



REQUEST FOR QUOTATION (RFQ)

Rehabilitation of Kabarli PHC in Al Hamdaniya- Ninawa Governate, Iraq	February 7, 2018
	REFERENCE: RFQ-067/18

Dear Sir / Madam:

We kindly request you to submit your quotation regarding Rehabilitation of Kabarli PHC in Al Hamdaniya- Ninawa Governate, Iraq as detailed in Annex 1 of this RFQ.

Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide.

The Site visit will take place as per the following schedule:

Date & Time	Place
11 February 2018 10:00-12:00	Rehabilitation of Kabarli PHC in Al Hamdaniya- Ninawa Governate, Iraq Focal Person: Feraz Ahmed Phone: +964 (0) 7504461150 Email: feraz.agrawi@gmail.com

The bidder/s is requested to confirm in their bids that they have visited and examined the above sites and its surroundings, and obtained for themselves, on their own responsibility, all information which may be necessary for preparing the tender/bid and entering into a contract.

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

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	DAP
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Exact Address/es of Delivery Location/s (identify all, if multiple)	The project is located in Al-Jamaliah Village Telkaif Sub District - Outside Mosul GPS Coordinate is Lat: 36.2433556, Lon: 43.4516417
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Within 75 days 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 for minimum period of one year
Deadline for the Submission of Quotation	<p>Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone).</p> <p>PLEASE NOTE: -</p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<p>All items under this clause are required to be submitted by the bidders including:</p> <p><input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Properly filled-in Priced BOQs in as per the format provided with company stamp and signature. Bidder should provide submitted BOQ in PDF and Excel formats.</p> <p><input checked="" type="checkbox"/> Completed Compliance sheets</p> <p><input checked="" type="checkbox"/> List of Rehabilitation/Renovation/ Reconstruction projects implemented by the company</p> <p><input checked="" type="checkbox"/> Implementation time table within 75 calendar days</p> <p><input checked="" type="checkbox"/> Printed product catalogues relevant to the equipment being procured;</p>

	<p><input checked="" type="checkbox"/> Key Personnel CVs:</p> <p>Project Team Leader (Civil Engineer) with a degree in Civil Engineering and 5 years of construction experience. CV should be attached.</p> <p>Electrical Engineer with a degree in Electrical Engineering and 4 years of relevant experience. CV should be attached.</p> <p>Mechanical Engineer: with 4 years of relevant experience, Degree in Mechanical Engineering. CV should be attached.</p> <p><input checked="" type="checkbox"/> Statement of full acceptance of the Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> Statement that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 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>
Manner of Submitting Bid	<p>Online bidding in E-tendering module: https://etendering.partneragencies.org</p>
Partial Quotes	<input checked="" type="checkbox"/> Not Allowed
Payment Terms	<input checked="" type="checkbox"/> 100% upon successful completion of all works
Liquidated Damages	<p>Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.</p>

Evaluation Criteria ¹	<input checked="" type="checkbox"/> Minimum of 2 similar Rehabilitation/Renovation/Reconstruction projects implemented during the last 7 years <input checked="" type="checkbox"/> Compliance of Bid to the Technical Requirements and specifications of the BOQs <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable as per completion period of the required works <input checked="" type="checkbox"/> Compliance with the delivery terms and conditions/completion deadline set by UNDP of 75 days <input checked="" type="checkbox"/> Statement of Satisfactory Performance from top two clients in terms of contract value on similar required works. <input checked="" type="checkbox"/> Qualification of the Key personnel as per the requirements Project Team Leader (Civil Engineer) with a degree in civil engineering and 5 years of construction experience. CV should be attached. Electrical Engineer with a degree in Electrical Engineering and 4 years of relevant experience. CV should be attached. Mechanical Engineer: with 4 years of relevant experience, Degree in Mechanical Engineering. CV should be attached. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions
Type of Contract to be Signed	Civil Works
Conditions for Release of Payment	Written Acceptance of the services provided based on full compliance with RFQ and BOQ requirements
Annexes to this RFQ ²	<input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 1) <input checked="" type="checkbox"/> Compliance Sheet (Annex 2) <input checked="" type="checkbox"/> Drawings (Annex 3) <input checked="" type="checkbox"/> Scope of Work (Annex 4) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 5) 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	Banaz Hama Saeed Email: banaz.hama.saeed@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.

¹UNDP 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 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.

Yours sincerely,



Mohammed Siddig A. Mudawi
Head of Stabilization
UNDP Iraq

