



Invitation to Bid

Date: 23 November 2007

Attention: All interested companies, organizations, institutions

Dear Sir/Madam,

Subject: Long-term agreement (LTA) for the services of Forensic Anthropologists and Archaeologists Team for up to 2 years

1. UNDP hereby solicit your bid for the supply on the LTA basis forensic anthropological and archaeological services as per the terms of reference (TOR) in Annex IV.

2. To enable you to submit a bid, please find enclosed:

Annex I.	Instructions to Bidders
Annex II.	Bid Data Sheet
Annex III.	General Terms and Conditions
Annex IV.	Terms of Reference (TOR)
Annex V.	Bid Submission Form
Annex VI.	Price Schedule/Budget template

3. Interested Bidders may obtain further information and clarifications at the following address (all replies/clarifications will be made available at <http://europeandcis.undp.org/public/tenders/>):

Contact Person:	Andrey Pogrebnyak
Name of Office:	UNDP Bratislava Regional Center
Postal address:	Grosslingova 35, 81109 Bratislava, Slovak Republic
E-Mail:	andrey.pogrebnyak@undp.org

4. Bids in sealed envelopes must be received at the above stated UNDP Bratislava Regional Center office address before 12:00 local Bratislava time **on 17 December 2007**. Late bids will be rejected.

5. Bids will be opened in the presence of Bidders' Representatives, who chose to attend at the above address, on 17 December 2007 at 12:00 local Bratislava time..

6. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

Andrey Pogrebnyak
Operations Manager
UNDP Bratislava Regional Center

INSTRUCTIONS TO BIDDERS

A. Introduction

1. **General:** The Purchaser invites Sealed Bids for the supply of services to the UN system
2. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of services to be purchased under this Invitation to Bids.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than two weeks prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity shall be written in English language as indicated on the Bid Data Sheet.

8. Documents Comprising the Bid:

The Bid must comprise the following documents:

- (a) a Bid Submission form;
- (b) a Price Schedule/Budget completed in accordance with the Annex VI and clause 11 of Instructions to Bidders;
- (c) documentary evidence established in accordance with the TOR and clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the services to be supplied by the Bidder are eligible services and conform to the Bidding Documents;
- (e) other documents as stated in the TOR (annex IV)

9. Documents Establishing Bidder’s Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder’s qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser’s satisfaction:

- (a) that, in the case of a Bidder offering to supply services under the contract which the Bidder did not manufacture or otherwise have produced by its core personnel, the Bidder has been duly authorised by the actual services provider(s)/experts to offer their services on their behalf and supply the services in the country of destination.
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract.

10. Documents Establishing Goods’ Conformity to Bidding Documents:

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of a detailed description of the essential characteristics of the services;

- 11. **Bid Currencies/Bid Prices:** All prices shall be quoted in **US dollars**. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) of services to supply under the contract.
- 12. **Period of Validity of Bids:** Bids shall remain valid for 120 days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

13. Bid Security:

Not applicable

D. Submission of Bids

- 14. **Format and Signing of Bid:** The Bidder shall prepare two copies of the Bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

15. Sealing and Marking of Bids:

15.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope.

15.2 The inner and outer envelopes shall:

- (a) be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and
- (b) make reference to the “subject” indicated in section I of these Solicitation Documents (**Long-term agreement (LTA) for the services of Forensic Anthropologists and Archaeologists Team**), and a statement: “DO NOT OPEN BEFORE”, to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 16 of Instructions to Bidders.

15.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.

15.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid's misplacement or premature opening.

16. Deadline for Submission of Bids/Late Bids:

16.1 Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.

16.2 The Purchaser may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the Purchaser after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. Modification and Withdrawal of Bids: The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. Opening and Evaluation of Bids

18. Opening of Bids:

18.1 The Purchaser will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

18.2 The bidders' names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 20 of Instructions to Bidders.

18.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

18.4 The Purchaser will prepare minutes of the Bid Opening.

19. Clarification of Bids: To assist in the examination, evaluation and comparison of Bids the procuring UN entity may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

20. Preliminary Examination:

20.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

20.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

20.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

20.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

- 21. **Conversion to Single Currency:** To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.
- 22. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements as stipulated in the TOR
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.
1.4	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB

F. Award of Contract

- 23. **Award Criteria:** The procuring UN entity will Issue the Long-term agreement (LTA) to the lowest priced technically qualified Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser’s action.
- 24. **Purchaser’s Right to Vary Requirements at Time of Award:** The Purchaser reserves the right to increase or decrease the quantity of services specified in the TOR without any change in unit price or other terms and conditions.
- 25. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the LTA. The LTA may only be accepted by the Supplier’s signing and returning an acknowledgement copy of it. Acceptance of this LTA shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this LTA.
- 26. **Signing of the LTA:** Within 10 days upon receipt of the LTA the successful Bidder shall sign, date and return it to the purchaser.

Failure of the successful Bidder to comply with the requirement of clause 26 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new Bids.

Annex II

BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders		
Language of the Bid	v English		
Bid Currency	US Dollars		
Documents Establishing Bidder's Eligibility & Qualifications	v Required.		
Bid Validity Period.	v 120 days		
Bid Security	v Not required.		
Preliminary Examination – completeness of bid.	N/A		
Purchaser's Right to Vary Requirements at Time of Award	N/A		
Compliance with any other clause required?	v No.		

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This LTA may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or as herein specified. Acceptance of this LTA shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this LTA including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this LTA, make payment within 30 days of receipt of the Supplier's invoice for the services and copies of the documents specified in this LTA or in separate communication by UNDP.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this LTA, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit monthly invoices in respect of this LTA, and such invoice must indicate the LTA's identification number.
- 2.1.4 The prices shown in this LTA may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods (if any) shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties in this LTA.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this LTA, the Supplier shall obtain any export licences required for the goods (if any).

6. FITNESS OF SERVICES

The Supplier warrants that the services conform to the TOR as ordered under this LTA and are fit for the purposes for which such services are ordinarily used and for purposes expressly made known to the Supplier by UNDP.

7. INSPECTION

UNDP shall have a reasonable time after delivery of the services to inspect them and to reject and refuse acceptance of services not conforming to this LTA; payment for services pursuant to this LTA shall not be deemed an acceptance of the goods.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the services sold under this LTA does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the services sold under this LTA.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this LTA, including but not limited to failure to obtain necessary licences, or to make delivery of all or part of the services by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the services from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the services.
- c) Cancel this LTA without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the services by the delivery date(s) stipulated in this LTA and as required by UNDP, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the services and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this LTA, or any part thereof, or any of the Supplier's rights or obligations under this LTA.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this LTA by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNDP to terminate this LTA immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNDP to terminate this LTA immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this LTA or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this LTA shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

TERMS OF REFERENCE (TOR)

**Long-term agreement (LTA) for the services of
Forensic Anthropologists and Forensic Archaeologists experts**

1. Objective:

UNDP at the request of the Committee on Missing Persons in Cyprus (CMP) seeks to contract under UNDP LTA for up to two years (2008-2009) an international company/organization ('the contractor') to provide on when requested basis the following personnel:

- forensic anthropologists,
- forensic archaeologists
- database administrator.

These experts are needed for carrying out activities related to exhumation, identification and return of remains of missing persons to their families in Cyprus.

2. Background:

The principal framework of the mandate of the Committee on Missing Persons in Cyprus (CMP) is to assess the fate of the people that went missing as a consequence of the tragic events of 1963-1964 and 1974 and to provide answers to anguished families. One important aspect of this work is to exhume, identify and return remains of missing persons. This process will enable the relatives of the victims to recover remains of their loved ones, arrange for a proper burial and close a long period of anguish and uncertainty, thereby promoting a process of reconciliation, healing and dialogue between both communities. One of the aims also is to strengthen the capacity for civil society to engage in sustained cooperation and reconciliation, through the important participation of bi-communal scientific teams at all stages of the process. This bi-communal cooperation will strengthen civic participation toward an issue which is critical for the healing of old wounds, and will sustain partnerships of cooperation and trust between both sides. The CMP project includes:

- (Phase I) Archaeological Phase: related to the exhumation of the remains of missing persons,
- (Phase II) Anthropological Phase: related to the analyses of the recovered remains in the anthropological laboratory,
- (Phase III) Genetic Phase: related to the comparison of blood samples collected from the victims' families, with samples from the remains, in order to identify them
- (Phase IV) Return of Remains: within the framework of a reconciliation programme, aiming at helping families of both communities cope with the difficult task of healing and coming to terms with their loss.

The four phases are implemented in parallel, as the burial places are identified and exhumed. To date, the CMP anthropological laboratory is already created, equipped and functioning; blood samples from the victims' families are already collected and available for comparison by Cyprus

Institute of Neurology and Genetics (CING). Over 50 bodies were identified and returned to the families.

3. Scope of contractor's work and payment arrangements:

The contractor will provide on when requested basis the following personnel:

- forensic anthropologists,
- forensic archaeologists
- database administrator.

The contractor undertakes to provide high quality experts for deployment to Cyprus. Experts will not be considered as UN or UNDP staff and the contractor undertakes to arrange for appropriate contracting matters and medical insurance of experts. The exact requirements on the number of experts may vary. It is expected that the team of experts will consist of max 3-5 international professionals in Cyprus at a given time. Duration of the assignment of the individual expert in Cyprus will depend on the need and will be communicated to the contractor separately for each case.

It is essential that all provided experts work in a cooperative and constructive manner with the bi-communal teams of local forensic specialists, and that they at all times comply with the existing guidelines for laboratory procedures and chain of custody, including maintenance and recording of all necessary information/documentation.

The contractor will suggest expert from its roster available for the required dates and seek approval of CMP. After approval the contractor will deploy the expert to Cyprus within max 2 weeks. Contractor will arrange travel of the required personnel to/from Cyprus and will have to cover travel costs of experts to/from Cyprus with entitlements to be as stringent as UNDP (economy class travel, most direct and least costly travel). Contractor will be reimbursed by UNDP for the actual travel costs of experts as a part of monthly payment.

UNDP will reimburse the contractor the actual cost of experts on a monthly basis based on the rates that will be fixed for the duration of the contract for each profile (forensic anthropologist, forensic archaeologist, database administrator).

Thus, the bidder is requested to offer (in USD) the daily and monthly rates for:

- forensic anthropologist
- forensic archaeologist
- database administrator
- administrative fee

Daily and monthly rates should include fee for the services and daily living allowance.

Contractor will ensure management/supervision of provided experts, quality assurance over the work of provided experts, liaising with CMP. Contractor will be paid administrative fee on a monthly basis for each month when the services of the contractor's experts were involved in Cyprus.

UNDP Contract for Professional Services that will be signed with the best offeror shall set forth detailed reporting and payment schedules.

The LTA/contract duration: is up to two years with annual performance assessment/review done by UNDP/CMP.

4. Responsibilities of experts

Below are the overviews of main specific responsibilities of required experts that are provided for reference purposes.

4.1. Overview of specific responsibilities for Forensic Anthropologist:

The Forensic Anthropologist provided by the contractor shall make use of forensic anthropology, pathology, radiology, and osteology, among other techniques, to help make presumptive identifications in the existing CMP lab. The expert will first clean and arrange the remains in anatomical position, and then shall establish the sex and age of the victim using the aforementioned techniques. The expert shall record any characteristics that will assist in matching the victim to pre-mortem data, such as pre-mortem injuries or illnesses and associated artefacts. These findings will then be compared with the testimony gathered from families to make presumptive identifications. Finally, the expert will cut bone samples from the remains to send to the genetic laboratory for definitive identification. When a definitive genetic identification is made, the remains of identified victims will be returned to the relatives. The return of remains will take place within a Reconciliation Program, in which the expert will meet with the families to explain the identification process and answer any questions they may have.

Other responsibilities that the expert may be requested to perform when in Cyprus:

- To maintain jointly with the archaeologists an existing system of reception of remains and associated artefacts from the field, as well as a follow up of each remain inside the system;
- To oversee the analysis made by the local specialists;
- To implement defined laboratory protocols for the analysis of remains;
- To contribute to monthly progress reports as well as evaluations of the laboratory operations to the CMP;
- To share knowledge on forensic archaeology with the bi-communal team members;
- To coordinate with CMP and the Administrative / Logistical Coordinator the release of the identified remains to the relatives according to agreed procedures;
- To implement together with the Cyprus Institute of Forensic and Genetics (CING) existing protocols for the management of bone samples;
- To liaise and cooperate with the DNA laboratory in the identification process;
- To organize and attend regular identification meetings with the CING;
- To support viewing of remains by and release of remains to the families of missing persons.

4.2. Overview of specific responsibilities for Forensic Archaeologist:

The Forensic Archaeologist provided by the contractor shall assist in the location and mapping of

grave sites, the exhumation of bodies, and in the transfer of remains to the laboratory for anthropological analysis. The expert will also provide any information, such as the location of burial that may be helpful in matching remains with the testimony gathered from families in order to make presumptive identifications.

Other responsibilities that the expert may be requested to perform when in Cyprus:

- To liaise with the Committee on Missing Persons in Cyprus (CMP) representatives;
- To evaluate the information about grave sites provided by CMP investigators;
- To oversee the work of bi-communal team of archaeologists;
- To follow the defined field protocols for surveys and exhumations;
- To contribute to monthly progress reports as well as evaluations of the laboratory operations to the CMP;
- To share knowledge on forensic archaeology with the bi-communal team members;
- To coordinate with anthropologists in handling the remains;
- To oversee production and distribution of exhumation reports to the CMP and to the Anthropological Laboratory;
- To cooperate fully with all scientists involved in relation with the implementation of the agreed procedures and chain of custody.

4.3. Overview of specific responsibilities for Database Administrator:

- Coordination and administration of the existing forensic database on IBM server with raid system using Microsoft Access;
- Generation of analytical and statistical reports comprising of anthropological reports (summary report, inventory report, odontology report, pathology report, report on commingled remains and associated data art facts) and archaeological report(data collected by the field staff, location and characteristics of the excavation sites, and the antemortem information);
- Organisation and classification of the photographic material into the CMP forensic database, inputting information into the database collected in the field;
- Implementation of database updating procedures;
- Knowledge sharing with national staff, mainly the field staff, to familiarize themselves with the local area network (LAN) in the laboratory and the use of MS Access for record of forensic data and digital photography in forensic investigations;
- Coordination and management of digital photography at the Laboratory: knowledge on crime scenes investigation, basic knowledge of human being and anatomy, and forensic anthropology are desirable;
- Facilitate data management in the archival system (physical management of all antemortem files and chaine of custody, administrative documents for the CMP anthropological laboratory, and organisation of all folders in the laboratory);
- Verification of consistency of the data entered in the database and;
- Research into specific cases as well as other functions as required.

5. Reporting and payments:

The contractor will provide CMP with monthly progress reports. Contractor will report on its experts activities, including laboratory operations. Reports will cover the progress made in identification of remains after coordination with the Identification Team.

All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by mail and/or fax to CMP for safekeeping due to the confidential nature of the documentation involved. CMP shall then transmit to UNDP a confirmation that the report has been received and the contract requirements satisfactorily met. Payments from UNDP (expert fee, travel, administrative fee) will be made upon certification by CMP and after acceptance by CMP of progress reports on monthly basis.

On a regular basis, UNDP will visit the CMP premises to review the reports. The analysis of the monthly progress reports of the contractor will serve as one of the main performance assessment tools.

6. Qualifications of experts provided by the contractor and required information on the company:

The contractor shall be able to demonstrate that it has the capacity to provide international forensic anthropologists and forensic archaeologists with experience in working in conflict areas and politically attuned to the situation in Cyprus. The contractor shall be able to demonstrate that it can also provide a database administrator.

In order to qualify, the bidder should have at least 3 years of experience similar to the services described in the TOR. Alongside the financial offer the contractor is also required to provide the company's profile clearly showing its name, address of the office, years of operation, information on the management including CV of the CEO/director, information on the company's core staff, experience and involvement in forensic services area.

All experts shall be fluent in English, have appropriate education (preferably PhD or equivalent) relevant experience in their respective field and a minimum of 5 years of practical field operations. The database administrator should have profound knowledge and at least five years of practical experience dealing with Microsoft Access and databases management.

7. Evaluation of offers:

The offer evaluation will be based on the offeror's profile, the CVs of the suggested anthropologists, archaeologists and database administrators whom the contractor is able to deploy and the financial offer (cost).

Hence, in addition to the financial offer, the interested offeror have to provide the following documentation to access its eligibility:

- The company's profile (see above para 6.)
- References (from at least three executed contracts in forensic field)

- Detailed CVs of a) forensic anthropologists (minimum: 5), b) forensic archaeologists (minimum: 5); c) database administrator (minimum: 3) that could be deployed in Cyprus for CMP activities.

Provided that all above documents are submitted and are compliant with the minimum requirements as set above, the contract will be awarded to the lowest financial offer; unless it is discovered that the company is not impartial towards the two Cypriot communities, Greek Cypriots and Turkish Cypriots.

BID/PROPOSAL SUBMISSION FORM

To: UNDP CMP

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*description of services*] in conformity with the said bidding documents for the sum of [*total bid amount in words and figures*] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the Schedule of Requirements.

We agree to abide by this Bid for a period of 120 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Dated thisday of[*year*].

Duly authorised to sign the Bid for and on behalf of /name of the organization/.

.....
Signature

.....
[*in the capacity of*]

PRICE SCHEDULE/BUDGET TEMPLATE

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. Descriptions for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.
3. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
4. The format shown below should be used in preparing the Price Schedule.
5. Please indicate the amount the Bidder will be charging on a monthly basis to cover its management related expenses.

#	Category of staff or activity	Daily rate (USD)	Monthly rate (USD)
1.	Forensic Anthropologist:		
2.	Forensic Archaeologist		
3.	Database manager		
Organization will charge the fixed USD ____ amount per month in addition to the monthly invoiced actual service provided to cover its management and administrative overhead.			

*** Note: daily and monthly rates should include fee for the services and daily living allowance**

Signature of Bidder