

DATE: 15/Sep/2024

REQUEST FOR QUOTATION No.: HCR/IRQ/BGD/2024/SUP/RFQ/099

**Installation of New Partitions (10 Rooms) with Security Improvements in the CSC
Premises in Al-Mansour, Baghdad**

QUOTATION TO BE RECEIVED ON OR BEFORE: 3 OCT 2024 23:59 HRS IRAQ TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the **Installation of New Partitions (10 Rooms) with security improvements in the CSC Premises in Al-Mansour, Baghdad**, as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS:

- Description: **Installation of New Partitions (10 Rooms) with security improvements in the CSC Premises in Al-Mansour, Baghdad, as per the details in the Scope of works (SoW) and Bill of Quantity (BoQ) with technical specifications of the requirement (Annex A and B).**

Your offer should include the following information/documentation:

- Submission of **valid Business Registration Certificate in Construction or General Contracting in IRAQ (Federal Government or Kurdistan Region)** (pass/fail requirement).
- Valid **Tax Registration Certificate** (pass/fail requirement).
- Company profile, number of clients, relevant company qualifications. - **Confirmation** that the bidder is in the required business field for more than three (3) years (pass/fail requirement)
- Proof of Past Experience, (2) copies of Contracts or Purchase orders similar experience successfully completed in the last ten (10) years (please submit proof of contracts).
- CVs of qualified site engineer and Electrical Engineer with five years of professional, relevant experience to work on such a project.
- **Data Sheet/brochure** with detailed technical specifications of the offered items/materials.
- **Project implementation time (in days)**, upon purchase order's issuance. **The maximum acceptable implementation time is 6 weeks.**
- Stamped, dated and signed **Vendor Registration Form (Annex E)**;
- Stamped, date and signed **UNHCR's General Conditions of Contracts for Civil works (Annex F)** and the stamped, dated and signed **UN Supplier Code of Conduct (Annex E)**;
- Currency of the offer: IQD (without VAT).
- **All-inclusive prices, VAT exempt, for all required works (all or nothing basis).**

Please submit your financial offer using the Financial Offer Form (Annex C).

The below mandatory criteria are essential to be considered for the second part of the technical evaluation:

- Submission of valid business registration company certificate (Pass/Fail).
- Valid Tax Registration Certificate (Pass/Fail).
- Valid bank account under the Company's name (not individual) (Pass/Fail).
- Compliance of the items with the technical specifications published in **Annex A and B** (Pass/Fail).
- Acknowledged Annex E and F (Pass/fail).

Technical Criteria for the second part of technical evaluation

- Submission of company experience in the required business field not less than 3 years.
- Submission of (2) copies of contracts or purchase orders with proof of project completion of similar projects successfully completed in the past ten (10) years.
- Submission of CVs of qualified site and electrical Engineers with five years of professional, relevant experience to work on such a project.
- Submission of data sheets/brochures with detailed technical specifications of the following offered items/materials a) Work Office Desk, b) Swivel Chairs, c) Fire Extinguishers, d) Fire Alarm Components, e) Handheld Detector, f) CCTV System, g) Panic Alarm System, h) AC 18,000 BTU as specified in the BoQ.
- Workplan (Maximum acceptable implementation time is 6 weeks)

Please note that UNHCR has tax and duty exemption status. UNHCR we will not be involved or responsible for facilitating the customs clearance process.

Note: this document is not construed in any way as an offer to contract with your firm.

The Financial Offer is to be signed, stamped, and submitted as per the Financial Offer Form **(Annex C) in both PDF and excel version**. Bids that have a different price structure may not be accepted.

BANK ACCOUNT

UNHCR will not accept offers from companies that have not the following requirements in the vendor registration form (Annex D):

- a) Commercial bank account
- b) Name of the company has to match with the bank account

REQUESTS FOR CLARIFICATION:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to: IRQBASUP@UNHCR.ORG , CC: alsaffai@Unhcr.org, by **26 September 2024 at 23:59 HRS Iraq Local Time**.

Bidders are requested to keep all questions concise. UNHCR will compile the questions received. UNHCR will copy any reply to a particular question to all other invited bidders at once.

UNHCR will be organizing a mandatory **Site Visit on 26 September 2024 at 10:00 AM hrs. Iraq Local Time**. Bidders shall send the company engineers to the visit and confirm their attendance by email to IRQBASUP@UNHCR.ORG, CC: alsaffai@UNHCR.ORG at least two (2) working days in advance before 26/09/2024. A copy of national ID of the company's representative and engineer that will attend the visit shall be submitted along with the confirmation.

Location: UNHCR CSC Office in Baghdad

Date/Time: 26/09/2024 at 10:00 AM.

Google Map Link: <https://maps.app.goo.gl/sjxxUJvDFTPwMUvf6>

For location information, please send an email to: alsaffai@unhcr.org

2. RFQ Submission:

Please submit your proposal through an online eTenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>

To submit a proposal against UNHCR tender, the bidder needs to register in **eTenderbox system**. Please refer to the eTenderbox user manual for bidders at **Annex G: e-Tender Box Supplier user manual**. You are requested to get familiar with this tool and create a login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the “tender reference number”, the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done.

It is the bidder’s responsibility to upload only technical documentation under the “Technical” category and Financial documentation under the “Financial” category. Failure to do so will result in disqualification.

Note: The official submission of the selected files for upload is done by clicking the ‘Save & Submit’ button, therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier’s responsibility to ensure that all files of the final offer are submitted before the tender expiration deadline. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however it is preferable to upload PDF files. Executable files (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. The maximum size limit per file is 10MB.

UNHCR Iraq encourages suppliers to make their offer well in advance of the deadline to avoid last-minute technical glitches in the submission. In case of technical query regarding the eTenderBox, please send an email to the following helpdesk email address: hqsmsbid@unhcr.org.

IMPORTANT: DEADLINE TO SUBMIT YOUR BID: 03 October 2024 BY 23:59 hrs. Iraq Local time. Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying through eTenderbox.unhcr.org and WWW.UNGM.ORG .

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration. Annexes:

- Annex A: SoW
- Annex B: BoQ
- Annex C: Financial Offer form (*to be filled in, stamped, dated and signed*)

- Annex D: Vendor Registration Form *(to be filled in, stamped, dated and signed. If already UNHCR vendor, please indicate the vendor ID).*
- Annex E: UN Supplier's Code of Conduct *(to be acknowledge/signed, stamped and dated)*
- Annex F: UNHCR's General Conditions of Contracts for Civil works *(to be acknowledged/signed, stamped, and dated)*
- Annex G: e-Tender Box Supplier user manual.

Liquidated Damages: Please note that during the implementation should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.1% for each day of delay beyond the date upon which the Goods were due to be delivered.

Your quotation must be valid as least for **90** days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX F the UNHCR's General Conditions of Contracts for Civil works. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Supply Unit

UNHCR Country Office, Baghdad