



REQUEST FOR QUOTATION (RFQ)

Female Hiring Project for Cleaning Services for Health clinic and hospitals in Qaim - Anbar Governorate, Iraq	May 17, 2020
	REFERENCE: RFQ-205/20

Dear Sir / Madam:

We kindly request you to submit your quotation regarding Female Hiring Project for Cleaning Services for Health clinic and hospitals in Qaim - Anbar Governorate, Iraq 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

Location:

The location: Al-Qaim, Anbar Governorate, Iraq ;	GPS coordinate: 34.3942717N, 41.0013600E ", and other multiple locations within Qaim City
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Please take note of the following requirements and conditions pertaining to Female Hiring Project for Cleaning Services for Health clinic and hospitals:

Delivery Terms [INCOTERMS 2010]	DAP
Exact Address/es of Delivery Location/s (identify all, if multiple)	Place: Qaim - Anbar Governorate, Iraq GPS coordinate: 34.3942717N, 41.0013600E ", and other multiple locations within Qaim City
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Within 45 working 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	<p>All documents listed below are required to be submitted by the bidders including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Last five years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past five years (2014, 2015, 2016, 2017 and 2018). The bidders having completed certified audited financial statement for 2019 can also submit the report which will be considered for evaluation. <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Annex 1 – Form for submitting Bidders 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"/> List of Equipment;

	<p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel as below:</p> <ul style="list-style-type: none"> - CVs for the female laborer's with at least three years of experiences in relevant field. - CVs for work monitors with at least three years of experiences in relevant field. <p><input checked="" type="checkbox"/> Implementation Plan/Timetable for 45 working 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 Calendar 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"/> Amount :10% of total contract value</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 Contractor 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 47.1</p>
Manner of Submitting Bid	<p>Online bidding in E-tendering module: https://etendering.partneragencies.org</p>

	Event ID: RFQ 205-20
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 2 contracts for Renovation/Rehabilitation/Cleaning or rubble removal works successfully implemented during the last 7 years. In case of JV the Lead party must meet the requirement of minimum 1 project similar in nature successfully completed <input checked="" type="checkbox"/> Minimum of one project similar in nature successfully completed valuing US\$50,000/- or above during the last 7 years; <input checked="" type="checkbox"/> Minimum annual turnover <u>should be US\$100,000</u> in any single year for the last 5 years (2014-2015-2016-2017-2018). 2019 will be considered if the audit report is available. <input checked="" type="checkbox"/> Minimum three years' experience in Cleaning services works; <input checked="" type="checkbox"/> Compliance of Bid to the Technical Requirements and specifications of the BOQs; <input checked="" type="checkbox"/> Warranty on services and equipment part of BOQs for 1 Year; <input checked="" type="checkbox"/> Compliance with the delivery terms and conditions/completion deadline set by UNDP and appropriateness of the Implementation Timetable for 45 working Days (Appropriate implementation work plan (Timetable-Gantt Chart) starting from contract signature to the project completion and handover. The work plan must show detailed list of tasks, duration, and allocated resources per task) <input checked="" type="checkbox"/> Qualification of the Key personnel as per the requirements: - CVs for the female laborer's with at least three years of experiences in relevant field. - CVs for work monitors with at least three years of experiences in relevant field <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions of UNDP. <input checked="" type="checkbox"/> Statement from the bidder that the company will hire only female for this project.
Type of Contract to be Signed	UNDP Contract for Civil Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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/BOQ attached (Annex 1) <input checked="" type="checkbox"/> Scope of Works and related drawings (Annex 2)

<p>Contact Person for Inquiries (Written inquiries only)³</p>	<p>Name: Dler Mohamad</p> <p>Email: Dler.mohamad@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>
<p>Additional requirements</p>	<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 الى العقوبات. يشمل التزوير تقديم الوثائق المزورة أو العمل على تقديم وثائق خاطئة، مثل خطابات ضمان و كشوفات مالية</p>

Other Information Related to the RFQ	<p style="text-align: center;">Obligations and Duties of the Contractor</p> <ul style="list-style-type: none"> • Site Handover and commencement of works will only take place following a kick-off meeting with UNDP • Rubble Removal works will be done according to a work-plan agreed with UNDP with clear geographical demarcation, execution sequence and milestones. • The cleaning services work will be 5 days a week (Saturday through Wednesday), for 8 hours daily. The contractor is required to respect this working schedule and not deviate from the aforementioned days. • The distribution of daily wages will take place every Thursday starting from 11:00 am • The payment of wages will take place only in the presence of 3rd party field monitors hired by UNDP and UNDP Liaison Officer(s) in charge of the project, as well as a UNDP representative. • Payment of wages will be documented through video-recording for each and every payment day. The contractor is required to record and provide to UNDP following every payment session. • The company is required to keep an additional written on-site registry that records the attendance and works completed, as per the variables and template shared by UNDP. This registry should be always available onsite and accessible for verification. • Only Women Laborers are hired, paid each to receive 20\$ per day and Women work monitors, paid each to receive 22\$ per day. • It is the responsibility of the contractor to ensure that none of the workers is a municipality worker, civil servant or security officer employed by the government. • The contractor is obliged to provide samples of garbage containers and garbage bags samples for the technical UNDP team, in order to get approval on the quality of the materials and items before purchasing or distributing any of them. • Documentation of wages distribution to include the followings; <ul style="list-style-type: none"> - Daily Attendance sheets for all workers including the following information for every worker: <ul style="list-style-type: none"> ○ Full names, ○ Phone numbers and contact details; ○ signatures and clear fingerprints, to be submitted along with the weekly report by Friday to Saturday on weekly bases, as per the templates provided by UNDP ○ Double-faced copies of Iraqi IDs.
Price Deviations	<p>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.</p>

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 2.

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
Senior Operations Manager
UNDP Iraq

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-159-20

RFQ Requirement	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>
Completion Period: 45 working 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 WORKS

Attached Separately

FORM FOR PERFORMANCE SECURITY

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS *[name and address of Contractor]* (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. *Click to enter* dated *Click to enter* , to deliver the goods and execute related services *Click here to enter text*. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address