



Date Aug 17, 2016

REQUEST FOR QUOTATION (RFQ) 7000001874

Dear Sir/Madam,

The United Nations Industrial Development Organization (UNIDO) hereby invites you to submit a written quotation for the goods and/or services further described herein.

Description of Services			
UNSPSC Code	Item Description	Unit of measure	Quantity
86140000	Training of Trainers	PC	1.000

UNIDO Contact Details	
UNIDO Official Dealing With This RFQ: Stavros PAPASTAVROU	
E-mail:	S.Papastavrou@unido.org
Address:	UNIDO - Vienna International Centre, P.O. Box 300, A-1400, Vienna - Austria room D1545

To ensure consideration, your quotation shall be prepared in accordance with the Instructions to Bidders, Section I, herein and must be submitted via the UNIDO eProcurement portal by **2016-09-07 14:00:00** at the latest. **Quotations received after the submission deadline will be invalidated.**

It is your sole responsibility to ensure that the quotation is submitted via the UNIDO eProcurement portal in compliance with the terms and conditions of this RFQ and by the submission deadline indicated above.

In order to enable you to submit a quotation, this RFQ contains the following sections:

- Section I: Instructions to Bidders
- Section II: Terms of Reference/Technical Specifications
- Section III: Model Purchase Order

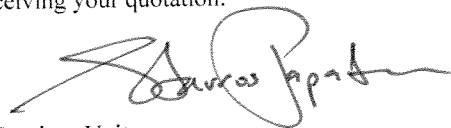
The terms and conditions set forth in this RFQ, including but not limited to UNIDO's General Conditions of Contract (please refer to www.unido.org/procurement/gcc_rfq), will form a part of any purchase order should UNIDO accept your quotation. Any such purchase order will require compliance with all factual statements and representations made in your quotation, subject to any minor modifications expressly agreed to by UNIDO.

Nothing in or relating to this RFQ shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNIDO. You are invited, immediately after downloading the RFQ, to advise UNIDO whether you intend to submit a quotation under this RFQ.

In case you have any queries or comments ("requests for clarification") about this RFQ, please upload your requests directly in the eProcurement portal for consideration by UNIDO. In case you have informed via UNIDO's eProcurement portal of your intention to submit a quotation, you will be kept informed throughout the bid submission period of any clarification or amendment notes issued in respect of this RFQ.

We look forward to receiving your quotation.

With kind regards

A handwritten signature in black ink, appearing to read 'Stavros Papastavrou', written over a horizontal line.

UNIDO Procurement Services Unit

Stavros PAPASTAVROU

SECTION I - INSTRUCTIONS TO BIDDERS

1. UNIDO'S EPROCUREMENT SYSTEM GUIDANCE

A step-by-step system guide ("UNIDO eProcurement system guide") for the preparation and submission of quotations by bidders can be downloaded from UNIDO's procurement website at www.unido.org/procurement. Bidders are strongly encouraged to use UNIDO's eProcurement portal for the preparation and submission of quotations. In the event that a bidder nevertheless wishes to prepare and submit his quotation in hard-copy documents, the provisions of Section I, Instructions to Bidders, shall also apply *mutatis mutandis* in such cases. Please also refer to www.unido.org/procurement.

2. SCOPE OF GOODS/SERVICES

In response to this RFQ, UNIDO invites quotations for the provision of the following goods/services further described, in Section II, Technical Specifications/Terms of Reference.

3. ACKNOWLEDGING PARTICIPATION BY THE BIDDER

Prospective bidders are kindly requested to inform UNIDO whether their company/organization intends to submit a quotation before the designated submission deadline specified in the cover letter of this RFQ. Please follow the steps described in the UNIDO eProcurement system guide.

4. RFQ DOCUMENTS

4.1 Bidders are expected to examine all terms and conditions in the RFQ documents. Failure to comply with these documents will be at the bidders' risk and may affect the evaluation of their quotations.

4.2 A prospective bidder requiring any clarification of the RFQ documents may notify UNIDO by uploading his request for clarification in UNIDO's eProcurement portal. The response will be made available in the portal to any request for clarification of the RFQ documents that UNIDO receives earlier than three work days prior to the deadline for the submission of quotations. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available in the portal to all prospective bidders that acknowledged their intention to participate in the RFQ.

4.3 No later than three work days prior to the deadline for submission of quotations, UNIDO may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the RFQ documents. All prospective bidders that have received the RFQ documents will be notified in writing of any amendments. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their quotations, UNIDO may, at its discretion, extend the deadline for the submission of quotations.

5. GENERAL ELIGIBILITY AND QUALIFICATION REQUIREMENTS

5.1 UNIDO requires that bidders provide professional, objective, and impartial advice and technical assistance, and at all times hold UNIDO's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to UNIDO, or that may place them in a position of not being able to carry out the assignment in the best interest of UNIDO. All bidders found to have a conflict of interest may be disqualified.

5.2 Without limitation on the generality of the above paragraph, a bidder shall not be eligible to participate in this procurement or be considered for any eventual contract if the bidder, or any employee, executive, manager or director thereof, is associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNIDO to provide consulting services for the preparation of the technical specifications, terms of reference or any other substantive documents to be used for the procurement of the goods/services under this RFQ.

5.3 Bidders may be requested to provide such evidence of their continued eligibility to UNIDO, as UNIDO shall reasonably request.

5.4 Eligibility and qualification will also be based on the bidder meeting the below stated minimum qualification requirements regarding the bidder's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the bidder on relevant forms and templates attached to his quotation:

Qualification Requirements [should be read and completed in conjunction with the requirements specified in the terms of reference and on "Questions" tab in the system] .

Operational	
ABILITY & READINESS	Please confirm your company/organization's ability and readiness to execute an eventual PO in accordance with this tender requirement. Any deviation shall be clearly expressed in your offer
CAPACITY OF OPERATIONS	Please confirm your company/organization's capacity of provision of good/services/works similar to the ones described under this tender

Experience	

Ethics	

Financial	

Personnel	
CVS	Please confirm that you have attached the CVs of the key staff assigned for provision of goods/services/works under this tender
EDUCATION (YEARS OF EXPERIENCE)	Please confirm that proposed consultant(s)/expert(s) have a minimum of 3 years experience in the field of expertise relevant for this tender.

6. PREPARATION OF QUOTATIONS

6.1 Unless otherwise specified The quotation prepared by the bidder and all correspondence and relevant documents exchange with UNIDO relating to the RFQ shall be written in the English language.

6.2 The quotation shall comprise the following Information/ documents:

- (a) Responses to all qualification requirements directly submitted via UNIDO 's eProcurement portal;
- (b) Substantive evidence that the bidder meets all requirements of the RFQ. For this purpose, the bidder should upload a duly completed and signed quotation in UNIDO'S eProcurement portal, in addition to any other relevant documents
- (c) Price quotation(s), directly uploaded in UNIDO'S eProcurement portal.

6.3 The bidder shall upload in UNIDO'S eProcurement portal both the electronic and pdf versions of all duly completed, date - stamped and signed documents composing his quotation. All signatures shall be effected by a duly authorized representative of the bidder.

6.4 Other information/documentation requested in this RFQ or which the bidder deems **relevant** for submission may be uploaded as an attachment to his quotation in UNIDO's eProcurement portal.

6.5 The bidder must upload in UNIDO'S e Procurement portal his proposed price(s) and/or fee(s) in the relevant price fields which have been designated for this RFQ. Dependent on the RFQ, a separate price schedule or cost-breakdown template may be provided in the portal by UNIDO for completion by bidders.

6.6 All price(s) and fee(s) shall be quoted in USD .

6.7 The bidder shall indicate his best firm fixed total price and unit prices for the goods/services specified in this RFQ on the basis of INCOTERMS

6.8 Discounts, if any, which the bidder may wish to grant to UNIDO and the terms of such discounts shall be indicated separately in the appropriate system field.

6.9 By uploading the quotation in UNIDO'S eProcurement portal, the bidder (i) confirms that his quotation has been approved by a duly authorized representative of the bidder and (ii) agrees and acknowledges to be bound by the terms and conditions of the RFQ.

7. VALIDITY

Quotations shall remain valid for thirty (30) days after the deadline for submission of quotations.

8. SELECTION CRITERIA

8.1 Goods/services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described in the RFQ.

8.2 UNIDO reserves the right to conduct the evaluation and award the contract based only on the prices of the goods/equipment, on an ex-works, packed basis, if the transportation costs (freight and/or insurance) offered by bidders are found to be higher than UNIDO'S own estimated costs if sourced from its own freight forwarder and insurance provider.

8.3 In due consideration of UNIDO 's procurement principles namely by interest of best interest of the organization and best value for money, the purchase order shall be awarded to the qualified bidder whose quotation has been found technically acceptable and offers the lowest cost to UNIDO.

8.4 UNIDO will notify the successful bidder in writing that his quotation has been accepted. Following the signature of the contract with the successful bidder, UNIDO will notify the unsuccessful bidders of the award decision .

9. RETENTION OF QUOTATIONS

Following submission of the quotations and final evaluation, UNIDO will retain the quotations of both the successful and unsuccessful bidders.

10. NO COMMITMENT

10.1 This RFQ does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any quotation, or to annul this RFQ and reject all quotations, at any time prior to award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for UNIDO action.

10.2 UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this RFQ in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with bidders; and reject the quotation submitted by any bidder that has previously failed to perform properly or on time contracts of a similar nature, or of a bidder that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.

10.3 This RFQ contains no contractual proposal of any kind; any quotation submitted will be regarded as a quotation by the bidder and not as an acceptance by the bidder of any quotation by UNIDO. No contractual relationship will exist except pursuant to a written contract signed by the authorized official of UNIDO and by the successful bidder(s) chosen by UNIDO.

11. SIGNING OF PURCHASE ORDER

After the successful bidder's acceptance of the UNIDO contract award, UNIDO will send the bidder the contract incorporating all agreements between the parties. The successful bidder shall sign and date the contract and return one original set of the documents to UNIDO no later than one (1) weeks of the receipt of the purchase order documents.

12. BASIC TERMS AND CONDITIONS OF PURCHASE ORDER

Except as otherwise required by the circumstances of the case, the contract for the proposed goods/services will be based on the terms and conditions of the attached Model Purchase Order, Section III, of the RFQ.

13. PAYMENT

Payment will normally be made in accordance with the terms specified in the Model Purchase Order/contract. The Financial Regulations and Rules of UNIDO preclude payment by letters of credit. Such provision in a quotation will be prejudicial to its evaluation by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and the acceptance thereof by UNIDO, whichever is later.

14. CONFIDENTIALITY

14.1 It is understood that this RFQ is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO.

14.2 Any effort by a bidder to influence UNIDO in the examination, evaluation and comparison of the quotations or award decisions may result in the rejection of his quotation.

14.3 From the time the quotations are opened to the time the contract is awarded, if any bidder wishes to contact UNIDO on any matter related to his quotation, he should do so in writing to the address indicated in the cover note of this RFQ.

15. DELIVERY ADDRESS

Attn:
Address:
City: Erbil
Region/Postal Code/ Country : Iraq
Phone # / Fax # :

16. EXTENDED DESCRIPTION