



REQUEST FOR QUOTATION (RFQ) (Goods)

RFQ 106/17 Procurement of Furniture and Tools for 10 Locations - Ninawa Governorate A. HAMDANIYA LOCATIONS Location 1: Alirash PHC Location 2: Bagdeda PHC Location 3: Bartella PHC Location 4: Hamdaniya PHC Location 5: Hamdaniya Health Sector Location 6: Hassan Sham PHC Location 7: Karamless PHC Location 8: Manarat Alshabak PHC Location 9: Mowafagiya PHC B. Location 10: Sherqat District General Hospital	June 8, 2017 REFERENCE: RFQ-106/17
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Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Procurement of Furniture and Tools** as detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before, **18th June 2017** ☒ *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)	Location 1: Alirash PHC Location 2: Bagdeda PHC Location 3: Bartella PHC Location 4: Hamdaniya PHC Location 5: Hamdaniya Health Sector Location 6: Hassan Sham PHC Location 7: Karamless PHC Location 8: Manarat Alshabak PHC Location 9: Mowafagiya PHC Location 10: Sherqat District General Hospital
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
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
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>Sunday, June 18, 2017 by 1400Hours (Local Time).</i>
Bid Opening Date & Time:	<i>Sunday, June 18, 2017 by 1500Hours (Local Time).</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
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 quotation 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"/> Annex A: Compliance Sheet with the specifications as indicated in the statement of requirements (Quotations) and as priced. <input checked="" type="checkbox"/> List of previous supply and delivery contracts and projects

	<p>executed with values and name of client.</p> <p>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.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Allowed [All potential eligible bidders can submit a bid for one or all locations, depending upon their capacity and resources available. However only complete bids meeting all requirements for each Location will be accepted].</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% upon successful delivery and full acceptance of the received goods as per quotation.</p>
Liquidated Damages	<p>0.5% of the contract value for one-week delay to maximum 10% of the contract value with possibility to cancel the Purchase Order</p>
Evaluation Criteria ¹	<p><input checked="" type="checkbox"/> Full compliance to the required technical specifications of the items under this RFQ.</p> <p><input checked="" type="checkbox"/> Full compliance of the goods/equipment part of quotation;</p> <p><input checked="" type="checkbox"/> Annex-1 Duly filled and completed for the entire statement of requirements.</p> <p><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].</p> <p><input checked="" type="checkbox"/> Compliance with delivery timeframe of 30 days;</p> <p><input checked="" type="checkbox"/> Full compliance with quotation statement of requirements Annex A</p>
Type of Contract to be Signed	<p>Purchase Order</p>
Special conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Within 1 Month upon written Acceptance of goods based on full compliance with RFQ requirements</p> <p><input checked="" type="checkbox"/> Written Acceptance of the goods/services provided based on full compliance with RFQ and technical requirements;</p>
Annexes to this RFQ ²	<p><input checked="" type="checkbox"/> Specifications of the furniture and Required Items to be Supplied (Annex 1)</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

Contact Person for Inquiries (Written inquiries only) ³	<p><input checked="" type="checkbox"/> E-mail address dedicated for this purpose: lilian.byansi@undp.org. Focal Person in UNDP: Lilian Byansi, Procurement Specialist.</p> <p>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.</p>
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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 yours



Mohammed Siddig Mudawi

Head of Operations Service Centre/ DCD (Operations) a.i

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