



REQUEST FOR QUOTATION (RFQ)

Supply furniture for Bashiqa Sewage Directorate Building- outside Mosul-Ninawa Governorate, Iraq.	May 20, 2018
	REFERENCE: RFQ-365/18

Dear Sir / Madam:

We kindly request you to submit your quotation regarding - **Supply furniture for Bashiqa Sewage Directorate Building- outside Mosul-Ninawa Governorate, Iraq.** ,as detailed in Annex 1 (BOQ) of this RFQ.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using and follow the registration steps as specified in the system user guide.

In case you have not yet registered with UNDP eTendering Portal, please use the below temporary username and password to register your company.

username: event.guest

password: why2change

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

"Bidders can download the complete tender documentation from the e-Tendering upon registration".

The Procurement notice includes the details of the UNDP focal person and the email provided is YAHOO account as per following details:

Focal person: Alaa Yaseen; email: alaacivil@yahoo.com , Phone: 07706509511

Name of focal point for clarifications: Mr Hoshang Faiq Abdalrahman, Procurement Officer

Email: Hoshang.abdalrahman@undp.org

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms; [INCOTERMS 2010] (Pls. link this to price schedule)	DAP.
Exact Address/es of Delivery Location/s (identify all, if multiple)	Bashiqa sewage directorate located at Bashiqa sub district- Mosul district- Ninawa directorate and it's about 30 KM to Mosul city, Coordinates 36.452457 43.351635

Latest Expected Delivery Date and Time; <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	There is a renovation work will be conducted to the Bashiqra sewage directorate, as soon as the renovation is completed the furniture will be needed. EST Nov 2018. The delivery should be coordinated with the focal person: Alaa Yaseen; email: alaacivil@yahoo.com , Phone: 07706509511
Preferred Currency of Quotation:	☒ United States Dollars.
After-sales services required:	
Deadline for the Submission of Quotation:	Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). PLEASE NOTE: - 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
All documentations, including catalogs, instructions and operating manuals, shall be in this language:	☒ English.
Documents to be submitted:	Below documents are required to be submitted with the bid: ☒ Company Profile , which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Certificate of Registration of the business , including Articles of Incorporation, or equivalent document if Bidder is not a corporation ☒ Properly filled-in Priced BOQs (Annex-1) in as per the format provided with company stamp and signature (PDF and Excel format). ☒ List and value of projects performed for the last 7 years plus client's contact details who may be contacted for further information on those contracts. ☒ Printed brochures and product catalogues relevant to the furniture/equipment being procured;
Period of Validity of Quotes starting the Submission Date:	☒ 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Manner of Submitting Bid:	Online bidding in E-tendering module; https://etendering.partneragencies.org
Partial Quotes:	☒ Not allowed.
Payment Terms:	☒ 100% upon successful completion of the entire works as mentioned in the BOQ.

Liquidated Damages:	0.5% of the contract value for one-week delay to maximum 10% of the contract value with possibility to cancel the Purchase Order.
Evaluation Criteria	☒ Minimum two similar contracts executed for the supply of furniture to national/multi-national companies/organizations/governmental offices; (Please provide the name and contract details for reference check). ☒ 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; ☒ confirmation from the bidder to deliver and install the furniture to the required location. ☒ Minimum of one year warranty on the supplied furniture;
UNDP will award to:	☒ One Supplier.
Type of Contract to be Signed:	☒ Purchase Order
Conditions for Release of Payment:	☒ Within 1 Month upon written Acceptance of works based on full compliance with RFQ requirements.
Performance Security	☒ Not required
Annexes to this RFQ:	☒ (Annex 1) form for submitting supplier's quotation (BOQ) in Excel is separately attached. ☒ (Annex 2) UNDP General Terms and Conditions Goods Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. ☒ furniture sample pictures of the required items
Contact Person for Inquiries; (Written inquiries only)	Hoshang Faiq Abdalrahman, Procurement officer. Hoshang.abdalrahman@undp.org 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.

¹UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

3- This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex IV.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Yours sincerely ,



Ijaz Husain
Head of procurement
UNDP-Erbil
Iraq