



Empowered lives.
Resilient nations.

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

REFERENCE: IRQ-RFQ/633-18 Rehabilitation of Building and Garage of Municipality Maintenance Department in Ba'aj-Ninawa Governorate+ Supply of Furniture	DATE: August 19, 2018
--	-----------------------

Dear Sir / Madam:

We kindly request you to submit your quotation for **Rehabilitation of Building and Garage of Municipality Maintenance Department in Ba'aj-Ninawa Governorate + Supply of Furniture**, 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: Thursday 30th Aug 2018 between 10:00-12:00 am

Focal Person: Eng. Adil Al Qasim;

Phone: +964 (0) 07736976994

Email: adil.arch1983@gmail.com

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

Name: Vian Mohammed

Email Address: vian.mohammed@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"/> Municipality Maintenance Department in Ba'aj-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"/> 75 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"> 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. 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.
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 (75 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><input checked="" type="checkbox"/> Qualifications of Key personnel to be assigned to the contract. As below:</p> <ul style="list-style-type: none"> • One Qualified Civil Engineer A minimum of 3 years' work experience in the rehabilitation/construction works, & 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. • One Qualified Electrical Engineer: A minimum of 3 years' work experience in the Electrical Engineering field & 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. <p><input checked="" type="checkbox"/> Confirmation availability of following Equipment:</p> <ul style="list-style-type: none"> • Dump Truck: Qty – One • Hand held Compactor: Qty One • Concrete Mixer: Qty One • Shovel machine: Qty one • Drill machine: Qty two • Hand tools: Qty (one set) <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: https://etendering.partneragencies.org Event ID: IRQ – RFQ-633-18</p>
Payment Terms	<input checked="" type="checkbox"/> 100% upon completion of works

Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 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.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Minimum of 2 similar Rehabilitation/Renovation/Construction) projects implemented during the last 7 years; <input checked="" type="checkbox"/> Minimum of Annual turnover of US\$ 65,000/-in any single year during the five years (2012-13-14-15-16-2017) OR <ul style="list-style-type: none"> Letter from the reputable bank for the availability of credit facility of US\$35,000/- for reasonable time frame. <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable as per completion period (75 calendar days) of the required works; <input checked="" type="checkbox"/> Qualification of the Key personnel as per the requirements: <ul style="list-style-type: none"> One Qualified Civil Engineer A minimum of 3 years' work experience in the rehabilitation/construction works, & 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. One Qualified Electrical Engineer: A minimum of 3 years' work experience in the Electrical Engineering field & 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. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions; <input checked="" type="checkbox"/> Warranty on parts and equipment part of BOQs;
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	<input checked="" type="checkbox"/> General Terms and Conditions for Civil Works Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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	<input checked="" type="checkbox"/> Scope of works (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2), The BOQ in Excel is separately attached. <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3): http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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) ¹	Vian Mohammed Procurement Officer E-mail: vian.mohammed@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.

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

¹ 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.

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.

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:

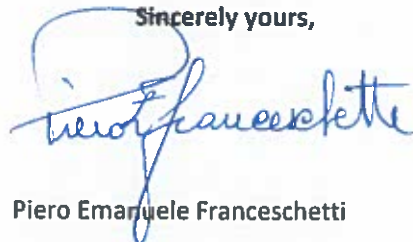
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,

A handwritten signature in blue ink, appearing to read 'Piero Franceschetti', is written over a circular stamp or seal.

Piero Emanuele Franceschetti

Head of Service Center

August 19, 2018

Scope of Works

Rehabilitation of municipality's vehicle garage building in Ba'aj Ninawa Governorate + Supply of Furniture

1. PROJECT BACKGROUND

a. Project description

The building consists of three management rooms, a warehouse and six parking spaces, and the WC. The municipality of Al-Baaj serves the municipality's services, which in turn lead to the cleaning and removal of waste from the streets of the city, which has a population of 40,000 people. The building was built in the early 1980s and has not undergone any restoration since then. The land area is 1000 square meters and the building area is 250 square meters.

b- Direct and indirect beneficiaries

- Direct beneficiaries: 52 Employee and Driver
- Indirect beneficiaries: 40.000 people, Represented by the population of the city, 22,000 females and 18,000 males).

c- Impact and how it will be measured (quantitative measures)

The return of the municipal garage for work, helps in the maintenance and protection of municipal mechanisms, in addition to the easy repair of the unemployed mechanisms of the workshop in the garage. And thus, lead to the return of the work of the sections of the municipality represented by the Department of services, machinery and gardens in a healthy manner. Which will make the city of Ba'aj more beautiful and clean, which will encourage the return of the people of the city to their homes and the return of life to the city naturally.

2. LOCATION

The project is in Yarmouk neighborhood of Ba'aj, Ninawa Governorate

Coordinates (36.047653,41719151)

3. BUILDING/CONSTRUCTION DESCRIPTION

The building is built in two parts: the first with the system of bearing walls, and the second with the system of columns and beams, the building is surrounded by a fence height of 2 m, and 120 meters long. The part constructed with the bearing walls system was used in the hard block (40X20X15 cm) it used in the construction of the walls. The cement mortar was used to Plaster the external walls, and the Gypsum was used to Plaster the inner walls, the

roofing system is reinforced concrete ceilings. The outer fence is also built of hard block.

4. DESCRIPTION OF THE DAMAGE

The building was not repaired for a long time, military operations led to severe damage to doors and windows, damaged in interior finishes, as well as in the exterior cement plastering of the building the building also suffers from the leakage of rainwater into the interior by the roof, which damaged the interior finishes of the building.

5- WORKS ON BRIEF

The rehabilitation works include civil, sanitary and electrical, furniture works.

a- The civil items of the work include to Site preparation, Excavation and filling works , blinding (lean) concrete under foundation, reinforced concrete mat foundation, foundations and columns for main gate, parapet, the work of terrazzo(Mosaic) tiles for Floors, fence work, and ceramics for walls, cement, plastering, gypsum plastering, emulsion painting, plastic painting, steel door, pvc windows, suspended Ceiling , repairing of roofing system, fuel tank. etc., as included on the BoQ.

b- The sanitary items include to water tank, Siphon (Flush Tank), Ceramic wash basin, eastern toilet, PVC pipe 4"(Ø 100mm):and 6" (Ø 150mm), Galvanized iron water pipes (1"), masonry manholes, septic tank etc. as included on the BoQ.

c- The electrical works includes: Socket Switch(13A), Light Switch, Fluorescent Lighting, Spot Lighting, Outdoor Lighting(400W), Ceiling Fan, Exhaust fan, Main and Sub distribution board 12 ways, Power Cables, Automatic Change Over Switch (Motorized Change Over switch) Board, Split Unit Air-Conditioning, Transformer (60) kVA, as well as Diesel Generator etc. as included on the BoQ.

d- The work includes the installation of the building with furniture and is the completion of the process of rehabilitation to make the building ready for use.

6- DURATION OF THE PROJECT

75 calendar days.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION²
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery³)

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/633-18 (Rehabilitation of Building and Garage of Municipality Maintenance Department in Ba'aj-Ninawa Governorate)**

Offer to Comply with Other Conditions and Related Requirements

RFQ Requirement	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>
Completion Period: 75 calendar days		
Validity of Quotation 120 days		
Acceptance of the UNDP General Terms and Conditions		
Delivery compliance as per UNDP requirements		

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, in addition, List of required furniture

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

³ 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.