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

REFERENCE: IRQ-RFQ/697-18 Rehabilitation of Al-Shafei Primary School -Mosul Al-Jadida-Mosul city- Ninewa Governorate- Iraq	DATE: September 20, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Rehabilitation of Al-Shafei Primary School - Mosul Al-Jadida-Mosul city- Ninewa Governorate- Iraq**, 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 27th Sep 2018 between 10:00-12:00 am

Focal Person: Eng. Azad Abdul Kareem

Phone: +964 (0) 7504625541

Email: azad01.undp@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

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-Shafei Primary School -Mosul Al-Jadida-Mosul city- Ninewa Governorate Al-Jadida-3- Mosul City- Governorate- Iraq. GPS coordinates of the exact location of school: 36°33'21.2"N 43°09'39.53"E
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 120 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	Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). PLEASE NOTE: - <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"/> Annex II Bid Submission Form; <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 not a corporation. (Note: The Bidders that are not registered with the Ministry of Trade in Iraq, shall be required to obtain the certificate of registration for construction activities in Iraq if they are awarded any contracts).

	<p><input checked="" type="checkbox"/> Properly filled-in Priced BOQs in as per the format provided with company stamp and signature.</p> <p><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.</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance for similar projects from the Top Two Clients in terms of Contract Value executed during the past seven years</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 style="padding-left: 40px;">➤ 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"/> List and value of ongoing contracts with contact details of clients and current percentage completion of each ongoing project.</p> <p><input checked="" type="checkbox"/> Implementation Timetable as per the requirement (120 Calendar Days);</p> <p><input checked="" type="checkbox"/> Confirmation for minimum warranty of 1 one year for Maintenance from the date of substantial handover</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"> • Project Team Leader with minimum 5 years of experience in similar works. CV should be attached. Project management qualifications will be an added advantage. • One Site Engineer for each site/school with 3 years of experience having 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-697-18</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 of building) projects implemented during the last 7 years; <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable as per completion period of the required works; <input checked="" type="checkbox"/> Minimum 5 years' experience in the sector/ Rehabilitation and construction of buildings. <input checked="" type="checkbox"/> Minimum annual turnover of US\$140,000 in any single year for the last 5 years (2012-2013-2014-2015-2016). The bidders having completed certified audited financial statement for 2017 can also submit the report which will be considered for evaluation. <u>OR</u> The bidder shall demonstrate, by a statement from its bank availability or access to liquid assets, lines of credit, or other financial means sufficient to meet the works cash flow for the contract, not less than US\$75,000 or equivalent, for a reasonable timeframe, in addition to the Bidder's commitments for other contracts. <input checked="" type="checkbox"/> Qualification of the Key personnel as per the requirements: <ul style="list-style-type: none"> • Project Team Leader with minimum 5 years of experience in similar works. CV should be attached. Project management qualifications will be an added advantage. • One Site Engineer for each site/school with 3 years of experience having Civil Engineering. CV should be attached. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
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	Mohammed Abbas HASSAN Procurement Analyst E-mail: mohammed.abbas@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:

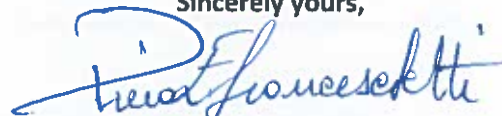
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



Piero Emanuele Franceschetti

Head of Service Center

September 20, 2018

Schedule of Requirements

Section 3a: Required Services

1. The Contractor is requested to perform the following services:

Rehabilitation of Al-Shafei Primary School -Mosul Al-Jadida-Mosul city- Ninewa Governorate- Iraq.

The proposed services focus on Rehabilitation **Al-Shafei** Primary School .The Contractor is required to perform the required **Civil works** including (but not limited to) pouring concrete, masonry, finishing works, including painting, tiles, doors, windows and fencing; **Sanitary works** sewage piping, water tanks and washbasins and connections and manholes; **Electrical works** including installation of main distribution board, lightings, electrical cables and connections, and installing new AC Split units, water boiler, ventilation and ceiling fans.

The Contractor shall visit the designated sites to become familiar with the condition of the work areas, the vicinity and the free space available for doing the work and storage of materials required for the execution of work. It is the bidders' responsibility to do research about the terrain and geographical conditions of the site before submitting bids.

In general, the Contractor should become familiar with all prevailing conditions and circumstances which may affect the manner in which he will perform the work.

The Contractor shall implement the Project based on a detailed work plan which shall be approved by the Project Engineer. The contractor is expected to produce/perform works which conforms in quality/quantity and accuracy of detailed specification. The Contractor is to institute a quality control system to ensure adequate monitoring of the works progress at all times.

To perform the proposed services, the Contractor will work in close coordination and consultation with the technical team and UNDP Project Engineer.

The Contractor is required to perform/execute construction and supply and installation of all other requirements according to the Bill of Quantities, and Technical Specifications.

The prices proposed by the Contractor in the bill of quantities after the site visit shall be considered to include all that is required to carry out the work under the local conditions and the foreseeable and unforeseeable expenses which will be required to complete the work.

2. TERMS OF DELIVERY

The renovation works to be executed is to be completed within **120 Calendar Days** from 7 days after the date of site handover.

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/697-18 (Rehabilitation of Al-Shafei Primary School -Mosul Al-Jadida-Mosul city- Ninewa Governorate- Iraq)**

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: 120 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.