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

REFERENCE: <b>IRQ-RFQ/515-18</b> <b>Rehabilitation of Bertilla Municipal Shops (29 shops) for Land No. 25494-Bertilla District-Ninawa Governorate</b>	DATE: July 16, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Rehabilitation of Bertilla Municipal Shops (29 shops) for Land No. 25494-Bertilla District-Ninawa Governorate**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

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.

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

Bidders can download the complete tender documentation from the e-Tendering upon registration".

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 Procurement notice includes the details of the UNDP focal person and the email provided is a GMAIL account as per following details:

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

**Date and Time:** Monday 23<sup>rd</sup> July 2018 between 10:00-12:00 am

**Focal Person:** Eng. Alaa Naji

**Phone:** +964 (0) 07706509511

**Email:** [alaanaji.civil1994@gmail.com](mailto:alaanaji.civil1994@gmail.com)

The Procurement notice includes the details of the UNDP focal person account as per following detail:

**Name:** Mohammed Abbas HASSAN

**Email Address:** [mohammed.abbas@undp.org](mailto:mohammed.abbas@undp.org)

Please take note of the following requirements and conditions pertaining to the supply/provide of the abovementioned goods /works

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	<input checked="" type="checkbox"/> Bertilla Municipal Shops (29 shops) for Land No. 25494-Bertilla District-Ninawa Governorate
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 60 calendar days from the date of signing the Contract.
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"/> Civil works part of the BOQ will be guided by; Contractor deficiency of the General Conditions applies (Annex 3), Clause 47.
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> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English; and/or <input checked="" type="checkbox"/> Arabic
Documents to be submitted	<input checked="" type="checkbox"/> Company Profile, including printed brochures and product catalogues relevant to the works being requested; <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 as per the format provided with company stamp and signature. <input checked="" type="checkbox"/> List and value of projects performed for the last 10 years plus client's contact details who may be contacted for further information on those contracts. <input checked="" type="checkbox"/> List and value of ongoing contracts with contact details of clients and current percentage completion of each ongoing project.

	<p><input checked="" type="checkbox"/> Implementation Timetable as per the requirement (60 Calendar Days);</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past five years (2012-2013-2014-2015-2016) <i>Companies having complete audited financial statement for 2017 should also submit the signed report and will be considered for evaluation.</i></p> <p>➤ For J/V the sum of turnovers of all partners in any single year during the last six years will determine the total annual turnover</p> <p><input checked="" type="checkbox"/> Qualifications of Key personnel to be assigned to the contract. As below:</p> <ul style="list-style-type: none"> <li>• One Qualified Civil Engineer: A minimum of 7 years' work experience in the rehabilitation/construction works, &amp; must have handled at least 1 projects of similar nature and complexity equivalent to this assignment. Should have a Degree in Civil Engineering. CV should be attached.</li> <li>• One Qualified Electrical Engineer: A minimum of 5 years' work experience in the Electrical Engineering field &amp; must have handled at least 1 projects of similar nature and complexity equivalent to this assignment. Should have a Degree in Electrical Engineering. CV should be attached.</li> </ul> <p><input checked="" type="checkbox"/> Confirmation availability of following Equipment:</p> <ul style="list-style-type: none"> <li>• Excavator (Bucket capacity 0.5 m3): Qty - One</li> <li>• Dump Truck: Qty – One</li> <li>• Hand held Compactor: Qty One</li> <li>• Concrete Mixer: Qty One</li> <li>• Concrete Vibrator: Qty One</li> </ul> <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"/> 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>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Manner of Submitting Bid	<p>Online bidding in E-tendering module:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>            Event ID: IRQ – RFQ-515-18</p>
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion of works

Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:</p> <p>Percentage of contract price per day of delay: 0.5% up to max no. of days of delay: one calendar month. After which UNDP may terminate the contract.</p>
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price</p> <p><input checked="" type="checkbox"/> Minimum of 2 similar Rehabilitation/Renovation/Construction) projects implemented during the last 7 years;</p> <p><input checked="" type="checkbox"/> Minimum of Annual turnover of US\$ 90,000/- in any single year during the five years (2012-13-14-15-16-2017) <b>OR</b></p> <ul style="list-style-type: none"> <li>Letter from the reputable bank for the availability of credit facility of US\$35,000/- for reasonable time frame.</li> </ul> <p><input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable as per completion period of the required works;</p> <p><input checked="" type="checkbox"/> Qualification of the Key personnel as per the requirements:</p> <ul style="list-style-type: none"> <li>One Qualified Civil Engineer: A minimum of 7 years' work experience in the rehabilitation/construction works, &amp; must have handled at least 1 projects of similar nature and complexity equivalent to this assignment. Should have a Degree in Civil Engineering. CV should be attached.</li> <li>One Qualified Electrical Engineer: A minimum of 5 years' work experience in the Electrical Engineering field &amp; must have handled at least 1 projects of similar nature and complexity equivalent to this assignment. Should have a Degree in Electrical Engineering. CV should be attached.</li> </ul> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Civil Works
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for Civil Works</p> <p>Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 35 days after the project duration
Conditions for Release of Payment	<input checked="" type="checkbox"/> within 30 days upon written Acceptance of works based on full compliance with RFQ requirements
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Scope of works (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2), The BOQ in Excel is separately attached.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3): <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></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) <sup>1</sup>	<p><i>Mohammed Abbas HASSAN</i>  <i>Procurement Analyst</i>  <i>E-mail: <a href="mailto:mohammed.abbas@undp.org">mohammed.abbas@undp.org</a></i></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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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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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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<sup>1</sup> 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Piero Emanuele Franceschetti  
Head of Service Center



July 16, 2018

## Scope of Works

**Rehabilitation of Bertilla Municipal Shops (29 shops) for Land No. 254/94, Bertilla District,  
Ninawa Governorate**

**1. PROJECT BACKGROUND:****a. Project description**

Bertilla municipality have a lot of shops that being renting for Bertilla people and beneficiaries, low rent rate in comparison with the private shops make these shops submit a good benefit for the beneficiaries, these shops location is very close to the central trading markets and that make them wanted and to the users. This set of shops consist of 29 shops, separated by three building located in one set and land number.

**b. Direct and indirect beneficiaries:**

- Direct beneficiaries: 120 individuals.
- Indirect beneficiaries: total beneficiaries are 20,000 individuals, 53% female, 47% male.

**c. Impact and how it will be measured (quantitative measures):**

- Rehabilitation the shops will submit special service to the beneficiaries and municipality directorate from several fields as:

**1- Re-Open the shops:**

Till date only one shop opened by one beneficiary and used as barber shop, other 28 shops can't open without proper rehabilitation work, after rehabilitation all the buildings shops will be ready to be used by all other beneficiaries, more than 60 families will get direct benefit and others as indirect.

**2- Buildings Economical Affect:**

After completing the rehabilitation work for the shops, municipality and all other beneficiaries will get direct economic benefit, municipality will get income from renting these shops and beneficiaries will get proper income by marketing their shops and trade work.

**3- Building Service Quality:**

After rehabilitation all shops will be available for people to submit them better service especially the shops will be compared with the private shops and will be wanted by other people as modern private shops.

#### **4- Buildings workability age:**

After rehabilitation work the buildings will be in better conditions, roof waterproof will have renewed to prevent any leakage and protect interior finishing and protect the building concrete structure that will add a value to the building workability age and increase the service period.

## **2. LOCATION**

The shops building located at Teachers neighborhood, central of Bertilla Sub District - Al Hamdania District- Ninawa Government, about 25 KM to Mosul city center.  
Coordinates **(36.355212,43.377671)**

## **3. BUILDING/CONSTRUCTION DESCRIPTION**

General site area 950 Sq.m., Site Consists of three separated adjacent buildings as below:

**1- Building #1 (5.4X30.4) m:** it's one floor building, consists of 10 shops.

**2- Building #2 (5.4X21.4) m:** it's one floor building, consists of 7 shops.

**3- Building #3 (5.4X30.5) m:** it's one floor building, consists of 12 shops.

All shops were built using concrete foundation, masonry wall built by cement blocks, concrete slab, cement plastering for interior and exterior walls, roll up doors for the main entrance shops.

## **4. DESCRIPTION OF THE DAMAGE:**

During ISIS period a lot of shops been burnt, wall damaged, cement plastering damaged and removed, exterior roll up doors damaged, electrical panels, lighting, cables were damaged/stolen, in addition to the long workability period before ISIS occupation and bad maintenance work that performed for the shops, roof leakage causing daily damage for the interior finishing.

## **5. WORKS ON BRIEF**

The rehabilitation work includes civil, sanitary and electrical works. The civil part of the works includes but not limited to site preparation, roof parapet work, roof waterproofing work, interior construction joint repair, masonry work above DPC level, cement plastering with cracks repair and without cracks repair, terrazzo tiles for floor with skirting installation, polishing and glazing work for the existing floor tiles, emulsion paint, plastic paint, oil paint, install roll up door, casting concrete floor with BRC, shops billboard installation, installation of steel ladder for the roof, then reconstruction of small toilet for shops which is consists of excavation work, concrete foundation work, masonry wall 40 cm width, masonry wall 20 cm width, cement plastering work,



ceramic work for floor, ceramic tiles for walls, plastic suspended ceiling for the bathroom, concrete slab work, PVC doors installation, PVC windows installation, roof waterproofing, concrete work for the floor under tiles, steel ladder for roof, etc, as indicated on the BoQ. The sanitary works includes but not limited to install new water tanks, new roof drain water, install new wash basins, new eastern toilets with new siphons, and installation of water pump work, install new water mixer with healthy faucets, install new ceramic shower, install new 4" PVC pipes for sewage, install new PPR pipe ½" and 1" for water supplying, floor drain installation, galvanized pipe 3/4" installation, masonry manholes, installation, reconstruction new septic tank (5x4x2.7)m, etc,,, as indicated on the BoQ. The electrical works includes but not limited to fixing light switch, socket switches, indoor fluorescent lighting fixtures, bracket waterproof fixtures, ceiling fans, exhaust fans, new electrical water heater installation, power cables 4x25 mm<sup>2</sup>, power cables 2x10 mm<sup>2</sup>, new main boards for the shops, etc, as indicated on the BoQ.

## **6. DURATION OF THE PROJECT**

60 Calendar days

## Annex 2

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>2</sup>**  
***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>3</sup>)***

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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/515-18 (Rehabilitation of Bertilla Municipal Shops (29 shops) for Land No. 25494-Bertilla District-Ninawa Governorate)**

**Offer to Comply with Other Conditions and Related Requirements**

<b>RFQ Requirement</b>	<b><i>Yes, we will comply</i></b>	<b><i>No, we cannot comply</i></b>
Completion Period: 60 calendar days		
Validity of Quotation 120 days		
Acceptance of the UNDP General Terms and Conditions		

We confirm that our company is not included in the UN 1267/1989 List or the UN Ineligibility List or in any and all of UNDP's list of suspended and removed vendors.

Authorized Signature [ <i>In full and initials</i> ]:	
Name and Title of Signatory:	
Name of Firm:	
Mobile Number:	
Email:	

**Note: BOQ is attached separately.**

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<sup>2</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>3</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

***Annex 3***  
***General Terms and Condition for Civil Works***  
***Attached to the event separately.***