



REQUEST FOR QUOTATION (RFQ)

Rehabilitation of Athrbab primary mixed school in Hawija District-Kirkuk Governorate	October 15, 2019
	REFERENCE: RFQ-259/19

Dear Sir / Madam:

We kindly request you to submit your quotation regarding **Rehabilitation of Athrbab primary mixed school in Hawija District-Kirkuk Governorate** as detailed in Annex 2 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		
Site Visit: Wednesday: 22 October 2019 From 10:30 AM - 12 PM	Place: The project is at Athrbab primary mixed school in Hawija District-Kirkuk Governorate		
	Athrbab primary mixed school in Hawija	35.105685	43.598451
Focal Engineer for site visit: Mohammed Ghatheeth Saleh mohammedkatheeth86@yahoo.com Mobile: 00 964770 3712570			

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:

Delivery Terms [INCOTERMS 2010]	DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	The project is in Athrbab Village, Hawija District, Kirkuk Governorate. Coordinates: 35.105685, 43.598451
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; and or Arabic
Documents to be submitted	All documents listed below are required to be submitted by the bidders including: <input checked="" type="checkbox"/> Company Profile, 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"/> Annex 1 – Form for submitting Suppliers Quotation. This form is Mandatory. <input checked="" type="checkbox"/> Properly filled-in Priced BOQs in as per the format provided with company stamp and signature; This form is Mandatory. <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 Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top two clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Duly completed and stamped compliance sheet along with requested documentation, if applicable;

	<p><input checked="" type="checkbox"/> Catalogue for offered equipment, if applicable;</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 Civil Engineer: A minimum of 3 years' work experience in the rehabilitation/construction works. 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. Should have a Degree in Electrical Engineering. CV should be attached. <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> <p>Note: Additionally, UNDP may request other financial documents such as Credit Line Facility, Bank Statements etc. in order to see the bidders' financial soundness (if required).</p> <p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.</p> <p>UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</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	<input checked="" type="checkbox"/> Not Required
Manner of Submitting Bid	Online bidding in E-tendering module: https://etendering.partneragencies.org
Partial Quotes	<input checked="" type="checkbox"/> Not Allowed
Payment Terms	<input checked="" type="checkbox"/> 100% upon successful completion of all works
Liquidated Damages	<p>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.</p> <p>Thereafter, the contract may be terminated.</p>

Evaluation Criteria ¹	<p><input checked="" type="checkbox"/> Minimum of 2 similar Rehabilitation/Renovation/Reconstruction projects implemented during the last 7 years;</p> <p><input checked="" type="checkbox"/> Compliance of Bid to the Technical Requirements and specifications of the BOQs;</p> <p><input checked="" type="checkbox"/> Warranty on services and equipment part of BOQs for 1 Year;</p> <p><input checked="" type="checkbox"/> Compliance with the delivery terms and conditions/completion deadline set by UNDP and appropriateness of the Implementation Timetable for 60 Calendar Days</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 3 years' work experience in the rehabilitation/construction works. 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. Should have a Degree in Electrical Engineering. CV should be attached. <p><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions of UNDP.</p>
Type of Contract to be Signed	<p>UNDP Contract for Civil Works</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Conditions for Release of Payment	<p>Written Acceptance of the services provided based on full compliance with RFQ and BOQ requirements</p>
Annexes to this RFQ ²	<p><input checked="" type="checkbox"/> Form for Submission of Quotation/BOQ attached (Annex 1)</p> <p><input checked="" type="checkbox"/> Scope of Works and related drawings (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p> <p><input checked="" type="checkbox"/> Compliance sheet (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ³	<p>Name : Mohammed Abbas HASSAN</p> <p>Email: mohammed.abbas@undp.org</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>
Additional requirements	<p>UNDP has zero tolerance for fraud and corruption, meaning that UNDP vendors are not to engage in fraud or corruption. Vendors engaged in fraud and corruption will be subject to sanctions. Fraud includes the submission of fraudulent or misrepresented documents, such as bid securities and financial statements.</p> <p>لن يتسامح برنامج الأمم المتحدة الانمائي على التزوير أو الفساد، ما معناه أن مقدم الخدمة لن يتورط في أي عملية تزوير أو فساد، وعكس ذلك سيتعرضون إلى العقوبات. يشمل التزوير تقديم الوثائق المزورة أو العمل على تقديم وثائق خاطئة، مثل خطابات ضمان وكشوفات مالية</p>

Price Deviations	Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the real local market prices at the time of bids preparation. In case of Unbalanced pricing (i.e. despite an acceptable total evaluated price, the price of one or more BoQ line items is significantly over or understated), UNDP had the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable Risk to UNDP.
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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,

A handwritten signature in blue ink, appearing to read 'IJAZ HUSSAIN', is written over a large, circular blue ink stamp. The stamp contains some illegible text. To the left of the signature, there is a small, stylized blue mark that looks like a 'W' or a checkmark.

Ijaz Hussain
Head of Procurement,
Service Center
15 Oct 2019

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-260/19

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

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 SEPERATELY IN EXCEL FORMAT

SCOPE OF WORK

Rehabilitation Athrbab primary mixed school in Hawija-Kirkuk Gov.

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

The objective of the rehabilitation Athrbab primary mixed school is to restore primary education to the in Athrbab village, Hawija. The building is owned and operated by Dept. of Education, Kirkuk Governorate

b. Direct and indirect beneficiaries

- i. Direct beneficiaries: 9 teachers employed and 392 students.
- ii. Indirect beneficiaries: population of around 810 people (40% male and 60% female).

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

Restoration of basic education to the children students of Athrbab Village and prepare them for further education.

2. LOCATION

The project is in Athrbab Village, Hawija District, Kirkuk Governorate. Coordinates: 35.105685, 43.598451

3. BUILDING/CONSTRUCTION DESCRIPTION

The Athrbab primary mixed school in Hawija is a one-story construction, with 6 class rooms, bathrooms, management offices and store on the ground floor.

4. DESCRIPTION OF THE DAMAGE

The damage to this school is by impact points from small arms fire resulting in 10% damage to the school. Several the doors have been damaged, sanitation units and pipes are blocked by solid wastes, so would also expect the water supply network and sewerage net also to be damaged. Electrical items have been looted or damaged, so all will need replacing from boards, cables, fans to lighting.

5. WORKS ON BRIEF

The rehabilitation work includes civil, sanitary and electrical works.

- a. The civil part of the works includes but not limited to site preparation, concrete works, gypsum plastering, painting, steel doors, crystal clear glass, repair steel windows, and suspended ceiling as indicated on the BoQ.
- b. The sanitary works includes but not limited to water tank installation, ceramic lavatory pedestal, siphon, mixer taps, drain pipes, refurbishment of sewerage pipes and water pump as indicated on the BoQ.
- c. The electrical works includes but not limited to provision and installation of main distribution board, sub distribution boards, circuit and power cable, ceiling fan, fluorescent fixture, switches, brackets, outdoor lighting, split unit air-conditioning (2 ton) and electrical water boiler as indicated on the BoQ.

6. DURATION OF THE PROJECT

60 Calendar days.