REQUEST FOR QUOTATION (RFQ)

RFQ-392-21 - Rehabilitation of Al Jamaliyah School-Riyadh-Hawija District-Kirkuk Governorate	Date: 24 October 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter
Section 2: RFQ Instructions and Data
- Annex 1: Scope of Works (SoW)
- Annex 2: Quotation Submission Form **(Mandatory)**
- Annex 3: Technical and Financial Offer **(Mandatory)**
- Annex 4: Drawings
- Annex 5: Compliance Sheets **(Mandatory)**
- Annex 6: BoQ **(Mandatory)**
- Annex 7 - Low Voltage Power Cables
- Annex 8: CV Template

NOTE: Please notice that the site visit is mandatory. Bidders not attending the site visit, will NOT be considered for evaluation.

ملاحظة:

يرجى الأخذ بنظر الاعتبار ان زيارة الموقع شرط اساسي/أجباري وفي حالة عدم زيارة الموقع سوف يتم الغاء عطاء الشركه من قبل لجنة التقييم لعدم الالتزام بالشروط.

Mandatory Site Visit Date and Time:

Sunday the 31th of October 2021 between 10:00 A.M till 12:00 P.M
Focal person: Mohammed Nori Nader**;**
Tel: (+964) 0770 1970782
Location: Rehabilitation of Al Jamaliyah School-Riyadh-Hawija District-Kirkuk Governorate GPS (35.402121, 43.896361)
Email: mohammed.noori.civileng@gmail.com **;**
For urgent inquires,
Contact: Rayyan Albeladi
Tel: (+964) 751 113 5570

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. Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: Shadi Hussein

Title: Team Lead – Procurement Specialist

Date: 24 October 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

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 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 publication of cancellation notice on UNDP website.
Deadline for the Submission of Quotation	Date:07/11/2021 Time:11:00 AM EDT For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/. 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.
Method of Submission	Quotations must be submitted as follows: ☒ E-tendering Bid submission address: ▪ File Format: PDF and BOQ in PDF and EXCEL ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20MB ▪ Mandatory subject of email: **IRQ-RFQ-392-21** ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. [For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information] • BU Code: IRQ10 • Event ID: **RFQ-392-21** Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
Cost of preparation of quotation	UNDP shall not 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.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct

	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti لن يتسامح برنامج الامم المتحدة الانمائي على التزوير أو الفساد، ما معناه أن مقدم الخدمة لن يتورط في أي عملية تزوير او فساد، وعكس ذلك سيتعرضون الى العقوبات. يشمل التزوير تقديم الوثائق المزورة أو العمل على تقديم وثائق خاطئة، مثل خطابات ضمان و كشوفات مالية
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: ☐ General Terms and Conditions / Special Conditions for Contract. ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000) ☒ General Terms and Conditions for Works - Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. 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. ☐ Others [pls. specify]
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.
Currency of Quotation	Quotations shall be quoted in USD (United States Dollars)
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
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 ☐ be exclusive of VAT and other applicable indirect taxes
Language of quotation	**ENGLISH** Including documentation including catalogues, instructions and operating manuals. **Kindly note that you need to translate all documents provided to English, the failure to do so may make the bid not eligible for evaluation.**
Documents to be submitted	Bidders shall include the following documents in their quotation: **All files should be named appropriately, if a document is missing, kindly state that with your submission** ☒ **Annex 2**: Quotation Submission Form **(Mandatory) (إجباري) SIGNED AND STAMPED** ☒ **Annex 3**: Technical Offer duly completed and signed and in accordance with the Scope of Works in Annex 1 **(Mandatory) (إجباري)** ☒ **Company Profile** which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured **(In it's own PDF document, in ENGILSH)**

	☒ **BoQs (Annex 6) duly completed and signed** (Mandatory) (إجباري) **(BoQ description should be read thoroughly and all the required documents and clarification should be provided accordingly)** ☒ **Registration certificate** 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 permission to conduct construction activities in Iraq if they are awarded any contracts). **(In it's own PDF document, in ENGLISH)** ☒ **Drawings**, completely signed, stamped, and agreed upon. ☒ **Compliance Sheet Rev**, completely signed, stamped, and agreed upon. (إجباري) **(Mandatory)** ☒ **List and value of projects performed for the last 05** years plus client's contact details who may be contacted for further information on those contracts; **(In it's own PDF document, in ENGLISH)** ☒ **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; **(In it's own PDF document, in ENGLISH)** ☒ **Statement of satisfactory Performance (Certificates) from 2 clients** in similar field **(Rehabilitation/reconstruction/construction/). (In it's own PDF document, in ENGLISH)** ☒ **Minimum of two similar Contracts executed for (Rehabilitation/reconstruction/construction/)** during the last five (05) years, Accompanied with **A. Certificate of Final Completion B. Copy of Contract** with at least 1 contract with a minimum value of **90,000 USD (Kindly note that this is different than the Statement of Satisfactory Performance (Certificates))** ☒ **Catalogue for offered equipment, if applicable**; **(In it's own PDF document, in ENGLISH)** ☒ **Implementation Plan/Timetable/ Gantt Chart** for **150 Calendar days** (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement). ☒**Completed and signed CVs for all the proposed key Personnel**; **(Each individual In it's own PDF document, in ENGLISH, using the provided template in Annex 8 and original CV if available)** as per the following key personnel's details: • **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 Qualified Mechanical Engineer,** A minimum of **5** years' work experience in the Mechanical Engineering field. Should have a Degree in Mechanical 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 & must have handled at least **2** projects of similar nature and complexity equivalent to this assignment. CV should be attached. • **One Land Surveyor ,** A minimum of **3** years' work experience in the surveying field & must have handled at least **2** projects of similar nature and complexity equivalent to this assignment. CV should be attached. **All qualifications and identifications documents for ALL PERSONNEL'S participating in this project shall be submitted. Kindly mention the speciality of the key personnel in the file name (Civil Engineer, Electrical Engineer.. etc)** ☒ **Statement of Warranty on parts and equipment part of BoQs**. **(In it's own PDF document, in ENGLISH)**

	Note: UNDP reserves the right to reject any bid which does not contain the above requested documentation. 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). 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. 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. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates. Price Deviation: 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.
Site Visit	**Sunday the 31th of October 2021 between 10:00 A.M till 12:00 P.M** **Focal person:** Mohammed Nori Nader**;** **Tel:** (+964) 0770 1970782 **Location: Rehabilitation of Al Jamaliyah School-Riyadh-Hawija District-Kirkuk Governorate GPS (35.402121, 43.896361)** **Email:** mohammed.noori.civileng@gmail.com **;** For urgent inquires, **Contact**: Rayyan Albeladi **Tel**: (+964) 751 113 5570
Quotation validity period	Quotations shall remain valid for **90 days** from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	☒ Not permitted ☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	☒ Not permitted ☐ Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☐Other Click or tap here to enter text.
Conditions for Release of Payment	☒ Passing Inspection and Complete Installation ☒ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible

	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements ☐ Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: rayyan.albleadi@undp.org Attention: Quotations shall not be submitted to this address but to the e-Tendering event linked herein in the quotation or in the procurement notice. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated via email or through an Addendum uploaded in the e-Tendering event with a 3 days period provided for response.
Evaluation method	☒The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☒Full compliance with all requirements as specified in Annex 1 ☒ Minimum three years' experience in rehabilitation/construction works ☒ Minimum of two similar Contracts executed for **(Rehabilitation/reconstruction/construction/)** during the last five (05) years, Accompanied with **A. Certificate of Final Completion** **B. Copy of Contract** with at least 1 contract with a minimum value of **90,000 USD** ☒ Compliance of Bid to the Technical Requirements and specifications of the BoQs; ☒ Full acceptance of the PO/Contract General Terms and Conditions of the contract; ☒Qualification of the Key personnel as per the following details: • **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 & must have handled at least **2** projects of similar nature and complexity equivalent to this assignment. CV should be attached. • **One Land Surveyor ,** A minimum of **3** years' work experience in the surveying field & must have handled at least **2** projects of similar nature and complexity equivalent to this assignment. CV should be attached. ☒ **Minimum annual turnover should be US$100,000** in any single year for the last 5 years (2016-2017, 2018, 2019, 2020) (For JV/Consortium/Association, all Parties cumulatively should meet requirement). ☒ **Implementation Methodology Report,** including an introduction, how the work is going to be executed, details of how the work is going to be handed over and how to address the safety measures and environmental concerns, and the total number of workers participating in the project. ☒ **Timetable/ Gantt Chart** for **150 Calendar days** (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement). ☒ **Compliance Sheet Rev** will be included in the technical evaluation. ☒ **The lists of projects, the statements of satisfactory performances, similar projects certificate of completion will be included in the evaluation criteria's.**

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	☐ Purchase Order ☐Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) ☒ Contract for Works ☐ Other Type/s of Contract [pls. specify]
Expected date for contract award.	31 January 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: Scope of Works (also provided separately)

Rehabilitation of Al Jamaliyah School in Al Jamaliyah Village, Hawija District-Kirkuk Governorate

1. **PROJECT BACKGROUND**

   a. **Project description**

   The objective of the rehabilitation of this School is to restore basic education to the children in Al Jamaliyah village in Hawija District. The buildings are owned and operated by Dept. Of Education, Kirkuk Governorate.

   b. **Direct and indirect beneficiaries**

      1. Direct beneficiaries: 8 Teachers employed and 120 students
      2. Indirect beneficiaries: population of around 1670 people (45% male and 55% female)

   c. **Impact after completion**

   Restoration of basic education to the young male students in Al Jamaliyah village and prepare them for further education.

2. **LOCATION**

   The project of Al Jamaliyah School in Al Jamaliyah village in Hawija District Kirkuk Governorate GPS (**35.402121, 43.896361**)

3. **BUILDING/CONSTRUCTION DESCRIPTION**

   The Al Jamaliyah School in Al Jamaliyah village in Hawija District is one story construction, with 6 classrooms, bathrooms, and management offices with facilities and store. The school is located inside a walled compound, the school built in 1967.

4. **DESCRIPTION OF THE DAMAGE**

The building is incomplete, as the construction has reached the level of ceiling, so the building needs ceilings, Plastering, walls, doors and windows.

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, reinforced concrete works for slabs beams lintel, fence works, filling works, gypsum, cement plastering, painting, plastic suspending ceiling, main gate, steel & PVC doors, steel windows, window expanded metal mesh, Mosaic, septic tank, cesspool, ceramic tiles for walls and floor as indicated on the BoQ.

   b. The sanitary works includes but not limited to water tank installation, ceramic lavatory pedestal, siphon, mixer taps, eastern & western toilet with siphon, masonry manholes, septic tank, drain pipes, refurbishment of sewerage pipes, water pump and PPR pipes as indicated on the BoQ.

c. 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, split Unit Air-Conditioning (2 ton), stainless steel water cooler and electrical water boiler as indicated on the BoQ.

6. DURATION OF THE PROJECT

150 Calendar days

Delivery Requirements

Delivery Requirements	
Delivery date and time	N/A
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM	☒ Not applicable Shall be done by: ☐ Name of organisation (where applicable) ☐ Supplier/bidder ☐ Freight Forwarder
Exact Address(es) of Delivery Location(s)	**RFQ-392-21 - Rehabilitation of Al Jamaliyah School-Riyadh-Hawija District-Kirkuk Governorate GPS (35.402121, 43.896361)**
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	01 Year
After-sales service and local service support requirements	01 Year
Preferred Mode of Transport	N/A

Name of Contractor:

Signature and Stamp:

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	IRQ10-RFQ-392-21	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Country of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
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):*	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	☐ Yes ☐ No
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	☐ Yes ☐ No

institutions promoting such issues *(If yes, provide a Copy)*	
Is your company a member of the UN Global Compact	☐ Yes ☐ No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Previous relevant experience: 3 contracts
MUST BE FILLED COMPLETELY WITHOUT REFERNCE TO SEPRATE DOCUMENTS
Kindly attach A. Certificate of Final Completion B. Copy of Contract of at least 2 projects. 1 project should be at least with a value of USD 90,000

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

Annual Turnover for the past 5 years MUST BE FILLED COMPLETELY WITHOUT REFERNCE TO SEPRATE DOCUMENTS	
2020	
2019	
2018	
2017	
2016	

Bidder's Declaration

Yes	No	
☐	☐	**Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Scope of Work's, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	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.
☐	☐	**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.
☐	☐	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.

Yes	No	
☐	☐	**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.
☐	☐	**Prohibitions, 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.
☐	☐	**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.
☐	☐	**Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER. (BOQ's ATTACHED SEPARATELY)

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Please see the attached BOQ (Annex 6) which should be filled and submitted separately

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	IRQ10-RFQ-392-21	Date: Click or tap to enter a date.

Compliance with Requirements

	You Responses		
	Yes, we will comply	**No, we cannot comply**	**If you cannot comply, pls. indicate counter - offer**
Technical Specifications (including BoQ, SoW and Compliance Sheet if requested)	☐	☐	Click or tap here to enter text.
Delivery Term (INCOTERMS)	☐	☐	Click or tap here to enter text.
Statement for Warranty and After-Sales Requirements	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
All documents are in English	☐	☐	Click or tap here to enter text.
All documents are named appropriately, scanned properly and submitted in an organized way.	☐	☐	Click or tap here to enter text.

Total amount of the proposed offer	**USD**	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company NameClick or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.:Click or tap here to enter text. Email Address:Click or tap here to enter text.	Authorized Signature: Date:Click or tap here to enter text. Name:Click or tap here to enter text. Functional Title of Authorised Signatory:Click or tap here to enter text. Email Address: Click or tap here to enter text.