



REQUEST FOR QUOTATION (RFQ)
(Civil Work)

Rehabilitation of Municipality Garage in Karma, Anbaar Governorate- Iraq.	DATE: February 13, 2017
	Reference No. RFQ-052/17

Dear Sir / Madam:

We kindly request you to submit your quotation for **Rehabilitation of Municipality Garage in Karma** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **Tuesday, February 21, 2017 by 14:00 Noon**

☒ via email at bids.iraq.sc@undp.org

Quotations submitted by email must be limited to a maximum of 8MB, virus-free and no more than 3 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)	Karma Municipality, Anbar Governorate, Iraq
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 60 days from signing the Contract by the recommended supplier(s)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars

After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts for minimum period of one year
Deadline for the Submission of Quotation	<i>Tuesday, February 21, 2017 at 14 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"/> Properly filled & Priced BOQs in hard form as per the format in Annex-2, with company stamp and signature; <input checked="" type="checkbox"/> Implementation Timetable of the project/s; and well define work schedule; <input checked="" type="checkbox"/> List and value of similar projects performed for the last 3 years, plus client's contact details who may be contacted for further information on those contracts. A minimum number of <u>1</u> contract, implemented over the past 3 years.
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 permitted
Color of Equipment/Corrugated Sheets	<input checked="" type="checkbox"/> N/A
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery and full acceptance of the received goods
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"/> Compliance with start-up, delivery or installation deadlines set by the procuring entity. <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to BOQ requirements; <input checked="" type="checkbox"/> Technical compliance of the Generator, as per the required specifications; <input checked="" type="checkbox"/> Table-2 of Annex-2, 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]
UNDP will award to:	<input checked="" type="checkbox"/> One Supplier.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Civil Works/Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Within 30 days upon written Acceptance of Goods based on full compliance with RFQ requirements

Annexes to this RFQ ²	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Works (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. <input checked="" type="checkbox"/> Drawings
Contact Person for Inquiries (Written inquiries only) ³	Shamal Sdeeq, Procurement Officer shamal.sdeeq@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.

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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 yours



Muhammed Mudawi, Operations Manager
Head of Service Centre

Rehabilitation of Municipality Garage in Karma, Al Anbar Governorate, Iraq

The work includes clean and remove the debris from the site and paint the Interior and Exterior walls with three layers of Plastic paints for Administration rooms and Guards, Remove old Windows and install new PVC windows Dimension (2.5 X 1.5) also Remove old doors and install new PVC doors (1 * 2.1)m with the frames. Works include repair the electrical installation works ,, water heater of 180 , plug switch of 13-Amp , 12 inch diameter air ventilator , ceiling fan , single 120cm long fluorescent light with the base, Supply , install and connect air-conditioning split unit (cooling and heating) of 2 ton capacity with the protection device , projector with 400W halogen , build with concrete block (20X20X40) cm and cement mortar (1:3), plaster the external and internal fence with (1:3) cement-sand mortar and paint with 3 layers of Plastic paints for Exterior AND interior walls , install steel sliding door of (6x2)m dimensions , installing barbed wire along the center of the fence , backfill and leveling by using sub-base layer" class C" with well compaction and cast 26 Mpa sulphate resistance reinforced concrete using BRC reinforcement of 6 mm thick, with smooth surface and 20 cm thick , construction Cars roofs (50 X 6) m with Height 4.5 m , Supply, test, install and connect electrical generator of 50 kVA capacity silent type and work under high temperature that reach 50° with warranty 1 year or 1000 operation hours.

Technical Compliance Sheet of Generator

Required Specifications	Submitted Specifications by Bidders
Original manufacturer (Local Assembled Not acceptable), Ambient temperature: Maximum:55/C, Minimum:-10/C, Relative Humidity: around 60% at maximum temperature, Altitude: 1000M above MSL. System Voltage: 400V/ 3PH, 50 HZ, Guarantee: one year, 1000HR/operation Generator output Range: 45KVA prime, Exhaust and inlet/outlet air, stand by not less 50KVA, 400A 4pole and 8 hour operation base tank, No of cylinders: 3 inline, 1500 RPM, Electronic Governor, fuel system/storage Diesel tanks, Type of starting 24 DC Battery system, power factor between 0.8 and 1, Type of excitation: Brushless, self-regulation and separately exited, Radiator-fan cooled-fan to be driven By the engine shaft cooling system, IP: not less than 23, Insulation type: class H, AVR type: digital, transform switch automatic (ATS), NON automatic (manual) and Earthing studs.	

Annex 2

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-052/17:

Bill of Quantities of Municipality Garage in Karma, Al Anbar Governorate, Iraq

S/L	Item Description	Unit	Qty	Unit Price \$	Total Price \$
1	Supply materials, tools and manpower to clean and remove the debris from the site; the work includes removing all debris to the location approved by the relevant authority with all the required works to complete the Job. تجهيز المواد والعمل للقيام بتنظيف الموقع بالكامل ورفع المخلفات والانقاض الى المنطقة المحددة حسب مديرية البلدية مع كل متطلبات العمل	L.s	1		
2	Supply materials, tools and manpower to paint the Interior and Exterior walls with three layers of Plastic paints for Administration rooms and Guards, the work includes repairing the cracks with all the required works to complete the Job. تجهيز المواد والعمل للقيام باعمال الصبغ ثلاث طبقات لجدران بناية غرف الادارة والحراس من الداخل والخارج باستخدام الاصباغ البلاستيكية مع معالجة جميع التشققات وكل متطلبات العمل	m2	1,000		
3	Supply materials, tools and manpower to Remove old Windows and install new PVC windows Dimension (2.5 X 1.5) m of 2mm thickness and 8cm section width; the work includes the anti-flies net, Steel Guard Frame, handles and glass of 4mm thickness with all accessories and work requirements to complete the Job. تجهيز المواد والعمل للقيام قلع الشبائيك القديمة الموجودة واستبدالها بشبائيك (2.5 * 1.5) م سمك 2 ملم وعرض المقطع 8 سم شاملا السعر مانع الذباب وكتائب الحماية حديد واليديات وزجاج سمك 4 ملم مع كل الملحقات ومتطلبات العمل	Ea.	4		
4	Supply materials, tools and manpower to Remove old doors and install new PVC doors (1 * 2.1) m with the frames, locks and all accessories and work requirements to complete the Job. تجهيز المواد والعمل للقيام باعمال قلع الابواب القديمة واستبدالها بابواب PVC جديدة بقياس (2.1×1)م شاملا العمل الاطار والكيلون مع كل الملحقات ومتطلبات العمل	Ea.	4		
5	Supply materials, tools and manpower to repair Sanitary unit and open the sewage streams; the work includes replacing old ceramic eastern basin by another new and the manholes covers with new ones and all the required works to complete the Job.	L.S.	1		

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

	تجهيز المواد والعمل للقيام بصيانة المجموعة الصحية وتسليك مجاري المياه شاملا العمل قلع القاعدة الشرقي واستبدالها باخرى جديدة تبديل اغطية المنهولات المتضررة وتأهيل الحمام والدوش مع المغاسل مع كل متطلبات العمل.				
6	Supply materials, tools and manpower to repair the electrical installation works according the details below تجهيز المواد والعمل على صيانة التأسيسات الكهربائية واستبدال المتضرر منها وحسب التفاصيل ادناه				
a	Supply, install, connect and test water heater of 180 ltr capacity with 3000 W capacity heater, the work includes electrical connection using 3x4 mm cable ,30 Amp capacity circuit breaker with all water connections and all the required works to complete the Job. تجهيز وتأسيس وربط وفحص سخان ماء كهربائي سعة 180 لتر مع هيتز 3000 واط شاملا العمل التأسيس باستعمال كابل 4x3 ملم 2 وقاطع دورة 30 امبير مع كافة التأسيسات المائية مع كل ما يتطلبه العمل	Ea.	1		
b	Supply, install, connect, and test plug switch of 13-Amp capacity using, (2 x2.5) mm2 wire with all the required تجهيز وتأسيس وربط وفحص مأخذ كهربائي للتيار (بلك سويچ) 13 امبير وباستخدام اسلاك (2.5*3) ملم 2 مع كل ما يتطلبه العمل	Ea.	10		
c	Supply, connect and operate electrical triple switch using copper wires (Siemens type) of (2x1.5) mm2, with all the required works to complete the Job. تجهيز وربط وتشغيل مفتاح ثلاثي باستخدام اسلاك نحاسية (1.5*2) ملم 2 مع كافة متطلبات العمل	E.a	10		
d	supply, install, connect and test 12 inch diameter air ventilator using, (3x2.5) mm2 wire with all the required with all work requirements تجهيز وتأسيس وربط وفحص ساحة هواء 12 انچ باستخدام اسلاك (2.5 * 2) ملم 2 مع كافة متطلبات العمل	Ea.	2		
e	Supply, install, connect, and test ceiling fan using, (2 x1.5) mm2 wire with all the required with all work requirements تجهيز وتأسيس وربط وفحص وتشغيل مراوح سقفية باستعمال اسلاك (2*1.5) ملم 2 مع كافة متطلبات العمل	Ea.	4		
f	Supply, install, connect, and test single 120cm long fluorescent light with the base, price should include the starter, using (2 x1.5) mm2 wire with all the required with all work requirements تجهيز وتركيب وتأسيس وفحص قاعدة فلورسنت نيون بطول 120 سم مع الشمعة والستار تر مفردة باستعمال اسلاك (2*1.5) ملم 2 مع كافة متطلبات العمل	E.a.	20		
g	Supply, install and connect air-conditioning split unit (cooling and heating) of 2 ton capacity with the protection device and all the required works to complete the Job. تجهيز وتثبيت وربط مكيف هواء سبلت يونت (تدفئة وتبريد) سعة (2 طن). مع جهاز الحماية وكل متطلبات العمل.	Ea.	3		
h	Supply, install, connect and test the projector with 400W halogen Lamp, (2x4) mm2 wire and installation switch with all the required works to complete the Job تجهيز وتأسيس وربط وفحص تراكيب انارة بلاجكتور ذات مصباح هالوجين سعة 400 واط مع كابل 4*2 ملم 2 مع مفتاح التشغيل	Ea.	6		
	Rehabilitation of Exterior fence of the garage				
7	Supply materials, tools and manpower to build with concrete block (20X20X40) cm and cement mortar (1:3), 2.5 m height with all the required works to complete the Job.	M2	400		

	تجهيز المواد واعمل البناء بالبلوك الكونكريتي (40*20*20) سم ومونة الاسمنت بنسبة خلط (3:1) وبارتفاع (2,5) متر فوق مع كل ما يتطلبه العمل				
8	Supply materials, tools and manpower to plaster the external and internal fence with (1:3) cement-sand mortar and all the required works to complete the Job. تجهيز المواد والعمل على الليخ الجدار من الخارج والداخل باستخدام السمنت والرمل بنسبة خلط 3:1 مع كل ما يتطلبه العمل	M2	800		
9	Supply and install steel sliding door of (6x2)m dimensions, 2" thick frame and 1mm thick steel plate the work includes all accessories, locks, 3 layer of oil based paint in addition to anti rust prime coat. work includes the construction of reinforced concrete column (40*40)cm dimensions and (60x60x40)cm reinforced concrete bases of 26 Mpa compressive strength, with all the required works to complete the Job . تجهيز المواد والعمل للقيام بتركيب باب حديد سلايد بأبعاد (6*2) م سمك الاطار 2 انج والبليت 1 ملم م شاملا السعر كل الملحقات من قفل وسراكي والصبغ بالاصباغ الدهنية بثلاث طبقات وعمل الأعمدة الخرسانية المسلحة (40*40)سم مع القواعد الخرسانية المسلحة (60*60*40)سم وبمقاومة انضغاط 26 ميكاسباسكال مع كل متطلبات العمل	E.a	1		
10	Supply materials, tools and manpower to paint with 3 layers of Plastic paints for Exterior AND interior walls, with all requirements to complete the Job تجهيز المواد والعمل للقيام بأعمال الصبغ باستخدام الاصباغ البلاستيكية وبثلاث طبقات للجدران الداخلية والخارجية مع كل ما يتطلبه العمل	M2	800		
11	Supply materials, tools and manpower to installing barbed wire along the center of the fence with all work requirements تجهيز المواد والعمل على تجهيز وتثبيت اسلاك حماية شائكة على طول الجدار الخارجي للكراج مع كل متطلبات العمل والتثبيت	M.L	300		
12	Supply materials, tools and manpower to backfill and leveling by using sub-base layer" class C" with well compaction and cast 26 Mpa sulphate resistance reinforced concrete using BRC reinforcement of 6 mm thick, with smooth surface and 20 cm thick, the price should include installation of expansion joints and all the required works to complete the Job. تجهيز المواد والعمل للقيام بأعمال الدفن والتسوية لأرضية الكراج باستخدام الحصى الخابط صنف C مع الحدل الجيد والقيام بأعمال صب الخرسانة المسلحة وبسمك 20 سم باستخدام BRC سمك 6 ملم وبوجه صقيل وبمقاومة انضغاط 26 ميكاسباسكال وباستخدام الأسمنت المقاوم للأملاح شاملا السعر عمل مفاصل التمدد و كل ما يتطلبه العمل .	M2	400		
13	Supply materials, tools and manpower to construction Cars roofs (50 X 6) m with Height 4.5 m consist of main column circular 3 inch from galvanic iron and 1.8 mm thick at 3 m between columns then use sequar pipe 2 inch between main column and Kirby Cage (0.05) for the roof and sides with a one piece for each side and installation using screw augers with plastic to keep out the rain, as well as insure the sufficient overlap between adjacent blocks and all requirements needed to complete the job تجهيز المواد والعمل على انشاء سقيفة للكراج (6 * 50) م وارتفاع 4,5 م حيث تتكون السقيفة من عمود حديد مغلول رئيسي 3 انج يتم تثبيته بالأرض ويتم فرش بورى مربع ثانوي طراحيات بين العمود الرئيسي ويتم لحامه وتثبيته بشكل جيد , بعدها يتم التغليف للمسقف بقطع كيربي كيج (0.05) للسقف والجوانب بقطعة واحدة للجانب والتثبيت باستخدام برغي بريمة مع الواشرات البلاستيكية لمنع دخول الأمطار وكذلك عمل التداخل الكافي بين القطع المتجاورة وكل ما يلزم لإكمال العمل	M2	300		

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14	Supply, test, install and connect electrical generator of 50 kVA capacity silent type and work under high temperature that reach 50° with warranty 1 year or 1000 operation hours; the work includes the required electrical installation and connections with all the required works to complete the job. See Annex-1 for more details.	Ea.	1		
	تجهيز وفحص وتنصيب وربط وتشغيل مولدة قدرة 50 كي في كاتم الصوت تعمل تحت درجات الحرارة العالية التي تصل الى 50 درجة مئوية مع الضمان والصيانة لمدة سنة او الف ساعة تشغيل مع كل ما يتطلبه العمل من مستلزمات الربط والتوصيلات الكهربائية. راجع الملحق أ لمزيد من مواصفات المولد.				
Total \$					

Work Duration 60 Days Yes..... No..... (Supplier work duration:days)

Signature and Stamp of Company:

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Time (60) Days			
Minimum one (1) year warranty on the Civil Work Services and Generator			
Validity of Quotation (90) Days			
All Provisions of the UNDP General 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]