

REQUEST FOR EXPRESSIONS OF INTEREST

Republic of Türkiye
Istanbul Governorship
Istanbul Project Coordination Unit (IPCU)
Istanbul Seismic Risk Mitigation and Emergency Preparedness (ISMEP) Project

“Consultancy Services for Retrofitting Supervision of Public Buildings” (KfW2-CB1.1)

The Republic of Türkiye has received a loan from the **German Development Bank (KfW)** and intends to apply part of the proceeds of this loan to payments under the contracts for Procurement of “**Consultancy Services for Retrofitting Supervision of Public Buildings (KfW2-CB1.1)**”, which will be implemented by Istanbul Governorship, Istanbul Project Coordination Unit.

1. Name, address, telephone and fax number, email address of the contracting authority:

Istanbul Project Coordination Unit (IPCU)
Kısıklı Mahallesi Alemdağ Yan Yolu No: 6
Üsküdar/Istanbul/ Türkiye
Tel : +90 216 505 55 00
Fax : +90 216 225 04 85
E-mail : info@ipkb.gov.tr

2. The award procedure chosen: Restricted Procedure

3. Form of the contract: Public Procurement of Services

4. Place of execution/ performance of the works, for delivery of products or of the provision of services:

All of the buildings (**mostly the schools and administrative buildings**) are located in **Istanbul**, therefore the related retrofitting supervision consultancy services will be carried out in **Istanbul**.

5. Category and Description of Services:

The construction **supervision of retrofitting works** and related repair and renovation works (architectural, mechanical, electrical, fire system, etc.) in Public Buildings such as; schools, hospitals, polyclinics, dormitories and etc. These public buildings are located in **Istanbul**. The number of Public Buildings will vary due to the evacuation plan of the Provincial Directorates of Related Authorities. However, the final number of public buildings will have been decided in the Request for Proposal (RfP) documents to be sent to the short-listed consultants.

Consultants shall be responsible for:

- On-site construction supervision throughout the construction period.
- Supervising the Works including defects liability period
- Acting as the Engineer under the contracts

6. If the contracts are subdivided into lots, indication of the possibility of tendering for one, for several or for all the lots:

The consultancy service is expected to be tendered under one lot.

7. Number of short-lists:

One short-list of interested consultants shall be made in accordance with their qualifications and experience for the required services.

8. Completion date or duration of the service contracts:

Approximately Construction Supervision 6 to 12 months and Supervision during the Defect Liability Period 12 months

9. Admission or prohibition of variants:

Submission of alternative proposals is not accepted.

10. Special conditions for fulfilling the contract: Not Applicable.

11. (a) Deadline for receiving expression of interest:

Expressions of interest must be delivered to the address below **by March 12, 2026 at 16:00** (local time, İstanbul) by surface mail, courier or hand delivery. Applications by e-mail shall not be accepted. IPCU reserves the right to reject the applications received after the above-referenced date.

(b) Address for submitting expressions of interest:

Istanbul Project Coordination Unit (IPCU)
Kısıklı Mahallesi Alemdağ Yanyolu No: 6/8
Üsküdar/İSTANBUL
E-mail : info@ipkb.gov.tr
Contact Person: Yalçın KAYA (Director)

(c) Language of proposals: English

(d) Submitting Expression of Interest:

- Expression of interest shall be accompanied by a “Statement of intention” to participate in the selection process;
- Expression of interest must be signed on each page;
- Expression of interest dossier shall be submitted in both **hardcopy & softcopy (digital)** formats and must be delivered in a written form to the address below by surface mail, courier or hand delivery.

- Consultants are required to include the name and reference number of the task **KfW2-CB1.1** in their Expression of Interests.
- “Declaration of Undertaking” document is attached as Annex 1 to the “Request for Expression of Interest”. It must be signed by the Consultant and attached to “Expression of Interest” to participate in the selection process.

12. Where appropriate any deposit and guarantees required: Not Applicable

13. Main financing institution: German Development Bank (KfW)

14. Where applicable, the legal form to be taken by the grouping of economic operators to whom the contract is to be Awarded:

Consultants may associate to enhance their qualifications. The “association” may take the form of a Joint Venture or a sub consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case award is made to that JV group. Interested consultants should clearly indicate the structure of their “association” and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of “in association with” and/or “in affiliation with”, etc. may not be considered for short listing.

Joint Venture agreement to be authenticated in case of Contract Award.

15. Eligibility Criteria:

Bidders entitled to take part in the procedure

Tenders from bidders will be admitted to the procedure provided that none of the following reasons for exclusion or conflicts of interest apply:

- a) Sanctions or embargoes of the Security Council of the United Nations, the EU or the German government preclude the participation of a bidder.
- b) The bidder is excluded from the tendering process with legal effect in the Client’s country on the grounds of punishable offences, especially fraud, corruption or other economic crimes.
- c) The bidder is a state-controlled company in the partner country that is not legally or economically independent or that is not subject to commercial law, or that is a public authority dependent on the Client or the Project Executing Agency or the recipient of the loan/financial contribution.
- d) The bidder or individual members of the bidder’s staff or a subcontractor has economic links or family ties with personnel of the Client who are involved in preparing the tender documents, awarding the contract or supervising the execution of the contract, insofar as the conflict of interests could not be resolved to KfW’s satisfaction in advance of the contract award and execution phase.

- e) The bidder or individual members of the bidder's staff or a subcontractor were directly involved in drawing up the terms of reference and/or other information for the tendering procedure. This shall not apply to Consultants who have produced preparatory studies for the contract or who were involved in a preceding phase, insofar as the information they prepared in this connection, especially feasibility studies, was made available to all bidders and the preparation of the terms of reference for the invitation to tender was not part of the activity.
- f) The bidder or individual members of the bidder's staff or a subcontractor are not or were not during the last 12 months prior to publication of the invitation to tender indirectly or directly linked to the project in question through employment as a staff member or advisor to the Client, and are not or were not able in this connection to influence the award of the contract for services, or the bidder is not or was not otherwise able to influence the award of the contract for services.

By signing the Declaration of undertaking (see Annex 1), the bidder attests that none of these reasons for exclusion or conflicts of interest apply. In case of doubt, when tendering the bidder in question shall furnish proof to the satisfaction of the Client and KfW that the aforementioned reasons do not apply.

Independence of the Consultant

The Consultant must always be neutral and independent vis-à-vis potential suppliers for the project in question. Members of associated firms may participate in a project only as either Consultant or manufacturer/supplier/construction firm. When submitting proposals, Consultants must disclose any links with other firms and give a binding declaration that should they be awarded the contract, the firms with which they are associated do not intend to take part in the project in any other form. In a joint venture, this also applies to participating professionals and other consultancy firms. These regulations do not apply to Build-Operate-Transfer (BOT) projects or operator models.

Consultancy firms that belong to the same group of companies or affiliated companies or are linked in another way financially, organizationally or through personnel, can participate in the competitive tendering procedure individually only if no other member of the group or affiliation participates.

Qualification and Selection Criteria:

- Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, turnover for the previous 5 (five) years (2021-2022-2023-2024-2025), number of permanent staff and part-timers, fields of expertise;
- The Consultant must have the experience of major similar assignment completed in **past ten years** for construction supervision of retrofitting works in Public Buildings with preference for experience on educational (preferably) including value of consulting services and value of works, **total closed area subject to each similar assignment (per share if JV)**, location, number of staff involved in the contract (*per share if JV*), name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract;

- The list of international experiences of the Consultants completed in **past ten years** for consultancy design and/or supervision services including value of consulting services and value of works, total closed area subject to each similar assignment (per share if JV), location, number of staff involved in the contract (per share if JV), name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract;
- Financial status with consultancy turnover in past five years.
- Filled copy of the table given in Annex 2 of the “Request for Expression of Interest” that comprise details of **max. 15 number** of experience in similar assignments undertaken during last ten years, including value of consulting services and value of works, location, number of staff involved in the contract, name of the Client, name of partners for contract execution and share of services, source of financing, type of services provided, contract commencement and completion dates, brief description of the contract;
- Letters of recommendation or certification of certificates **for the last ten years** including the start and end dates and the personnel involved from previous Employers;
- Signed copy of “Declaration of Undertaking” document (Annex 1)
- Filled copy of the table given in Annex 3 of the “Request for Expression of Interest” that comprise required expertise and experience information related to **max 10 experts** from **various professions** that may be available to work on the assignment(s).
- Form of association (sub-contractor/joint venture) for the execution of the contract(s), if the case may be, and identification of the leading company. Same information shall be submitted for the leading company and the associate companies.
- A list of ongoing assignments including the start and end dates and the personnel involved.
- The Consultant shall provide accurate information on any current or past litigation or arbitration resulting from tenders and contracts completed, terminated, or under execution by him over the past 10 (ten) years.

16. Framework agreement: Not Applicable

17. Number of selected candidates to be invited to submit tender: maximum 6 (six) tenderers.

However, the short list may comprise a smaller number of candidates in case only a few qualified firms have expressed interest.

18. Criterion for awarding the service contract:

1. Consultants shall be shortlisted and contracts shall be awarded in accordance with the QCBS (Quality and Cost Based Selection) Method set out in KfW's "Guideline for Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries" Document version January 2019 3rd update as of July 2024.

The selection criteria for the short-listing are:

• General Experience	20 points
• Average Annual Turnover	10 points
• International Experience	10 points
• Specific Experience (Retrofitting)	45 points
- <i>Retrofitting Supervision</i>	<i>40 points</i>
- <i>Retrofitting Design Retrofitting/Review</i>	<i>5 points</i>
• Availability of key personnel, team composition comprising various branches (Organization Chart for Site Supervision)	15 points
Total	100 points

Minimum number of points necessary to be retained: 75 Points

The selection criteria for the contract award will be decided later in the Request for Proposal documents to be sent to the short-listed firms.

19. Time frame for the tenderer to maintain their proposal valid: 90 days from the date of submission of proposals.

20. Names and addresses of economic operators already selected: Not Applicable

21. Name and address of the body responsible for appeal: Istanbul Project Coordination Unit

22. Date of publication of the prior information notice: published in the Official Journal February ... 2026.

23. Indicate whether the contract is covered by the Agreement: Yes (the notice shall be published in the Germany Trade and Invest (GTAI)).

Annex 1 : Declaration of Undertaking

Reference name of the Application/Offer/Contract: **("Contract")¹**
To: **("Project Executing Agency")**

1. We recognise and accept that KfW only finances projects of the Project Executing Agency ("PEA")⁴ subject to its own conditions which are set out in the Funding Agreement it has entered into with the PEA. As a matter of consequence, no legal relationship exists between KfW and our company, our Joint Venture or our Subcontractors under the Contract. The PEA retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:
 - 2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
 - 2.2) having been convicted by a final judgment or a final administrative decision or a preliminary investigation/charge is pending against us for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings, or have been subject to (financial) sanctions and/or embargo provisions by the United Nations, the European Union or the Federal Republic of Germany. This exclusion criterion is also applicable to legal persons whose shares (or the majority thereof) are owned or de facto controlled by natural or legal persons against whom such judgments, administrative decisions, (financial) sanctions and/or embargoes have been imposed and – in the case of (financial) sanctions and/or embargoes – these restrictive measures continue to apply;
 - 2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction);
 - 2.4) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5) not having fulfilled the applicable fiscal obligations with regard to the payment of taxes at the respective tax residence and in the country of origin of the PEA (contractors based in Annex 1 countries (<https://www.consilium.europa.eu/de/policies/eu-list-of-non-cooperative-jurisdictions/>) must submit a fully completed and legally countersigned declaration of tax conformity (Appendix1 to the Declaration of Undertaking) in addition to the Declaration of Undertaking at the time of award of the contract/contract review. This shall become an integral part of the contract. Failure to submit may result in exclusion from

¹ Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW's "Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries"

⁴ The PEA means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services.

the awarding procedure. For contractors based in countries not listed as Annex I countries, only the Declaration of Undertaking must be submitted, and not the declaration of tax conformity);

2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction); or

2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.

3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:

3.1) being an affiliate controlled by the PEA or a shareholder controlling the PEA, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.2) having a business or family relationship with a PEA's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the PEA;

3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the PEA;

3.5) in the case of procurement of Works, Plant or Goods:

i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;

ii having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the PEA, which will inform KfW, any change in situation with regard to points 2 to 4 here above.

6. In the context of the Tender Process and performance of the corresponding Contract:

6.1) either we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice, or violate the Guidelines during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation⁵ (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the PEA and KfW or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on-the-spot checks and to ensure access to sites and the respective project. 8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case, for at least six years from the date of fulfillment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the PEA and KfW.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of⁶: _____

Signature:

Dated:

Annex 2 :

EXPERIENCE

Please provide information contained in the table below summarizing the **major relevant projects related to this project** carried out in the course of the past **10** years by the legal entity or entities making this application. The number of references to be provided must not exceed **15** for the entire application.

Ref (maximum 15)	Project title		...					
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
...
Description of project						Type of services provided		
...						...		

Annex 3 :

List of Available Expertise and Human Resource Capacity

Access to Expertise Required for the Assignment

Complete the list below to demonstrate the extent to which you have access (internally / externally) to expertise required for this assignment / for the project team profiles described in the RfEOI. **Do not attach CVs as no detailed evaluation of candidates for the project team shall be carried out at the prequalification stage.** The Applicant shall not present a potential project team. The focus is on access and availability to project relevant expertise. It is understood that prequalified Applicants are not required to include staff named below into the proposal.

Name	Project team profile / areas of required expertise as stated in the RfEOI	Education / Degree	Years of Professional Experience	Relationship with / Years within the Applicant ²	Country/ Regional Experience	Relevant Project References (Description of project-related experience)	Languages

² For freelance experts (e.g. with retainer contracts or formal agreements) indicate “FE” and how long the expert has been associated with the Applicant. For sub-consultant staff indicate “Sub”. Staff from affiliated firms of the Applicant shall be considered as sub-consultant staff.