



SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation:

RFQ-137-22 Rehabilitation and Furniture for the Veterinary Health Center in Hatra District-Ninewa Governorate, Iraq

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1- (BOQ duly completed ,signed and stamped PDF version along with BOQ completed (excel version)

Annex 2-Quotation Submission Form

Annex 3-Technical and Financial Offer

Annex 4-compliance sheet

Note Annex-1 and 4 attached separately to the RFQ.

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.

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.



Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



Tender Overview

Rehabilitation and Furniture for the Veterinary Health Center in Hatra District-Ninewa Governorate,Iraq



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1 Overview

1.1 General Information

Title	RFQ-137-22
Contact Point	Hoshang Abdalrahman
Outcome	
E-Mail	hoshang.abdalrahman@undp.org
Reference Number	RFQ-137-22
Beneficiary Country	Iraq

Introduction

Rehabilitation and Furniture for the Veterinary Health Center in Hatra District-Ninewa Governorate

1. PROJECT BACKGROUND

- a. **Project description:** The objective of the rehabilitation of this Veterinary Health center is to raise the health levels of the animals in in Southwest of Mosul. The building is owned and operated by Dept. Of Directorate of Agriculture Ninewa Governorate.
- b. **Direct and indirect beneficiaries:** Hatra district along its villages and surrounding areas.
 - a. Direct beneficiaries: 20 employees
 - b. Indirect beneficiaries: 250 families of around 2,000 citizens (1,200 male and 800 female).
- c. **Impact after completion:** The impact after completion is to raise the health levels for the domestic animals in Hatrah Dist. and villages around Hatra, approximately 75,000 sheep, 500 Oxon, and 500 cattle.

2. LOCATION

The project is in Hatra, southwest of Mosul Coordinates GPS 35.57330, 42.72695

3. BUILDING DESCRIPTION

The building consists in one story of about 1200 m², divided in two building one for the health center and other for doctor house and these buildings consist of twelve rooms. There is also, one manger room, two bathroom and four management offices.

4. DESCRIPTION OF THE DAMAGE

The Veterinary Center has been affected by gunfire and several explosions. Internally approx. 50% of the doors have been damaged, sanitation units and pipes are blocked by solid wastes, the gypsum plaster for the second floor damage because the roof of building without roofing system, so would also expect the water supply network and sewerage net also to be damaged, Most of the limestone for the building was damage , the walk ways around building was settlement , 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.

- The civil part of the works includes but not limited to site preparation, masonry works, gypsum plastering, painting, handrail, tiling sanitary walls, steel doors, clear glass, expansion joints and suspended ceiling as indicated on the BoQ.
- The sanitary works includes but not limited to water tank installation, wash basin, mixer taps, taps, refurbishment of sewerage pipes and water pump as indicated on the BoQ.
- The electrical works includes but not limited to main distribution board, sub distribution boards, circuit and power cable, ceiling fan, fluorescent fixture, switches, brackets, outdoor lighting, and electrical water boiler as indicated on the BoQ.

6. DURATION OF THE PROJECT

60 Calendar days

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

UNDP-IRAQ

1.2 Tender Timeline

Preview Date	
Open Date	26/04/22 07:27 AM
Close Date	10/05/22 18:00 PM
Estimated Award Date	2022-07-01T18:00:00.000+00:00
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()

1.5 Attachments

File Name or URL	Type	Description
SoW.docx	File	SoW
Annex-2.docx	File	Annex-2
Annex-1-BOQ.xlsx	File	Annex-1-BOQ
DWG.zip	File	DWG
Annex-Furniture.docx	File	Annex-Furniture
Annex-3-TECHNICAL AND FINANCI	File	Annex-3-TECHNICAL AND FINANCIAL OFFER
Annex-4-complaiance sheet.docx	File	Annex-4-complaiance sheet



2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\) on Contracts and Procurement](#) and with the provision in the General Instructions to Bidders in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
RFQ General Instructions to Bidders	File	RFQ General Instructions to Bidders

2. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions for Works

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy

3. Special Conditions of Contract



Liquidated Damages will imposed; percentage of contract price per day of delay:0.5%Max. number of days of delay 30 **Calendar days**, after which UNDP may terminate the contract.

4. Duties and taxes

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:

All prices must:

be inclusive of VAT and other applicable indirect taxes

5. Language of quotation

Quotation must be in English

Including documentation including catalogues, instructions and operating manuals.

6. Payment Terms

SN	Item / Description / Milestone	Payment Portion
1	Payment will be processed periodically based on measurements of completed works certified by the supervisor engineer in line with BoQ;	Periodic/Monthly payments of completed works at the completion rate, not exceeding in total the entire 100% value of contract

7. Conditions for Release of Payment



- Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements

8. Clarifications

Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline days before the submission deadline.

Responses to request for clarification will be communicated prior to deadline of submission by RFQ focal point :

Hoshang Abdalrahman

Procurement Associate

hoshang.abdalrahman@undp.org

Target: 2022-05-03T00:00:00.000+00:00

9.

- The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

10. Evaluation criteria:

- Full compliance with the technical requirements of the BOQs .
- Minimum of 2 Similar contracts for **Rehabilitation/Renovation/ Reconstruction** projects implemented during the last 7 years.

Minimum of one project successfully completed amounting **US\$ 50,000/-** or above;

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).



Note: In case of JV the Lead Party shall meet the requirement of minimum 1 project similar in nature.

The lead partner must meet the minimum requirement of one project successfully completed amounting of **US\$50,000**.

Minimum annual turnover of **US\$70,000** in any single year for the last 5 years (2016, 2017, 2018, 2019 and 2020) The bidders having completed certified audited financial statement for 2021 can also submit the report which will be considered for evaluation.

Compliance with the delivery terms and conditions/completion deadline set by UNDP and appropriateness of the Implementation Timetable for **60 Calendar Days**.

Warranty on the supplied items for 1 Year start after the reception and acceptance of the items;

11. Eligibility

A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.

It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

12. Type of Contract to be awarded



[Contract Face Sheet](#) (Goods and-or Services)

Contract for services

13. 1-July-2022

Target: 2022-07-01T00:00:00.000+00:00

2.2 Section 2. Documents to be submitted

***1. Registration Certificate**

Have you provided a copy of your company registration certificates?

Target: Yes

***2. Have you submitted **Company Profile**, including printed brochures and product catalogues relevant to the goods/services being procured?**

Target: Yes

***3. List of recent projects**

Have you provided **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?

Target: Yes

***4. List of ongoing projects with UNDP and other national/multi-national org.**

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

***5. Offer validity**

Confirm validity of your offer from deadline of RFQ.

Target: At least 120 days

6. Have you submitted **Annex 1- (BOQ duly completed ,signed and stamped PDF version along with BOQ completed (excel version) along with annex2 ,3 and 4?*

Target: Yes

7. have you submitted **Annex 2-Quotation Submission Form?*

Target: Yes



*8.

Have you submitted 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;

Target: Yes

*9. **Have you submitted Implementation Plan/Timetable (Time Table-Gantt Chart) for 60 Calendar Days (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement).?**

Target: Yes

*10.

Have you submitted 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?

Target: Yes

*11. Have you submitted the **CVs** of the below key personnel:

- One Qualified Civil Engineer A minimum of 5 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 5 years' work experience in the Electrical Engineering field. Should have a Degree in Electrical Engineering. CV should be attached.

- One QA/QC Engineer, A minimum of 5 years' work experience in the quality assurance and quality control field. Should have a Degree Engineering. CV should be attached.

- One HS&E officer, A minimum of 5 years' work experience in the HS&E field. CV should be attached.

- One Land Surveyor , A minimum of 3 years' work experience in the surveying field. CV should be attached.

please combine the CVs in one zip folder

Target: Yes

*12. **Have you submitted Declaration of Warranty on services and equipment part of BOQs for 1 Year;**

Target: Yes



*13. **Have you Statement of satisfactory Performance** (Certificates) from the top 2 clients in terms of Contract value in similar field (**Rehabilitation, Reconstruction and Renovation works**)

Target: Yes

2.3 Section 3. Annex 1: Schedule of Requirements

***1. Compliance with technical requirements**

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

***2. Delivery time**

Confirm that you meet the required delivery time as indicated below in calendar days from the contract signature. Provide a delivery plan indicating how many days per each of the key milestones.

Response attachments are optional.

***3. Delivery INCOTERMS**

Please confirm acceptance of the INCOTERMS as indicated in the Portal.

***4. Exact address of delivery location**

Accept to deliver to the address(es) and locations indicated in the RFQ herewith:

LOCATION

The project is in Hatra, southwest of Mosul Coordinates GPS 35.57330, 42.72695

***5. Packing requirements**

Confirm compliance with packing requirements as indicated in the RFQ.

***6. Training on operations and maintenance**

Confirm compliance with requirement for training on operations and maintenance as specified in the RFQ. Upload training and maintenance plan as needed.

***7. Warranty period**

Confirm acceptance of the warranty period as required in the RFQ. Upload warranty document if applicable.

***8. After-sales services and local service support**

Confirm compliance with after-sales services and local service support requirements as indicated in the RFQ. Upload plan and details as applicable.

2.4 Section 4. Annex 2 - Quotation submission form



***1. Legal name of bidder or Lead entity**

Provide the legal name of the bidder, or the Lead Entity in case of JVs
Response attachments are optional.

***2. Legal Address**

Provide the legal address of the bidder
Response attachments are optional.

***3. Registration year**

Provide the registration year of the company

***4. Legal structure**

Choose the applicable legal structure from the options below.

***5. UNGM registration**

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box

***6. ISO 9000 or equivalent**

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

***7. ISO 14001 or 14064**

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):

***8. Company statement on Environmental policy**

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)

***9. Commitment to sustainability**

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)

***10. Member of UN Global Compact**

Is your company member of UN Global Compact?

***11. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:



Account number:

Response attachments are optional.

***12. Previous relevant experience**

Provide information on most recent 3 relevant contracts, upload table if needed:

Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Response attachments are optional.

2.5 Section 5. Bidder Declaration

***1. Requirements and Terms and Conditions**

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

***2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

***3. Ethics**

Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

***6. Prohibitions and Sanctions**

I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium



members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3 - Financial offer

1. Financial offer

Kindly use the attached files for submitting your offer

Attachments:

File Name or URL	Type	Description
Annex-3-TECHNICAL AND FINANCIAL OFFER	File	Annex-3-TECHNICAL AND FINANCIAL OFFER



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Rehabilitation and Furniture for the Veterinary Health Center in Hatra District- Ninewa Governorate, Iraq	72121101						