



REQUEST FOR QUOTATION (RFQ)

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| Rehabilitation of Hay Al-Nafit Primary school in Baiji, Salahuddin Governorate - Iraq | October 10, 2019 |
| | REFERENCE: RFQ-220/19 |

Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Rehabilitation of Hay Al-Nafit Primary school in Baiji, Salahuddin Governorate - Iraq, 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

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

Attention of the Bidders that the site visit is mandatory for the project if you will not visit the construction sites your bid shall not be evaluated.

| Date & Time | Detail |
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| 16th Oct 2019 (Wednesday) 12:00PM-01:00PM | Place: The project is located at Hay Al-Nafit Primary school in Baiji, Salahuddin Governorate - Iraq GPS coordinates: N: 34.9382, E 43.4867 Focal Person for site visit: Eng. Abdullah Ayoub Email: abdullah.ayoobcivil2@gmail.com Phone: 07705156089 |

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:

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| Delivery Terms [INCOTERMS 2010] | DAP |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | The project is located in Hay_Al_Naft -Baiji district- / North Salahdin "GPS coordinates: N: 34.9382, E 43.4867" |
| Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP) | <input checked="" type="checkbox"/> Within 60 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 | Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). PLEASE NOTE: - 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 |
| Documents to be submitted | All documents listed below are required to be submitted by the bidders including: <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; (Note: <i>The Bidders that are not registered with the Ministry of Trade in Iraq, shall be required to obtain the permission to conduct construction activities in Iraq if they are awarded any contracts</i>). <input checked="" type="checkbox"/> Properly filled-in Priced BOQs in as per the format provided with company stamp and signature; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past five years [2014-2015-2016-2017-2018]. The bidders having completed 2019 audited report can submit the Audited Financial Statement for 2019 which will also be considered for evaluation. <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; |

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| | <p><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> <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"/> Duly completed and stamped compliance sheet along with requested documentation.</p> <p><input checked="" type="checkbox"/> Catalogue for offered equipment;</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 Project Manager/Civil Engineer – Must have degree in Civil Engineering and minimum 3 years of working experience in relevant field; ▪ One Qualified Electrical Engineer – Must have degree in Electrical Engineering and minimum 2 years of working experience in relevant field; <p><input checked="" type="checkbox"/> Implementation Plan/Timetable for 60 Calendar days (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement).</p> <p><input checked="" type="checkbox"/> Declaration of Warranty on services and equipment part of BOQs for 1 Year;</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> |
| 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> |
| Performance security | <p><input checked="" type="checkbox"/> Required</p> <p>Amount :10% of total contract value in Form:</p> <ol style="list-style-type: none"> a. Bank guarantee OR Certified Cheque issued by a reputable bank (shall be in accordance with Form included in the Invitation to Bid (Section-9); b. Should be submitted within 15 days upon issuance of letter of intent/contract. c. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract. d. The Performance Security shall be denominated in the currency of the contract valid for a period of 6 months to cover defect liability period. <p>If, within 12 months after the provision of service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair; Upon successfully completion of Defect Liability period of 12 months and upon issuance of final completion certificate, UNDP will return the Performance Security to the bidder. Please refer to general terms and conditions clause 10</p> |
| Manner of Submitting Bid | <p>Online bidding in E-tendering module: https://etendering.partneragencies.org</p> |

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| Partial Quotes | <input checked="" type="checkbox"/> Not Allowed |
| Payment Terms | <input checked="" type="checkbox"/> 100% upon successful completion of all works |
| Liquidated Damages | 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. |
| 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"/> Minimum annual turnover of US\$60,000 in any single year. Or evidence of financial stability i.e. banks statement or credit line; <input checked="" type="checkbox"/> Warranty on services and equipment part of BOQs for 1 Year; <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable as per completion period of the required works [60 Calendar Days] ; <input checked="" type="checkbox"/> Compliance with the delivery terms and conditions/completion deadline set by UNDP; <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 3 years of working experience in relevant field; ▪ One Qualified Electrical Engineer – Must have degree in Electrical Engineering and minimum 2 years of working experience in relevant field; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions of UNDP. |
| 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 | Anwar-ul-Haq Email: anwar.ul.haq@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:

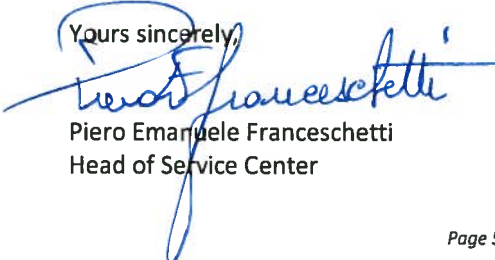
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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-220/19

Completion Period: **60** calendar days Agree: ☐ Yes ☐ No

The project is located at Salah Al-deen governorate

Agree: Yes ☐ No ☐

Validity of Quotation: 120 days Yes ☐ No ☐

Acceptance of Provisions of the UNDP General Terms and Conditions: Agree: Yes ☐ No ☐

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.

Company Stamp and Signature: -----

Official E-mails of the Company: -----

Date: -----

Note: BOQ IS ATTACHED SEPERATELY IN EXCEL FORMAT