



REQUEST FOR QUOTATION (RFQ)

Rehabilitation of Jensiya building in Baiji - Salahdien Governorate	July 10, 2018
	REFERENCE: RFQ-503/18

Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Rehabilitation of Jensiya building in Baiji - Salahdien Governorate** 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. Quotation must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

Those companies who are not registered in the e-tendering portal are requested to use the following temporary username and password for registration:

Username: event.guest

Password: why2change

The site visit will take place as per the following schedule (UNDP focal person and the email provided is a YAHOO account as per following details):

Date & Time	Detail
18 July 2018 (Wednesday) 10:00AM-12:00PM	Place: Baiji district- Hay Al Alasry/ North Salahdien governorate (Coordinates 43.4985, 34.9235) Focal Person: Engineer Abdel Hameed Phone: +964 (0) 772 577 1294 Email: abdel_hameed93@yahoo.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 rehabilitation of the abovementioned school:

Delivery Terms [INCOTERMS 2010]	DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	Baiji district- Hay Al Alasry/ North Salahdien governorate. Coordinates (43.4985, 34.9235)
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Within 90 calendar 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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Properly filled-in Priced BOQs in as per the format provided with company stamp and signature; <input checked="" type="checkbox"/> List and value of projects performed for the last 7 years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Duly completed and stamped compliance sheet along with requested documentation. <input checked="" type="checkbox"/> Catalogue for offered equipment; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;

	<p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top two clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel as below:</p> <ul style="list-style-type: none"> ▪ One Qualified Civil Engineer – Must have degree in Civil Engineering and minimum 5 years of working experience in relevant field; ▪ One Qualified Electrical Engineer – Must have a degree in electrical engineering and minimum 3 years of working experience in the relevant field. ▪ One Qualified Mechanical Engineer: Must have a degree in Mechanical engineering and minimum 3 years of working experience in the relevant field. <p><input checked="" type="checkbox"/> Implementation Plan/Timetable for 90 Calendar days (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement).</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> <p><input checked="" type="checkbox"/> Declaration of Warranty on services and equipment part of BOQs for 1 Year;</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 120 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	<p><input checked="" type="checkbox"/> Not Allowed</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% upon successful completion of all works</p>
Liquidated Damages	<p>Will be imposed under the following conditions: 0.5% of contract for each 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/Construction 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 [90 Calendar Days]; <input checked="" type="checkbox"/> Compliance with the delivery terms and conditions/completion deadline set by UNDP; <input checked="" type="checkbox"/> Warranty on services and equipment part of BOQs for 1 Year <input checked="" type="checkbox"/> Qualification of the Key personnel as per the requirements: <ul style="list-style-type: none"> ▪ One Qualified Civil Engineer – Must have degree in Civil Engineering and minimum 5 years of working experience in relevant field; ▪ One Qualified Electrical Engineer – Must have a degree in electrical engineering and minimum 3 years of working experience in the relevant field ▪ One Qualified Mechanical Engineer: Must have a degree in Mechanical engineering and minimum 3 years of working experience in the relevant field. <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.
Type of Contract to be Signed	UNDP Contract for 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"/> General Terms and Conditions / Special Conditions (Annex 2) 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"/> Compliance sheet (Annex 3) <input checked="" type="checkbox"/> Scope of Works and related drawings (Annex 4)
Contact Person for Inquiries (Written inquiries only) ³	Delan Abdula Email: delan.abdula@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 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,



Piero Emanuele Franceschetti
Head of Service Center