



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ-418-21 Rehabilitation of Mosul University Central Bus Platform-East Mosul-Ninawa Governorate</b>	<b>Date: 15 November 2021</b>
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### 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

Annex 3: Technical and Financial Offer

Annex 4: DWG-Civil Drawings

Annex 5: Earthing system DWG

Annex 6: Low Voltage Power Cable Specifications

Annex 7: Mechanical compliance sheet

Annex 8: CV Template

Annex 9: BoQ

### Site Visit Date and Time:

**Monday the 22<sup>th</sup> of November 2021 between 10:00 A.M till 12:00 P.M**

**Focal person:** Ibrahim Tayyar;

**Tel:** (+964) 07507373913

**Location:** Mosul-Ninawa Governorate

**Coordinates:** 38SLF337782735

**Email:** [ibtayyar16@gmail.com](mailto:ibtayyar16@gmail.com)

For urgent inquires,

**Contact:** Rayyan Albeladi

Email: [rayyan.albeladi@undp.org](mailto:rayyan.albeladi@undp.org)

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: 15 November 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>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.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Date:01/12/2021 Time:11:00 AM EDT For eTendering submission - as indicated in eTendering system.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>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.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Bid submission address:</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF and BOQ in PDF and EXCEL</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 20MB</li> <li>▪ Mandatory subject of email: <b>IRQ-RFQ-418-21</b></li> <li>▪ 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.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• BU Code: IRQ10</li> <li>• Event ID: <b>RFQ-418-21</b></li> </ul> <p>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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</p>

	<p>process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p> <p>لن يتسامح برنامج الأمم المتحدة الإنمائي 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>
<b>Gifts and Hospitality</b>	<p>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.</p>
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works -</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p>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.</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p>

	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD (United States Dollars)
<b>Joint Venture, Consortium or Association</b>	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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	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.
<b>Duties and taxes</b>	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: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
<b>Language of quotation</b>	<b>ENGLISH</b> Including documentation including catalogues, instructions and operating manuals. <b>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.</b>
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <b>All files should be named appropriately and submitted as part of the bid. If a document is missing, please note that UNDP reserves the right to reject any bid considered incomplete.</b> <input checked="" type="checkbox"/> <b>Annex 2:</b> Quotation Submission Form <input checked="" type="checkbox"/> <b>Annex 3:</b> Technical Offer duly completed and signed and in accordance with the Scope of Works in Annex 1 <input checked="" type="checkbox"/> <b>Company Profile</b> which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <b>(In its own PDF document, in ENGLISH)</b> <input checked="" type="checkbox"/> <b>BoQs (Annex 9) duly completed and signed</b> <input checked="" type="checkbox"/> <b>Registration certificate</b> 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).

**Drawings**, completely signed, stamped, and agreed upon.

**Mechanical Compliance Sheet**, completely signed, stamped, and agreed upon.

**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;

**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;

**Statement of satisfactory Performance (Certificates) from 2 clients** in similar field (Rehabilitation/construction/).

**Catalogue for offered equipment, if applicable;**

**Implementation Plan/Timetable/ Gantt Chart** for 120 **Calendar days** (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement).

**Submit Latest Audited Financial Statement** (Income Statement and Balance Sheet) including Auditor's Report for the past five years (2015-2016-2017,2018,2019). The companies having completed 2020 Audited statement may submit the audited report which will be considered for evaluation.

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).

**Completed and signed CVs for all the proposed key Personnel; 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 QA/QC Engineer,** A minimum of 3 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 3 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.

**Statement of Warranty on parts and equipment part of BoQs.**

**Note: UNDP reserves the right to reject any bid which does not contain the above requested documentation.**

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	<b>Monday the 22<sup>th</sup> of November 2021 between 10:00 A.M till 12:00 P.M</b> <b>Focal person: Ibrahim Tayyar;</b> <b>Tel: (+964) 07507373913</b> <b>Location: Mosul-Ninawa Governorate</b> <b>Coordinates: 38SLF337782735</b> <b>Email: <a href="mailto:ibtayyar16@gmail.com">ibtayyar16@gmail.com</a></b> For urgent inquires, <b>Contact: Rayyan Albeladi</b> Email:rayyan.albeladi@undp.org
Quotation validity period	Quotations shall remain valid for <b>90 days</b> 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> 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	<b>Payment method: Periodic/Monthly progress payments of completed works up to 100% of contract value</b>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: rayyan.albleadi@undp.org <b>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.</b>
Clarifications	Requests for clarification from bidders will not be accepted any later than <b>4 days</b> 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 <b>3 days period</b> provided for response.

<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Minimum of two similar Contracts executed for <b>(Rehabilitation/construction)</b> during the last seven (07) years, Accompanied with <b><u>A. Certificate of Final Completion B. Copy of Contract</u></b> with at least 1 contract with a minimum value of <b>100,000 USD</b> <input checked="" type="checkbox"/> Compliance of Bid to the Technical Requirements and specifications of the BoQs; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions of the contract; <input checked="" type="checkbox"/> Qualification of the Key personnel as per the following details: <ul style="list-style-type: none"> <li>• <b>One Qualified Civil Engineer</b> A minimum of <b>5</b> years' work experience in the rehabilitation/construction works. Should have a Degree in Civil Engineering. CV should be attached.</li> <li>• <b>One Qualified Electrical Engineer:</b> A minimum of <b>5</b> years' work experience in the Electrical Engineering field. Should have a Degree in Electrical Engineering. CV should be attached.</li> <li>• <b>One QA/QC Engineer,</b> A minimum of <b>3</b> years' work experience in the quality assurance and quality control field. Should have a Degree Engineering. CV should be attached.</li> <li>• <b>One HS&amp;E officer,</b> A minimum of <b>3</b> years' work experience in the HS&amp;E field CV should be attached.</li> <li>• <b>One Land Surveyor ,</b> A minimum of <b>3</b> years' work experience in the surveying field CV should be attached.</li> </ul> <input checked="" type="checkbox"/> <b>Minimum annual turnover should be US\$100,000</b> in any single year for the last 5 years (2016-2017, 2018, 2019, 2020) (For JV/Consortium/Association, all Parties cumulatively should meet requirement). (Note: 2020 will also be considered.) <input checked="" type="checkbox"/> <b>Timetable/ Gantt Chart for 120 Calendar days</b> (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement).
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (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.) <input checked="" type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	31 January 2022
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>

<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.
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## ANNEX 1: Scope of Works (also provided separately)

### Rehabilitation of Mosul University Central Bus Platform-East Mosul-Ninawa Governorate

#### 1. PROJECT BACKGROUND

##### a. Project description

The central garage lies inside the campus of Mosul University, behind the electrical department. This building receives numerous buses and coasters (minibuses – many of them delivered by UNDP) to transport university staff from their homes to the university campus and vice versa. The busses also transport students and university staff within the university campus from one college to another. This project is to do basic repairs on the bus sheds, the bus platform and the drivers' building next to it.

##### b. Direct and indirect beneficiaries

- This project will serve all Mosul University staff, lecturers and students, to provide transportation and reduce pollution.
- 25 employees and drivers will be working in the service center garage.
- Indirect impact: that will decrease the usage of cars by the university staff that lead to reduce the pollution

#### 2. LOCATION

The project is in Mosul University, East Mosul, Ninawa Governorate, coordinates is 38SLF337782735

#### 3. BUILDING/CONSTRUCTION DESCRIPTION

The area of the service garage center is more than 9,500 m2, works includes rehabilitation of the administration building, steel sheds, maintenance of limestone benches, and lighting.

#### 4. DESCRIPTION OF THE DAMAGE

Most parts of parking steel sheds are burned and some parts in the building of administration building are damaged due to an explosion in the electrical department building located beside it.

#### 5. WORKS ON BRIEF

The rehabilitation work includes civil, mechanical, and electrical works.

**The civil works** include but are not limited to rehabilitation of the steel parking sheds, and rehabilitate the administration building, etc., as indicated on the BOQ.

**The mechanical works** include but are not limited to AC units, piping, sanitary work, as indicated on the BOQ.

**The electrical works** include but are not limited to the service building (LED light, Socket switch, MDB, SDB, cables, and lighting photocell, as indicated on the BOQ.

#### 6. DURATION OF THE PROJECT

120 Calendar days

#### Delivery Requirements

Delivery Requirements	
Delivery date and time	N/A
Delivery Terms (INCOTERMS 2020)	DAP



## 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-418-21	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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.			
<b>Previous relevant experience: 3 contracts</b> <b>MUST BE FILLED COMPLETELY WITHOUT REFERENCE TO SEPARATE DOCUMENTS</b> 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 80,000				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

<b>Annual Turnover for the past 5 years</b> <b>MUST BE FILLED COMPLETELY WITHOUT REFERENCE TO SEPARATE DOCUMENTS</b>	
<b>2020</b>	
<b>2019</b>	
<b>2018</b>	
<b>2017</b>	
<b>2016</b>	

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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 9) which should be filled and submitted separately

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	IRQ10-RFQ-418-21	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)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Statement for Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All documents are in English	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All documents are named appropriately, scanned properly and submitted in an organized way.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

<b>Total amount of the proposed offer</b>	USD	Click or tap here to enter text.
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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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>