United Nations Nations Unies

Procurement

Cover Page

To: All Interested Bidders	**From:** UN Habitat Iraq Programme
Attention:	**Date:** 28-Feb-2021
Fax: **Email:**	**Email:** unhabitat-roas.quotations@un.org

Total Number of Pages including this page: 5

Attached is Request for Quotation No.: 3200024282 and all related documentation. Please notify the United Nations immediately if any part of this Request for Quotation is missing and/or illegible at the above email address. Please be advised that this email address may be used only to send queries and submission of the offer.

The deadline for submitting queries is 07 March 2021, 04:00PM (Baghdad Local Time)

NOTICE OF CONFIDENTIALITY

This transmission contains United Nations proprietary information that is strictly **confidential** and/or **legally privileged**, and is intended strictly for the use by the Officials of the United Nations and/or the named recipient hereof. ANY UNAUTHORIZED DISCLOSURE, COPYING, DISTRIBUTION OR OTHER USE OF THE INFORMATION HEREIN IS STRICTLY PROHIBITED. If you have erroneously received this transmission, please notify the United Nations immediately.

REQUEST FOR QUOTATION

3200024282

1. The United Nations (UN) hereby requests your price quotation for the item(s) specified in this Request for Quotation (RFQ), which consists of this document and the following annexes:

   Annex A: Price Quotation
   Annex B: Terms of Reference
   Annex C: Submission Checklist

2. Quotations are required to be submitted to **unhabitat-roas.quotations@un.org** in English language and in **ONE COPY**, no **later than 10 March 2021 at 04:00 PM (Baghdad Time)** (the Closing Time), quotations received after the Closing Time may be considered or evaluated only in exceptional circumstances.

3. Please note that submissions by e-tendering will be rejected.

Validity of Quotations

4. Your Quotation shall be irrevocable and remain valid for acceptance for at least **90** calendar days, commencing on the Closing Time.

5. If deemed necessary by the UN, Bidders may be requested to extend the validity of their Quotations for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Quotation.

Evaluation Criteria and Contract Award

6. All Quotations will be evaluated, and the Quotation which is technically compliant and offers the lowest price may be selected. *Please refer to Annex B, Section 7, for more detailed evaluation criteria.*

7. The UN reserves the right, at its sole discretion, to:
   7.1. Award separate or multiple Contracts for same or different elements covered by this RFQ in any combination it may deem appropriate, or only a portion of the requirements. If a Quotation is submitted on an “all or none” basis, it should be clearly stated as such;
   7.2. Reject any or all Quotations received in response to this RFQ and negotiate with any of the Bidders in any manner deemed to be in the best interest of the UN;
   7.3. Add new considerations, information or requirements at any stage of the process.

8. In exceptional situations, the UN may cancel this RFQ through written notification to all Bidders.

Notice of Award

9. The selected Bidder(s) will be notified in writing that the UN considers an award of the Contract. No legal obligation exists until the issuance of a Contract or Purchase Order (PO) by the UN.

10. Unsuccessful Bidders will be notified in writing. The UN has the right to retain unsuccessful Quotations. Unsuccessful Bidders having questions about the name of the selected Bidder(s), the Contract/Purchase Order value(s), or the reasons for non-selection of their Quotation, may contact the Procurement Officer at the email/fax number provided for submission of Quotations.

11. Any Contract or Purchase Order entered into with the successful Bidder will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at **https://www.un.org/Depts/ptd/pdf/general_condition_goods_services.pdf**. A Draft Form of Contract may also be included in this RFQ. By submitting a Quotation, the Bidder confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided

herein.

Commercial Instructions

Bidders shall provide all the required information as detailed herein, in accordance to the following terms:

12. Payment Terms. The standard UN terms of payment are net calendar days following satisfactory delivery of goods, performance of services and the submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFQ.

13. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Quotation will be prejudicial to its evaluation by the UN.

14. Currency. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Quotations, the UN will convert the currency quoted in the Quotation to US Dollar in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.

15. The Contract/Purchase Order, Bidder's invoices and the UN payments will be made in the currency as originally quoted by the Bidder in their Quotation.

16. Price. The offered price should be all inclusive. If the price excludes certain fees and/or charges, the Bidder must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFQ, the Contract or the Purchase Order shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Bidder in performing the Contract or any market price changes.

17. GSA Clause (for USA vendors only). The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Quotation must specify whether or not items quoted by the Bidder are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Liquidated Damages

18. If the Bidder fails to supply specified goods/services within the leadtime to be stipulated in the Contract or in the Purchase Order, for any reason other than the UN act or omission, the UN shall deduct as liquidated damages, a sum equivalent to **0.2%** of the total Contract/Purchase Order value, or portion thereof that is delayed, for each calendar day of delay until actual delivery, up to a maximum deduction of **10%** of the total Contract/Purchase Order value, or portion thereof that is delayed; all without prejudice to any other remedies available to the UN. A maximum grace period of calendar days may be permitted. However, if the delivery is not completed within the grace period, liquidated damages will apply from the day immediately following the original delivery date. Said amount is agreed to be a reasonable estimation of the damages which the UN will sustain, without the UN having to prove any actual damage, and not as a penalty against the Contractor. In case of a different provision stated in the Draft Form of Contract (if applicable and if provided herein), the Draft Form of Contract shall prevail.

Miscellaneous

19. This RFQ does not commit the UN to award a Contract or to issue a Purchase Order. Any Quotation submitted will be regarded as a proposal by the Bidder and not as an acceptance by the Bidder of any proposal by the UN.

20. Bidders shall bear any and all costs and expenses related to the preparation and/or submission of a Quotation, regardless of whether the Bidder's Quotation is selected or not.

21. Bidders may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this RFQ, at **https://www.un.org/Depts/ptd/pdf/pm.pdf**.

22. Vendor registration and update of information: Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at **http://www.ungm.org** and, if in doubt, contact the UN Secretariat at **register@un.org**. For UNGM account-related issues, please contact: **registry@ungm.org**. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at **https://www.un.org/Depts/ptd/vendor-registration**.

23. Code of Conduct: By submitting a Quotation, the Bidder confirms that he/she has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Bidders should refer to the UN Supplier Code of Conduct at: **https://www.un.org/Depts/ptd/pdf/conduct_english.pdf**

24. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

25. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.

Independent Price Determination

26. Consistent with the UN Supplier Code of Conduct, by submitting a Quotation, the Bidder certifies that:
    1) the prices offered in the Quotation have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Bidder or competitor relating to (a) those prices, (b) the intention to submit a Quotation, and/or (c) the methods or factors used to calculate the prices offered;
    2) the prices in the Quotation have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before the UN issues an award under this solicitation; and
    3) no attempt has been made or will be made by the Bidder to induce any other entity to submit or not to submit a Quotation for the purpose of restricting competition.

    Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Quotation(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.

We look forward to your Quotation and thank you in advance for your interest in UN procurement opportunities.

Signed By: _____

Wa'el Al-Ashhab
Head of Country Programme
UN-Habitat Iraq Programme

ANNEX A

Price Quotation

LINE No	ITEM ID	Quantity	U/M	UNIT PRICE	DISCOUNT	TOTAL PRICE
1	2100000088	1	EA			

ITEM DESCRIPTION: Office Unit:Prefab
RFQ Title: Supply, transportation and installation of a prefab office (55m^2) in Domiz Camp 1, Duhok, KRG
Advertisement Date: 28-February-2021
Closing Date: 10-March-2021, 04:00PM (Baghdad Local Time)
Submission Email Address: unhabitat-roas.quotations@un.org

Bidder must submit the priced quotation together with this form (Annex A) Signed and Stamped

Delivery costs (based on delivery term stated below): _____

Grand Total: _____

(*) Prices must be all-inclusive, based on the delivery term indicated below, excluding all taxes from which the UN is exempt, as per the Tax Exemption section of the General Conditions of Contract.

Delivery Term (EXAMPLE: based on DAP Named Place of Destination - INCOTERMS 2010):

, , , ,

Payment Terms (see paragraph 12 above and confirm the standard UN payment term net 30 days): _____

Shipping Mode: _____

Delivery Date :(No. of calendar days after receipt of Order**)** _____

Currency Stated in: _____

Vendor Comments (if any): _____

In compliance with this RFQ, and subject to all the conditions thereof, the undersigned, offers to furnish any or all items in accordance with the above quoted price, for the period stated in this RFQ, to be delivered to the point as specified, if the contract is awarded to.

Vendor Name: _____

Vendor UNGM ID: _____

Vendor UMOJA BP (*If Applicable):* _____

Name of the Authorized Officer: _____

Signature: _____

Date: _____