law and Highways Regulation, and these conformities will be preserved until the end of the contract.</p> <p>2.6 Mat, first aid kit, tool kit, towing rope, chain, chock, spare wheel, sufficient size fire extinguisher tube, jack, reflector, etc. must be available in the vehicle on the contract date as required by the Highways Traffic Law. At the end of the work, these tools will be delivered to the contractor with the vehicle.</p> <p>2.7 All the vehicles to be rented will be delivered to UNDP with full fuel tanks by the contractor, and at the completion of the contract, the vehicles will be delivered to the contractor with full fuel tanks.</p> <p>2.8 Partial dressing could be made to vehicles with visual materials as project-related logo etc.</p> <p>2.9 Considering that the vehicle will be used in the performance of the public service, there should not be anything on vehicles that does not comply with the standards such as add-ons, modifications or advertisements.</p> <p>2.10 UNDP could install devices to vehicles such as wireless phones and vehicle Identification systems for fuel purchase.</p>	<p><i>bulunmayan, motor ve yürüyüş aksamı gerekli bakımlardan geçmiş, kaporta ve boyası düzgün taşıtlar olacak, araç lastiklerinin üretim yılı 2018 yılı ve üzeri, derinlikleri ise en az 4,5 mm olacaktır.</i></p> <p><i>2.5 Sağlanacak araçların önemli bir hasar ve/veya ağır hasar kaydı olmamalıdır. Araçların teslimi öncesi, Yüklenici araçların durumunu gösteren temiz kayıt raporunu sunacaktır. Araçların tüm motor, mekanik ve elektrik aksamaları tam ve çalışır durumda olacaktır. Araçlar sağlam, Trafik Kanun ve Karayolları Tüzüğü hükümlerine uygun olacak ve bu uygunlukları sözleşme sonuna kadar korunacaktır.</i></p> <p><i>2.6 Kiralanacak araçlarda Karayolları Trafik Kanunu kapsamında bulunması gerekli olan; paspas, ilk yardım seti, takım avadanlık, çekme halatı, zincir, takoz, stepne, yeterli büyüklükte yangın söndürme tüpü, krika, reflektör vb. sözleşme tarihinde araçta hazır bulundurulmalıdır. İş bitiminde bu malzemeler yükleniciye araçla birlikte teslim edilecektir.</i></p> <p><i>2.7 Kiralanacak tüm araçların yakıt deposu dolu olarak yüklenici tarafından UNDP'ye teslim edilecek, iş bitiminde de yakıt deposu dolu olarak yükleniciye teslim edilecektir.</i></p> <p><i>2.8 Araçlara proje ile ilişkili logo vb. görsel materyaller ile kısmi giydirme yapılabilecektir.</i></p> <p><i>2.9 Aracın Kamu görevinin ifasında kullanılacağı dikkate alınarak, araçta eklenti, tadilat ve reklam gibi standartlara uygun olmayan hiçbir şey bulunmayacaktır.</i></p> <p><i>2.10 UNDP araçlara telsiz telefon gibi cihazlar ile akaryakıt alımı için Araç Tanıma sistemi takabilecektir.</i></p>
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<p>2.11 All vehicles to be rented will be fitted with winter and summer tires according to seasonal conditions and in accordance with Article 5 of the communiqué on the obligation to use winter tires published in the Official Gazette No. 30025 dated 01 April 2017. Tire replacement will be carried out by the contractor. In addition, worn tires will be replaced within 3 (three) days upon notification by UNDP to the contractor. As of the commencement date of contract, the vehicles shall have tires suitable for the season.</p> <p>2.12 Costs such as insurance, inspection and maintenance of vehicles to be rented will be borne by the contractor.</p> <p>2.13 Vehicles to be rented must have compulsory automobile liability insurances. In addition, the vehicles will be fully insured. Insurance policies will be arranged to cover more than one driver, any liability that will arise from not having automobile insurance within the contract period, having it done late, having insufficient guarantees made or not having the required coverage amounts, and also cancellation of car insurance policy of the vehicles by the contractor within the contract period will belong to the contractor. UNDP will not take any responsibility in this regard.</p> <p>2.14 During the implementation period of the contract, the contractor is obliged to make all compulsory payments such as full insurance without exemption, compulsory traffic insurance, motor vehicle tax (as of the payment periods), exhaust and technical examinations and other similar obligations. A copy of the documents proving the fulfillment of the obligations within this scope that must be fulfilled within the implementation period will be delivered to UNDP before the first progress payment. The Contractor is obliged to pay the penalties and sanctions (UNDP will deduct 2% of the progress payment from the amount to be paid to the Contractor for each week delay after the stated deadline) arising from their non-fulfillment or</p>	<p><i>2.11 Kiralanacak tüm araçlara mevsim şartlarına göre ve 01 Nisan 2017 tarihli 30025 sayılı resmi gazetede yayımlanan kış lastiği kullanma zorunluluğu ile ilgili tebliğin 5. Maddesine uygun olarak kışlık ve yazlık lastikler takılacaktır. Lastik değiştirme işlemleri yüklenici tarafından yaptırılacaktır. Ayrıca aşınan ve yıpranan lastikler de UNDP tarafından yükleniciye bildirildiğinde 3 (üç) gün içerisinde değiştirilecektir. İşe başlama tarihi itibarı ile araçlarda mevsimine uygun lastik takılı olacaktır.</i></p> <p><i>2.12 Kiralanacak tüm araçların sigorta, kasko, muayene ve bakım onarım vb. giderleri yüklenici tarafından karşılanacaktır.</i></p> <p><i>2.13 Kiralanacak araçların zorunlu mali sorumluluk sigortası olmalıdır. Ayrıca araçlar full kaskolu olacaktır. Kasko poliçeleri birden fazla sürücüyü kapsayacak şekilde düzenlenecek, Sözleşme süresi içerisinde kasko sigortasının yaptırılmamasından, geç yaptırılmasından, teminatların eksik yaptırılmasından veya istenilen teminat tutarlarından yaptırılmamasından, ayrıca araçlara ait kasko poliçelerinin sözleşme süresi içerisinde yüklenici firma tarafından iptal ettirilmesinden doğacak her türlü yükümlülük (zarar, ziyan, zayıat vb.) yükleniciye ait olacaktır. UNDP bu konuda her hangi bir sorumluluk üstlenmeyecektir.</i></p> <p><i>2.14 Yüklenici, hizmet alımı süresi boyunca; muafiyetsiz full kasko, zorunlu trafik sigortası, motorlu taşıtlar vergisi (ödeme dönemleri itibarıyla), egzoz ve fenni muayeneler ve benzeri bütün zorunlu ödemeleri yapmak zorundadır. Hizmet süresi içinde yapılması gereken bu kapsamdaki yükümlülüklerin yerine getirildiğine dair belgelerin birer örneği ilk hakediş ödemesinden önce UNDP'ye teslim edilecektir. Yüklenici bu sorumlulukları yerine getirmemesi veya eksik yerine getirmesi nedeniyle uygulanacak ceza ve yaptırımları (UNDP, ifade edilen son teslim tarihinden sonraki her bir haftalık gecikme için hakediş bedelinin %2'sini Yükleniciye ödenecek bedelden kesecektir.)</i></p>
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<p>partial-fulfillment of these duties.</p> <p>2.15 In the cases of failure of any of the vehicles, the need for routine maintenance, the time of inspection, etc, the contractor will provide another vehicle with similar features subject to UNDP approval. In addition, if the vehicle becomes nonusable for any reason, it will be replaced with a substitute vehicle with similar features.</p> <p>2.16 No payment will be made to the contractor for the days the vehicle could not be used. In addition, if the Contractor does not provide a vehicle with similar features within 3 (three) days following the notification and approval of UNDP, 2% of the progress payment will be deducted from the amount to be paid to the Contractor for each delayed day over 3 (three) days.</p> <p>2.17 Even though the car insurance policies are complied with, in case of any accident, all kinds of maintenance and repairs will be covered by the Contractor, if the repair period exceeds 3 (three) days, a substitute vehicle will be provided, and no additional fee will be paid for this service.</p> <p>2.18 UNDP will not be responsible for the preparation and provision of the documents required to be preserved in the vehicles to be rented in accordance with the provisions of the Road Transport Regulation of the Ministry of Transport. UNDP will not be held liable for any damage that may arise in the cases of any accident, theft or fire, flood and lightning strike, etc. The contractor is responsible against all kinds of lawsuits, damages and losses claimed by third parties. UNDP is not a party or an answerer to such cases, complaints and similar issues.</p> <p>2.19 Leased vehicles can be used by officials within the scope of Uplands Rural Development Programme (URDP) and other official personnel assigned by Adana/ Mersin/ Osmaniye/ Kastamonu/ Bartın/ Sinop Provincial Directorate</p>	<p><i>ödemekle yükümlüdür.</i></p> <p><i>2.15 Araçlardan herhangi birinin arızalanması, rutin bakım ihtiyacının doğması, muayene zamanının gelmesi vb. durumlarda yüklenici benzer özelliklerde bir başka aracı UNDP onayı ile çalıştıracaktır. Buna ilave olarak, araç, herhangi bir sebeple kullanılamaz hale gelmesi durumunda, benzer özelliklerde ikame bir araçla değiştirilecektir.</i></p> <p><i>2.16 Aracın kullanılmadığı günler için yükleniciye herhangi bir ödeme yapılmayacaktır. Ayrıca, yüklenici UNDP'nin bilgilendirmesi ve onayını takiben 3 (üç) gün içinde benzer özelliklerde bir araç temin etmediği takdirde, 3 (üç) günün üzerinde her bir günlük gecikme için hakediş bedelinin %2'si Yükleniciye ödenecek bedelden kesilecektir.</i></p> <p><i>2.17 Kasko kurallarına uyulduğu halde her hangi bir kaza durumunda her türlü bakım ve onarım yüklenici firma tarafından karşılanacak, onarımı süresinin 3 (üç) günü geçmesi durumunda, ikame araç temin edecek, bunun için ise ayrıca ücret ödenmeyecektir.</i></p> <p><i>2.18 UNDP, Ulaştırma Bakanlığının Karayolu Taşıma Yönetmeliği hükmü gereğince kiralanan olan araçlarda bulunması gereken evrakların tanzimi ve temininden sorumlu olmayacaktır. UNDP, ayrıca, herhangi bir kaza, hırsızlık veya yangın, sel ve yıldırım düşmesi vb. durumlarda ortaya çıkacak hiçbir zarardan da sorumlu tutulmayacaktır. Üçüncü şahıslarca açılacak her türlü dava, zarar ve ziyan taleplerine karşı yüklenici sorumludur. UNDP bu kabil dava, şikâyet ve benzeri konulara hiçbir şekilde taraf ve muhatap değildir.</i></p> <p><i>2.19 Kiralanan araçlar, Kırsal Dezavantajlı Alanlar Kalkınma Projesi kapsamındaki görevliler ve Adana/ Mersin/ Osmaniye/ Kastamonu/ Bartın/ Sinop İl Tarım ve Orman Müdürlüğü tarafından görevlendirilen diğer resmi personel tarafından kullanılabilir. Bu</i></p>
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<p>of Agriculture and Forestry. In the cases of accident etc. related to these vehicles, the damage to be incurred will be covered by the insurance cost of the contractor. The traffic tickets for the use of these vehicles will be paid by the personnel driving the vehicle. However, in case of penalties for the features or mandatory documents that should be related to the vehicle, the contractor should pay the penalties.</p> <p>2.20 Vehicles cannot be changed by the contractor without prior notice to UNDP at least 1 (one) month before and subject to UNDP approval.</p> <p>2.21 At the end of the service period, the contractor will not make a claim such as repair and maintenance, etc. from UNDP due to the wear/ageing of the vehicles. However, personnel-based traffic tickets and similar fines, which are realized within the contract period and are reflected after this period, will be covered by UNDP.</p> <p>2.22 The vehicles will be delivered to the relevant Provincial Directorate of the Ministry of Agriculture and Forestry on the starting date, and licenses, insurance policies and motor own damage policies will be brought along with the vehicles. The vehicles will be received by the relevant inspection and acceptance committees after their compliance with the specification is verified and the acceptance report is signed.</p>	<p><i>araçlarla ilgili kaza vs. gibi durumlarda oluşacak hasar, yüklenicinin yapmış olduğu kasko bedelinden karşılanır. Bu araçlarla ilgili kullanıma yönelik kesilen trafik cezaları, aracı kullanan personel tarafından ödenecektir. Ancak araçla ilgili olması gereken özellikler veya zorunlu belgelere dair ceza kesilmesi durumunda, cezaları yüklenici ödeyecektir.</i></p> <p><i>2.20 Araçlar yüklenici tarafından UNDP'ye en az 1 (bir) ay önce haber verilmeden ve UNDP onayı alınmadan değiştirilemeyecektir.</i></p> <p><i>2.21 Hizmet süresi sonunda yüklenici firma, araçların yıpranmasından dolayı UNDP'den tamir ve bakım vb. talebinde bulunmayacaktır. Ancak sözleşme süresi içerisinde gerçekleşmiş, tahakkuku daha sonra yansıyacak personel kaynaklı trafik cezası ve benzeri cezalar UNDP tarafından karşılanacaktır.</i></p> <p><i>2.22 Araçlar işe başlama tarihinde ilgili Tarım ve Orman Bakanlığı İl Müdürlüğüne teslim edilecek, araçlarla birlikte ruhsat, sigorta poliçeleri ve kasko poliçeleri de getirilecektir. Araçlar, ilgili muayene ve kabul komisyonu tarafından, şartnameye uygunlukları tespit edildikten ve kabul raporu imzalandıktan sonra teslim alınacaktır.</i></p>
<p>3. CONSIDERATIONS RELATED TO THE VEHICLES TO BE RENTED:</p> <p>Bidders are required to submit documents showing the brand code, type code, brand name, type name, model year and automobile insurance price of the vehicles as published by the insurance value list published by the Turkey Association of Insurance and Reinsurance and Pension Companies of Transport together with their bids.</p> <p>3.1 30 (thirty) SUV class (4x4) cars to be rented without a driver and fuel costs belonging to the</p>	<p>3. KİRALANACAK ARAÇLARLA İLGİLİ HUSUSLAR:</p> <p><i>İsteklilerin, teklif edecekleri araçların Taşıtların Türkiye Sigorta Reasürans ve Emeklilik Şirketleri Birliği tarafından yayımlanan kasko değer listesinde bulunduğu şekilde araçların marka kodu, tip kodu, marka adı, tip adı, model yılı ve kasko bedeli bilgilerini gösteren belgelerini teklifleri ile birlikte sunmaları gerekmektedir.</i></p> <p><i>3.1 Şoförsüz ve yakıt giderleri projeye ait olmak üzere kiralananak 30 (otuz) adet SUV sınıfı (4x4)</i></p>

<p>project must have the following technical specifications:</p> <ul style="list-style-type: none"> • At least 2019 model • Maximum 50.000 Km. used • Working air conditioning system, • At least 2 airbags for the driver and passengers, • Power steering, • Working media and music system, • Remote controlled central lock and spare key, • Roller type seat belt and seat belt warning system, • Automatic front and rear windows, • Rear parking sensor, • Diesel engine with a displacement between 1,400 cc - 1,600 cc, • At least 90 hp engine output, • Manual / automatic gear, • ABS (Anti-Lock Brake System), • 5 doors and 4 + 1 passenger capacity, • Suitable for use in the field 	<p><i>binek araç aşağıdaki teknik özelliklere sahip olmalıdır:</i></p> <ul style="list-style-type: none"> • <i>En az 2019 model,</i> • <i>En fazla 30.000 Km. yol yapmış,</i> • <i>Çalışır durumda klima sistemi,</i> • <i>Sürücü ve yolcular için en az 2 hava yastığı,</i> • <i>Hidrolik direksiyonlu,</i> • <i>Çalışır durumda medya ve müzik sistemi,</i> • <i>Uzaktan kumandalı merkezi kilit ve yedek anahtarı,</i> • <i>Makaralı tip emniyet kemeri ve emniyet kemeri ikaz sistemi,</i> • <i>Otomatik ön ve arka camlar,</i> • <i>Arka park sensörü,</i> • <i>1.400 cc - 1.600 cc arasında silindir hacimli dizel motor,</i> • <i>En az 90 hp motor çıkış gücü,</i> • <i>Manuel/otomatik vites,</i> • <i>ABS (Anti Blokaj Fren Sistemi),</i> • <i>5 kapı ve 4+1 kişilik yolcu kapasitesi,</i> • <i>Arazide kullanıma uygun.</i>
<p>4. RENTAL PERIOD:</p> <p>4.1. The car rental service shall commence upon the signature of the contract between the UNDP and the Contractor, and the validity period shall be 12 months from the date on which the contract enters into force.</p>	<p>4. KİRALAMA SÜRESİ:</p> <p>4.1. Araç kiralama hizmeti, UNDP ile Yüklenici arasında imzalanacak sözleşmeyi müteakiben başlayacak ve geçerlilik süresi sözleşme tarihinden itibaren 12 ay olacaktır.</p>
<p>5. ISSUES RELATED TO PAYMENT:</p> <p>5.1. The contractor shall not be provided with an advance payment for renting the vehicles.</p> <p>5.2. Contractor's payments shall be made on a monthly basis to the bank account specified by Contractor against the invoice/s.</p> <p>5.3. On the other hand, traffic tickets and tolls resulting from the use of these vehicles shall be paid by the staff who drive(s) the vehicle. The Contractor is liable to report the relevant penalties to UNDP on a monthly basis.</p> <p>5.4. No surplus charges will be paid to Contractor.</p>	<p>5. ÖDEME İLE İLGİLİ HUSUSLAR:</p> <p>5.1. Yükleniciye taşıt kiralaması için avans verilmeyecektir.</p> <p>5.2. Yüklenicinin ödemeleri, Yüklenici tarafından belirtilen banka hesabına, faturaya/faturalara karşılık aylık olarak yapılır.</p> <p>5.3. Diğer taraftan, bu araçların kullanımına ilişkin trafik cezaları ve geçiş ödemeleri, aracı kullanan personel tarafından ödenecektir. Yüklenici, ilgili cezaları UNDP'ye aylık bazda raporlamakla yükümlüdür.</p> <p>5.4. Yükleniciye fiyat farkı ödenmeyecektir.</p>
<p>6. OTHER PROVISIONS:</p> <p>6.1 The Contractor will submit the following to UNDP before the contract is signed:</p> <ul style="list-style-type: none"> • Motor Vehicle Traffic and Registration Documents for Vehicles, 	<p>6. DİĞER HÜKÜMLER:</p> <p>6.1 Yüklenici, sözleşme imzalanmadan önce, aşağıdakileri UNDP'ye teslim edecektir:</p> <ul style="list-style-type: none"> • Taşıtlara Ait Motorlu Araç Trafik ve Tescil Belgeleri,

<ul style="list-style-type: none"> • Authorization Documents and Vehicle Cards, • Motor Insurance Policies. <p>6.2 The Contractor shall be responsible for all tire renewal and repair of the vehicle subject to this service. The contractor will provide snow tires with legal features in terms of service safety in winter, free of charge, for the period of use determined by the Law.</p> <p>6.3 Vehicles subject to this service procurement should comply with the Vehicle Law No. 237, the Highway Traffic Law No. 2918, the Highway Traffic Regulation and the Highway Transport Regulation, and all technical, health, equipment and accessories will be in working condition.</p> <p>6.4 Whether the radiators of the vehicles within the scope of this service are heated-insufficiently, the suitability of the seats, floor coverings, ceiling structure and window insulation, the suitability of the lighting equipment and similar issues, the detected malfunctions and issues that do not comply with the specifications defined in this document shall be resolved by the Contractor without causing any disruption to the service.</p> <p>6.5 At the end of the service period, the contractor will not request repair and maintenance costs from UNDP due to the wear of the vehicles.</p> <p>6.6 Routine maintenance of the vehicles to be rented every year and / or after using them for 10,000 (ten thousand) km will be made by the contractor in the authorized maintenance service provider, service maintenance fee and other expenses, if any, will be paid by the Contractor. For the vehicles to be into service following the signature of this contract, if the need to take the vehicles by the Contractor to maintenance service, physical examination, etc. arises, the vehicles will be delivered to the Contractor by official personnel with a report and the vehicle will be returned with a report after the completion of maintenance services. (Date of delivery and receipt of the vehicle, time, km, amount of fuel etc. will be noted in the report). The Contractor</p>	<ul style="list-style-type: none"> • Yetki Belgeleri ve Eki Taşıt Kartları, Kasko Sigortası Poliçeleri. <p>6.2 Hizmet alımına konu taşıtın, tüm lastik yenileme ve tamir sorumluluğu Yükleniciye ait olacaktır. Yüklenici, kış aylarında ise hizmet güvenliği açısından yasal özelliklere sahip kar lastiklerini yine yasa ile belirlenmiş kullanım dönemi için ücretsiz temin edecektir.</p> <p>6.3 Hizmet alımına konu taşıtlar, 237 sayılı Taşıt Kanunu, 2918 sayılı Karayolları Trafik Kanunu, Karayolları Trafik Yönetmeliği ve Karayolu Taşıma Yönetmeliği'ne uygun olacak olup, bilumum teknik, sağlık, cihaz, donanım ve aksesuarları çalışır vaziyette olacaktır.</p> <p>6.4 Hizmet alımına konu taşıtların kaloriferlerinin yeterli ısıtıp-ısıtmadığı, koltuklarının, yer döşemelerinin, tavan yapısının ve pencere yalıtımının uygunluğu, ışıklandırma tertibatının uygunluğu ve bunlara benzer hususlarda, tespit edilen arıza, aksaklık ve bu şartnamede tanımlanan özelliklere uymayan hususlar, Yüklenici tarafından hizmet aksamasına sebebiyet verilmeden giderilecektir.</p> <p>6.5 Hizmet süresi sonunda yüklenici firma, araçların yıpranmasından dolayı UNDP'den tamir ve bakım masrafı talebinde bulunmayacaktır.</p> <p>6.6 Kiralanacak araçların her yıl ve/veya 10.000 (onbin) km yol kat ettikten sonraki rutin bakımları Yüklenici tarafından yetkili servise yaptırılacak, servis bakım ücreti ve varsa diğer giderleri Yüklenici tarafından ödenecektir. Sözleşme imzalanarak hizmete başlayan araçlar yüklenici tarafından Araçların bakımları, fenni muayeneleri vb. için götürülmesi gerektiğinde İdareye yazılı olarak başvurmamasından sonra İdarelerde görevli bir personel tarafından bir tutanakla teslim edilecek, Araç geldiğinde tutanakla teslim alınacaktır. (Tutanağa aracın teslim edildiği ve alındığı tarih, saat, Km, Akaryakıt miktarı vb. kesinlikle belirtilecektir.) Araçların bakımları, fenni muayene vb. için</p>
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<p>should provide a substitute vehicle instead of the vehicle in maintenance, physical examination, etc.</p> <p>6.7 The vehicles will be delivered to the relevant Provincial Directorate of Agriculture and Forestry Provincial Management Unit. All delivery costs regarding vehicles will be borne by the contractor.</p>	<p><i>götürülmesi gerektiğinde, Yüklenici bakıma giden aracın yerine araç getirmek zorundadır.</i></p> <p><i>6.7 Araçlar, ilgili İl Tarım ve Orman Müdürlüğü İl Yönetim Birimine teslim edilecektir. Teslimatla ilgili tüm masraflar yükleniciye aittir.</i></p>
<p>7.OTHER ISSUES:</p> <p>7.1 The contractor is responsible for the safety of the rented vehicles as the service provider and the personnel using the vehicle is responsible as the end user. Pursuant to the provision of the Road Transport Regulation of the Ministry of Transport, the preparation and supply of the documents required to be on the vehicles belong to the contractor, and UNDP and the Relevant Authorities will not be responsible for any damage to third parties due to lack of relevant documents, traffic insurance, automobile insurance. In addition, the contractor is responsible for all kinds of lawsuits, damages and loss claims to be filed by third parties in this regard. UNDP and Relevant Authorities are not a party or an answerer to such cases, complaints and similar issues. UNDP has the right of recourse to the contractor in case of any such requests or any judgment against it. Therefore, if UNDP suffers damage, the contractor will pay for that damage. In the event that the contractor is recourse and the contractor does not pay within the specified periods, the enforcement method will be followed.</p> <p>7.2 The Contractor cannot request for the vehicle sent to UNDP's order not to go, claiming that the road conditions are bad, long or busy. The choice of the route and route it will take is under the responsibility of UNDP. The vehicle is at UNDP's command at the time of duty. The contractor cannot cause disruption and delay of the work.</p> <p>7.3 During the implementation of the contract, the following legislation will be considered:</p> <ul style="list-style-type: none"> o Council of Ministers Decision No. 2006/10193 o Vehicle Law No. 237 	<p>7 DİĞER HUSUSLAR:</p> <p><i>7.1 Kiralanan araçların emniyetinden tedarikçi olarak yüklenici, kullanıcı olarak da aracı kullanan personel sorumludur. Ulaştırma Bakanlığının Karayolu Taşıma Yönetmeliği hükmü gereğince, araçlarda bulunması gereken evrakların tanzimi ve temini yüklenici firmaya ait olup ilgili evrakların eksik olması, trafik sigortası, kasko sigortası ile üçüncü şahıslara vereceği zararlardan, UNDP ve İlgili Makamlar sorumlu olmayacaktır. Ayrıca bu konuda üçüncü şahıslarca açılacak her türlü dava, zarar ve zaiyat taleplerine karşı yüklenici sorumludur. UNDP ve İlgili Makamlar bu kabil dava, şikâyet ve benzeri konulara hiçbir şekilde taraf ve muhatap değildir. UNDP'nin bu tip taleplere muhatap olması veya aleyhine herhangi bir hüküm tesis edilmesi hallerinde yükleniciye rücu hakkı bulunmaktadır. Bu sebeple UNDP zarara uğrarsa bu zararı yüklenici ödeyecektir. Yüklenicinin rücu ettirilmesi durumunda ve yüklenicinin belirtilen sürelerde ödeme yapmaması durumunda icra yolu karşılanacaktır.</i></p> <p><i>7.2Yüklenici, UNDP emrine gönderdiği araç için yol şartlarının bozuk, uzun, yoğun olduğunu iddia ederek gitmeme isteğinde bulunamaz. Gideceği yol ve güzergâhın seçimi UNDP görevlisindedir. Araç görev anında UNDP emrindedir. Yüklenici işin aksamasına ve gecikmesine sebebiyet veremez.</i></p> <p><i>7.3 İşin uygulaması sırasında aşağıdaki mevzuat göz önünde bulundurulacaktır:</i></p> <ul style="list-style-type: none"> <i>o 2006/10193 sayılı Bakanlar Kurulu Kararı</i> <i>o 237 sayılı Taşıt Kanunu</i> <i>o 2918 sayılı Karayolları Trafik Kanunu</i> <i>o Kamu Kurum ve Kuruluşları Personel</i>

<ul style="list-style-type: none"> o Highways Traffic Law No. 2918 o Public Institutions and Organizations Personnel Service Regulation o Road Transport Regulation o Regulation on the Production Modification and Installation of Vehicles o Machinery Safety Regulation o Commercial Vehicle Driving Certificate Regulation 	<p><i>Servis Hizmet Yönetmeliği</i></p> <ul style="list-style-type: none"> <i>o Karayolu Taşıma Yönetmeliği</i> <i>o Araçların İmal Tadil ve Montajı Hakkında Yönetmelik</i> <i>o Makina Emniyet Yönetmeliği</i> <i>o Ticari Taşıt Kullanma Belgesi Yönetmeliği.</i>
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Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2020] (Pls. link this to price schedule)	DAP
Exact Address of Delivery/Installation Location	<p>ADANA: Adana İl Tarım ve Orman Müdürlüğü, Köprülü Mahallesi Mithat Özsan Bulvarı No:4 01330 Yüreğir/ADANA</p> <p>OSMANİYE: Osmaniye İl Tarım ve Orman Müdürlüğü, Kadiri Yolu Otoban Girişi / OSMANİYE</p> <p>MERSİN: Mersin İl Tarım ve Orman Müdürlüğü, Gazi Mah. 1303. Sokak No:13/A 33130 Yenişehir / MERSİN</p> <p>KASTAMONU: Kastamonu İl Tarım ve Orman Müdürlüğü, Saraçlar Mahallesi Bayındır Sokak No:2 37820 Merkez/KASTAMONU</p> <p>BARTIN: Bartın İl Tarım ve Orman Müdürlüğü, Gölbucağı Mah. 560. Sokak No:10 Merkez/ BARTIN</p> <p>SİNOP: Sinop İl Tarım ve Orman Müdürlüğü, Gelincik Mahallesi Fatih Caddesi No: 13 57000 SİNOP</p>
Inspection upon delivery	The vehicles will be delivered to the relevant Provincial Directorate of the Ministry of Agriculture and Forestry on the starting date, and licenses, insurance policies and motor own damage policies will be brought along with the vehicles. The vehicles will be received by the relevant inspection and acceptance committees after their compliance with the specification is verified and the acceptance report is signed.
Local Service Support	Routine maintenance of the vehicles to be rented every year and / or after using them for 10,000 (ten thousand) km will be made by the contractor in the authorized maintenance service provider, service maintenance fee and other expenses, if any, will be paid by the Contractor. For the vehicles to be into service following the signature of this contract, if the need to take the vehicles by the Contractor to maintenance service, physical examination, etc. arises, the vehicles will be delivered to the Contractor by official personnel with a report and the vehicle will be returned with a report after the completion of maintenance services. (Date of delivery and receipt of the vehicle, time, km, amount of fuel etc. will be noted in the report). The Contractor should provide a substitute vehicle instead of the vehicle in maintenance, physical examination, etc.
Payment Terms (max. advanced payment is 20% as per UNDP policy)	Contractor's payments shall be made on a monthly basis to the bank account specified by Contractor against the invoice/s.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection of goods upon arrival at destination <input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	Turkish

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

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

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for	Name and Title: [Complete]

clarifications during Bid evaluation	<p>Telephone numbers: [Complete]</p> <p>Email: [Complete]</p>
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Signature Circular/Power of Attorney ▪ Certification or authorization to act as Agent on behalf of the Dealer ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Documents showing the brand code, type code, brand name, type name, model year and automobile insurance price of the vehicles as published by the insurance value list published by the Turkey Association of Insurance and Reinsurance and Pension Companies of Transport.

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 10 years.

List only those assignments for which the Bidder was legally contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Bidders shall submit Statements of Satisfactory Performance (i.e. Reference Letters, Work Completion Certificates) along with their bids. Reference letters and/or Completion Certificates shall include the information requested in above table at minimum.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Bidders shall submit copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition: Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

Goods and services to be Supplied and Technical Specifications	Your response			
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply <i>(indicate brand/model of the vehicle)</i>	No, we cannot comply <i>(indicate discrepancies)</i>		
30 (thirty) SUV class (4x4) cars to be rented without a driver and fuel costs belonging to the project must have the following technical specifications: <ul style="list-style-type: none"> At least 2019 model Maximum 50.000 				

<p>Km. used</p> <ul style="list-style-type: none"> • Working air conditioning system, • At least 2 airbags for the driver and passengers, • Power steering, • Working media and music system, • Remote controlled central lock and spare key, • Roller type seat belt and seat belt warning system, • Automatic front and rear windows, • Rear parking sensor • Diesel engine with a displacement between 1,400 cc - 1,600 cc, • At least 90 hp engine output, • Manual / automatic gear, • ABS (Anti-Lock Brake System), • 5 doors and 4 + 1 passenger capacity, • Suitable for use in the field 				
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Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Delivery of Each Vehicle to Provinces within 10 days following the signature of the contract			
Local Service Support			

Documents showing the brand code, type code, brand name, type name, model year and automobile insurance price of the vehicles as published by the insurance value list published by the Turkey Association of Insurance and Reinsurance and Pension Companies of Transport should be submitted.

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format.

The price shall not include value added tax (VAT) since UN and its subsidiary organs are exempt from all taxes except the special consumption tax.

Currency of the Bid: New Turkish Liras (TRY)

Price Schedule

Item No. (Kalem No.)	Description/ Specification of Vehicle (Aracın Tanımı)	Brand & Model of Vehicle (Aracın Marka ve Modeli)	Quantity (Miktar) (A)	Unit Price (Birim Fiyat) (TRY) (B)	Rental Period (Kiralama Süresi) (C)	Total Price (Toplam Fiyat) (TRY) (AxBxC)
1	SUV (C Segment)		30 pcs (Adet)		12 Months (Ay)	
TOTAL PRICE "Turkish Lira (TRY)" TOPLAM FİYAT "Türk Lirası (TRY)"						

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

[insert: address and email address]