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

REFERENCE: <u>IRQ-RFQ/671-18</u> Rehabilitation works for Al-Mashriq school in Touz	DATE: August 30, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Rehabilitation works for Al-Mashriq school in Touz**, 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: Sunday 9th Sep 2018 between 10:00-12:00 am

Focal Person: Eng. Loqman Hasan Ahmed

Phone: +964 (0) 7701275766

Email: loqman.75tdrd@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 and cc: mohammed.abbs@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"/> Al-Mashriq school in Touz
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<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"> 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 7 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. <input checked="" type="checkbox"/> Implementation Timetable as per the requirement (60 Calendar Days);

	<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 5 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. <p><input checked="" type="checkbox"/> Confirmation availability of following Equipment:</p> <ul style="list-style-type: none"> • Excavator (Bucket capacity 0.5 m3): Qty - One • Dump Truck: Qty – One • Hand held Compactor: Qty One <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-671-18</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"/> 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"> • One Qualified Civil Engineer: A minimum of 7 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. <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	<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	<i>Vian Mohammed</i> <i>Procurement Officer</i> <i>E-mail: vian.mohammed@undp.org and mohammed.abbas@undp.org</i> 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.

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.

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.

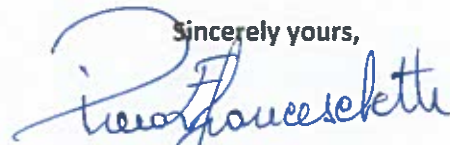
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about 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,



Piero Emanuele Franceschetti

Head of Service Center

August 30, 2018

Scope of Works

Rehabilitation of Al-Mashriq Primary School in Suleiman bek - Salahuddin Governorate

1. Project background

The objective of this project is to rehabilitate Al-Mashriq Primary School. The school is located in khasa-Darley Village - Suleiman bek district- / East of Salahuddin governorate. This project is essential to enable the students of this area to back to their studying at the regular usual situation.

2. Location



School	Status	Area Name (District)	Easting	Northing
Al-Mashriq Primary School	Partially damage	khasa-Darley Village – Suleiman bek district- / East of Salahuddin	44.644806	34.820944

3. Building/Construction description

Al-Mashriq Primary (Boys & Girls) School (388 student). Built in 2006, has thirteen classrooms and two administration room on ground area 1400 m2 and building area 950 m2, School built with concrete block and concrete ceiling.

4. Brief description of the damage

The area of the school is occupied by terrorist (ISIS) more than two years and then military operations for liberation that caused different damages at the building, some parts of the buildings and doors have been stolen, damage in walls paint, doors, windows. The electrical components mostly stolen or damaged and the remaining parts need to be tested. The brief damages include. Damages include:

- Some Damages in building gypsum and cement plastering
- Damages in Some glasses of windows.
- Damages in building walls painting
- Damages in sanitation system (water and sewage system) of toilets.
- Damages in roof mastic joint and rain sewage pipes.
- Damages in electrical building network & some fittings

5. Scope of Works (SoW)

The rehabilitation work includes civil, sanitary, mechanical and electrical works.

- Civil works includes but not limited to; site preparation, Fence plastering replacing the mastic of roof tiles, install new steel doors and main sliding door, repair the existing steel doors and windows, walkway casting, glass works for windows, painting works, and all other civil works as indicated in the BOQ.
- Sanitary works includes but not limited to; replacing the old toilet basin (for the students by new one with all civil work requirements as mentioned in the BOQ, installing new washbasin as indicated in the BOQ, and all other sanitary works as mentioned in the BOQ.
- Electrical works includes but limited to: distribution board, main cable, some cables, fluorescent lamp, ceiling fans, exhaust fan, and all other works as indicated in the BOQ.
- Fermenters works includes: Supply, File Cabinet, steel locker, wooden office table, rolling chair, water cooler, etc. and other Fermenters as indicated in the BOQ
- **Duration of the Project (days):** The Contractor must be prepared to conduct a complete turnover of the site within 60 days of site receiving award.

6. Photos





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-671/18 (Rehabilitation works for Al-Mashriq school in Touz,)

Offer to Comply with Other Conditions and Related Requirements

RFQ Requirement	Yes, we will comply	No, we cannot comply
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.

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.