



**REQUEST FOR QUOTATION (RFQ)
(Civil Works)**

| | |
|--|------------------------------|
| RFQ 044/17 Renovation of Al-Shergat Mayoralty Building, Salah Al Deen Governorate, Iraq | February 6, 2017 |
| | REFERENCE: RFQ-044/17 |

Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Renovation of Al-Shergat Mayoralty Building Salah Al Deen Governorate** as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before, **13th February 2017 by 1400 hours** ☒ *via email at*
bids.iraq.sc@undp.org

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

| | |
|---|---|
| Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule) | DAP |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Shergat/Salah Al Deen Governorate |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | <input checked="" type="checkbox"/> Within 1 Month from the date of signing the Contract |
| Preferred Currency of Quotation | <input checked="" type="checkbox"/> United States Dollars |
| After-sales services required | <input checked="" type="checkbox"/> Warranty (on site) on Parts for minimum period of one year |
| Deadline for the Submission of Quotation | <i>Monday, February 13, 2017 by 14 hours Noon (Local Time).</i> |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | <input checked="" type="checkbox"/> English <input type="checkbox"/> Others: Arabic |
| Documents to be submitted | <input checked="" type="checkbox"/> Company Profile , which should not exceed fifteen (15) pages, including the list of completed projects and on-going projects with CVs of required personnel; <input checked="" type="checkbox"/> Certificate of Registration of the business , including Articles of Incorporation, or equivalent document if Bidder is a corporation <input checked="" type="checkbox"/> Properly filled-in Priced BOQs in hard form as per the format with company stamp and signature. The bidders are also required to submit the soft copy in Excel however, in case of error, the signed copy will prevail <input checked="" type="checkbox"/> Implementation Timetable of the project/s; <input checked="" type="checkbox"/> Annex A: Compliance Sheet <input checked="" type="checkbox"/> List of pervious similar contracts and projects executed with values and name of client. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems. <input checked="" type="checkbox"/> CVs - Qualifications of Key personnel to be assigned to the contract. As below: Project Team Leader One qualified Civil Engineer with 5 years of experience; One qualified Electrical Engineer with 5 years of experience; |
| Period of Validity of Quotes starting the Submission Date | <input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| Partial Quotes | <input checked="" type="checkbox"/> Not Allowed |

| | |
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| Payment Terms | <input checked="" type="checkbox"/> 100% upon successful completion of civil works activities and delivery and full acceptance of the received goods as per BOQ |
| Liquidated Damages | 0.5% of the contract value for one-week delay to maximum 10% of the contract value with possibility to cancel the Purchase Order |
| Evaluation Criteria ¹ | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to BOQ requirements. <input checked="" type="checkbox"/> Full compliance of the goods/equipment part of BOQs; <input checked="" type="checkbox"/> Annex-1 duly completed and signed for entire requirement. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required]. <input checked="" type="checkbox"/> Compliance with delivery timeframe of 30 days; <input checked="" type="checkbox"/> Full compliance with Technical Data Sheet / Annex A |
| Type of Contract to be Signed | Civil Work |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Within 1 Month upon written Acceptance of works based on full compliance with RFQ requirements |
| Annexes to this RFQ ² | <input checked="" type="checkbox"/> Specifications of the works and Supplied Items Required (Annex 1) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries (Written inquiries only) ³ | Dlovan Mohammed Admin/Finance clerk Dlovan.zevad@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

¹ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

² Where the information is available in the web, a URL for the information may simply be provided.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

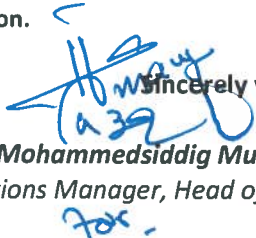
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:**

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.


Sincerely your
Mohammedsiddig Mudawi
Operations Manager, Head of Service Center
for -

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ-044/17:

**RFQ 044/17- Renovation of Al-Shergat Mayoralty Building,
Salah Al Deen Governorate, Iraq**

| Renovation Works of Shergat Mayoralty Building / Salahdeen Governorate | | | | | |
|---|---|-------------|------------|-----------------|-----------------|
| # | Item Description | Unit | Qty | Price \$ | Total \$ |
| A | Renovation Works | | | | |
| 1 | Supply materials, tools and manpower to paint the internal building walls with best quality emulsion paints. The work includes repairing of damaged parts using gypsum plastering and all requirements to complete a good work. | m2 | 1,500 | | |
| | تجهيز المواد والايدي العاملة والقيام بمعالجة الجدران المتضررة ومن ثم القيام باعمال الصبغ بالصبغ البنتلايت لجدران المكاتب والمداخل والممرات للبناء مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 2 | Supply materials, tools and manpower to paint the internal building walls with best quality Oiled paints with height 1.2m. The work includes repairing of damaged parts using gypsum plastering and all requirements to complete a good work. | m2 | 610 | | |
| | تجهيز المواد والايدي العاملة والقيام بمعالجة الجدران المتضررة ومن ثم القيام باعمال الصبغ بالصبغ البوية وبارتفاع (1.2 م) لجدران المكاتب والمداخل والممرات للبناء مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

| | | | | | |
|-----|--|----|-----|--|--|
| 3 | Supply materials, tools and manpower to remove the damaged Granite ground tiles and replaced by new one with same colors to maintain ground homogeneous view using cement-sand mortar (1:3) and all requirements to complete a good work. | m2 | 50 | | |
| | تجهيز المواد والايدي العاملة والقيام باعمال معالجة قطع الكرانيت المتضررة في الارضية داخل وخارج البناية واستبدالها بقطع جديدة مع مراعاة الالوان مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 4 | Roof finishing: Supply materials, tools and manpower to remove the old roof tiles (chiggers) and filling layer to the original concrete roof with cleaning works. Then implement new cement tiles 80x80cm with complete work requirements. The work includes covering the concrete roof with two layers of liquid asphalt 20/30 each layer 1cm with all requirement of work and then cover a suitable clean soil layer with thickness (10-15) cm and all required of work. Then finishing with cement tiles (80x80cm) and the price includes all work Joints filled with suitable best mastic with all requirements to complete a good work. | m2 | 840 | | |
| | تجهيز المواد والايدي العاملة والقيام بقلع الشتاير القديم لسطح البناية واستبداله بقطع شتاير جديدة وبابعاد (80*80سم) ويشمل العمل رفع طبقة التراب الموجودة ومن ثم القيام بغسل وتنظيف السطح والطلاء بمادة القير السيلي طبقتين ومن ثم فرش طبقتين متعكستين من اللباد وطبقة فلين ومن ثم فرش طبقة من التراب النظيف من ثم تطبيق قطع الشتاير ووكي المفاصل بمادة الماستك نوعية جيدة مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 5 | Supply materials, tools and manpower to repair the damaged parts of existing steel windows using welding works, and painting works. Then remove the damaged old glass & install new 4mm glass with complete requirements to complete a good work. | m2 | 188 | | |
| | تجهيز المواد والايدي العاملة والقيام باعمال معالجة الشبائيك المتضررة ومن ثم تثبيت الزجاج سمك 4ملم نوعية جيدة مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 6 | Supply materials, tools and manpower to install new wooden door Saj type best quality with frame, handles, locks and painting works and all requirements to complete a good work. | | | | |
| 6-a | For Offices (1x2.1m) | ea | 40 | | |
| 6-b | For entrances (2x2.1m) | ea | 2 | | |

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| | تجهيز المواد والايدي العاملة والقيام باعمال تركيب ابواب من الخشب الصاج نوعية جيدة والصبغ بماددة السببرتو شاملاً السعر الكيلون نوع جيد مع كل مايتطلبه العمل الجيد وحسب توجيهات :-المهندس المشرف وكما يلي | | | | |
| | للمكاتب باباعد (1*2.1 م) | | | | |
| | للمداخل باباعد (2*2.1 م) | | | | |
| 7 | Supply materials, tools and manpower to repair the old doors in Toilets using complete work requirements to maintain its operation in good operation. The work includes replace all accessories for doors best quality from handles, locks and painting works and all requirements to complete a good work. | ea | 12 | | |
| | تجهيز المواد والايدي العاملة والقيام باعمال معالجة الابواب المتضررة في المجاميع الصحية مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 8 | Supply materials, tools and manpower to install new Steel door for main building entrance (2x4m) best quality with complete works, frame, handles, locks and painting works and all requirements to complete a good work. | ea | 1 | | |
| | تجهيز وتركيب باب حديد للمدخل الرئيسي للبنية باباعد (4*2 م) نوعية جيدة مع الصبغ وكل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 9 | Supply materials, tools, and manpower to remove the old damaged parts of false ceiling and install new gypsum boards (60x60cm) with work requirements to complete a good work. | m2 | 750 | | |
| | تجهيز المواد والايدي العاملة والقيام بمعالجة واستبدال قطع السقف الثانوي المتضرر مع كل ما يتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 10 | Supply materials, tools, and manpower to repair the damaged stony parts of building elevation and re-filled stone tiles joints with required cement mortar and all requirements to complete a good work. | m2 | 210 | | |
| | تجهيز المواد والايدي العاملة والقيام بمعالجة قطع الحجر الحلان المتضرر في الواجهة ومن ثم القيام باعمال الدرز والحف مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 11 | Supply materials, tools and manpower to install new wash water basin with water mixer and all requirements and accessories to complete a good work. | ea | 12 | | |

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| | تجهيز وتركيب مغسل فرפורي مع الخلاط نوعية جيدة مع كافة الملحقات وحسب توجيهات المهندس المشرف | | | | |
| 12 | Supply materials, tools and manpower to install new east ceramic WC best quality with water sephone and all water connections, accessories and all requirements to complete a good work. | ea | 4 | | |
| | تجهيز وتركيب مقعد شرقي فرפורي نوعية جيدة مع كافة الملحقات وحسب توجيهات المهندس المشرف | | | | |
| 13 | Supply, establish, connect, and commissioning of current source intake (Switch Plug) 13Amp best quality type using single wire 2.5mm2 with electrical operation key and fixingand all requirements to complete a good work. | ea | 60 | | |
| | تجهيز وتركيب نقطة مأخذ بلك سويج 13 امبير نوعية جيدة شاملاً السعر اعمال التسليك للاسلاك المتضررة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 14 | Supply, establish, connect, and commissioning of current source intake (Switch Plug) 15Amp best quality type using single wire 4mm2 with electrical operation key and fixing works and all requirements to complete a good work. | ea | 25 | | |
| | تجهيز وتركيب نقطة مأخذ بلك سويج 15 امبير نوعية جيدة شاملاً السعر اعمال التسليك للاسلاك المتضررة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 15 | Supply, establish, connect, and commissioning of lighting switch best quality using 1.5mm2 wiring and fixing works and all requirements to complete a good work. | ea | 50 | | |
| | تجهيز وتركيب وتثبيت نقطة سويج للانارة نوعية جيدة شاملاً السعر اعمال التسليك للاسلاك المتضررة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 16 | Supply, establish, connect, and commissioning of ceiling lighting bracket with lamp best quality using 1.5mm2 wiring and fixing works and all requirements to complete a good work. | ea | 70 | | |
| | تجهيز وتركيب وتثبيت انارة سقفيه نوعية جيدة شاملاً السعر اعمال التسليك للاسلاك المتضررة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |

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| 17 | Supply, connect and commissioning new Air-conditioning units (Spilt Type) supper quite, Cooling/Heating (2 ton or 24000 BTU) best quality. The price includes a complete electrical connection works to maintain its operation like wiring, safety system, connect with source intake and all requirements to complete a good work. | ea | 20 | | |
| | تجهيز وتركيب وتثبيت وفحص سبلت تدفئة وتبريد حجم 2طن نوعية جيدة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 18 | Supply, connect and commissioning new Floor stand Air conditioner units (Stand Type) supper quite, Cooling/Heating (5 ton or 60,000 BTU) best quality. The price includes a complete electrical connection works to maintain its operation like wiring, safety system, connect with source intake and all requirements to complete a good work. | ea | 6 | | |
| | تجهيز وتركيب وتثبيت وفحص سبلت تدفئة وتبريد حجم 5طن نوعية جيدة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 19 | Supply, connect, installat and commissioning of electrical ground water boiler (120) liters (Heater 3000 Wat) with all accessories, water and electrical connections to complete a good work. | ea | 4 | | |
| | تجهيز وتركيب سخان ماء كهربائي سعة 120 لتر نوعية جيدة مع كل مايتطلبه العمل الجيد وحسب توجيهات المهندس المشرف | | | | |
| 20 | Supply and install lighting sign board (1x1.5m) as indicator with address and title of the office with all requirements to complete a good work. | ea | 1 | | |
| | تجهيز قطعة دلالة ضوئية بأبعاد 1.5*1م تحوي عنوان الجهة الشاغلة للبناية | | | | |

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|----|--|----|----|--|--|
| | Supply materials, tools and manpower to construct steel shade for parking cars (6x14) m and (2.8) m height using square steel section pipe (3in) for columns, beams and using (3x1.5 in) for purlins and Kirby corrugated sheets for roofing shade. The work includes painting works using Anti-rust paint and then by oiled paints. The price includes casting the ground of the parking shade 10cm thick by concrete (25 N/mm2) with one layer BRC gage 63 and casting concrete foundation columns (50x50m) with depth 60 cm and all requirements to complete a good work. | m2 | 84 | | |
| 21 | تجهيز المواد والايدي العاملة والقيام باعمال مسقف حديدي (كراج) من مقاطع الحديد والكيربي ويشمل العمل التثبيت على الارضية باستخدام روت بولت واعمال الصبغ بمانع الصدأ الرادليت ومن ثم الصبغ البوية على ان يكون سمك جميع المقاطع الحديدية المستخدمة ملم ومن نوعية جيدة مع كل ما يتطلبه العمل الجيد وحسب 1.5 توجيهات المهندس المشرف | | | | |
| 22 | Supply, connect and commissioning of Freestanding electric bottled Hot & Cold Drinking Water Dispenser best quality Stainless Steel Tank - Advanced Anti-Bacterial Technology - Ideal for 3 & 5 Gallon Bottles and after site engineer approval | ea | 8 | | |
| | تجهيز براد ماء كهربائي نوعية جيدة وحسب توجيهات المهندس المشرف | | | | |
| | Total Cost | | | | |

Compliance Technical Sheet

Split Air-Conditioning (Cool & heat) Units 2 Ton

| UNDP specifications | | Bidders' Offered specifications |
|---|--|---------------------------------|
| Wall mounted split air-conditioning unit 24,000 BTU (2 Ton) | | |
| Cooling & Heating | | |
| Cooling Capacity: 2 Tons | | |
| Compressor Type: Rotary | | |
| Coverage Area: 30-50 m ² Used a friendly environmental gas. | | |
| Air Swing & Remote Control | | |
| Filter Type: Washable | | |
| Voltage: 220V-50Hz | | |
| | Submit Manufacturer certification: | |
| | Submit Detail drawing brochure catalogue | |

Floor Standing Air Conditioner 5 Ton (Cool & Heat)

| UNDP specifications | | Bidders' Offered specifications |
|--|--|---------------------------------|
| Floor Standing Air Conditioner 5 Ton (Cool & Heat) or 60,000 BTU | | |
| Cooling & Heating | | |
| Cooling Capacity: 60,000 BTU/hr EER : 3.21 | | |
| Heating Capacity: 53000 BTU/hr COP : 3.61 | | |
| Compressor Type: Twin- Rotary | | |
| Coverage Area: 78-129 m ² Used a friendly environmental gas. | | |

| | | |
|--|---|--|
| | Air Swing & Remote Control | |
| | Filter Type: Washable | |
| | Indoor:220-230V~ 60Hz, 1Ph Outdoor:380-420V 3N~ 60Hz, 3Ph | |
| | Submit Manufacturer certification: | |
| | Submit Detail drawing brochure catalogue | |

Electric Bottled Hot & Cold Drinking Water Dispenser

| UNDP specifications | Bidders' Offered specifications |
|---|---------------------------------|
| Freestanding Hot & Cold Drinking Water Dispenser | |
| Cooling & Heating | |
| Cooling water capacity: 2 liters per hour up to 50 Degrees F | |
| Heating water capacity: 5 liters per hour up to 194 Degrees F | |
| Bottle size: Ideal for 3 & 5 Gallon | |
| Tank: Stainless Steel | |
| Voltage: 220V-50Hz | |
| Submit Manufacturer certification: | |
| Submit Detail drawing brochure catalogue | |

Completion Period: 1 Month Agree: Yes , ☐ No ☐

Compliance with Data Sheet Annex A, Agree Yes , ☐ No ☐

Warranty Period for the Equipment: One Year, Agree Yes, ☐ No ☐

Delivery Term: Salah Al-Deeneen Governorate

Company Stamp and Signature: -----

Official E-mails of the Company: -----

Date: -----

TABLE 2

Offer to Comply with Other Conditions and Related Requirements

| Other Information pertaining to our Quotation are as follows: | Your Responses | | |
|--|-----------------------------------|------------------------------------|--|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Term DAP: 1 Month | | | |
| Offered quotation should include installation and required fixations | | | |
| Minimum one (1) year warranty for supplied equipment and works; | | | |
| Printed brochures and product catalogues and specification relevant to the goods | | | |
| Validity of Quotation | 60 Days | | |
| All Provisions of the UNDP Terms and Conditions | | | |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]