

UNHCR

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DEADLINE EXTENTION

DATE: 27 November 2022

REQUEST FOR QUOTATION: No. HCR/IRQ/BGD/2022/SUP/RFQ/257

**FOR RENOVATION OF THE NEW CSC PREMISES IN AL-MANSOUR, BAGHDAD, DEADLINE
EXTENTION**

QUOTATION TO BE RECEIVED BY: 06 DECEMBER 2022 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 Assembly, requests your price quotation for the renovation of the New CSC Premises in Al-Mansour, Baghdad.

1. REQUIREMENT

- Type of goods and services deliverables: for Renovation of the New CSC Premises in Al-Mansour, Baghdad.
- Delivery Location: under DAP terms to the New CSC Premises in Al-Mansour, Baghdad.
- Offer validity period: 90 days.
- All additional fees such as transportation, delivery and installation costs should be included in your offer.

Please also note the following Annexes before quoting:

- Annex A: Financial Offer Form, (Civil, Electrical, and Summary sheet).
- Annex B: UNHCR General Conditions of Contracts for the Provision of Goods and service.
- Annex C: RFQ-257 CSC Plan.
- Your quotation sent to UNHCR constitutes acceptance of these Conditions.
- A site visit is Mandatory on 30 Nov 2022 at 10:00.
- Contact person for the mandatory sit visit:

Eng. Hussein Al-Obaidi, mob. No. +964 (0) 781 252 2264

- The company that attended the previous site visit on 24 Nov 2022, has no need to attend.

Please include the following information in your quote:

- Annex A: Financial Offer providing information about required goods, please complete the Price Schedule, other forms will not be considered.
- Currency of your offer should be IQD (Iraqi Dinar).
- Please include at least 2 photos, Catalogs, or specifications for each item.
- Please note that UNHCR has tax and duty exemption status, so your quote should be without VAT.

#	Items	Specific Requirements	Pass/ Fail
1	Mandatory Site Visit	The Site Visit is Mandatory by the company to the site on the indicated date-time mentioned above and sign their company's name on the attendance sheet.	
2	Business Registration Certificate	The company should be registered as a construction or general contracting company in IRAQ (Federal Government or Kurdistan Region of Iraq), a valid ministry of planning ID should be submitted with the offer. No Joint Venture agreement will be accepted.	
3	Past Experience	The company needs to present a past experience by sharing 3 different copies of Purchase Orders (POs), or contract agreements, or work orders, with a proof of project completion certificate or performance letter issued by the client indicating the project value, completion time, client name, contact details. the submitted award documents within the past 10 years and should be related to similar projects (new construction, and rehabilitation projects)	
4	Staff qualifications, CVs with min 5 years of experience, and Resources	- Site engineer (bachelor's academic degree in Civil) with a minimum of 5 years' experience. <u>A graduation certificate or engineering union ID should be provided.</u> - Electrical Engineer (bachelor's degree in electrical engineering) with a minimum of 5 years' experience. <u>A graduation certificate or engineering union ID should be provided.</u>	
5	Works plan	The company should present a detailed and realistic work plan with Work Schedule / Gantt chart showing the starting and end of each activity. Any Gantt chart of more than 10% or less than 10% for the proposed duration (30 calendar days) will be considered as fail.	
Pass/ Fail			

Technical Evaluation Criteria:

2. RFQ SUBMISSION

Your quotation must be submitted on/before **06 December 2022 – 23:59 Hrs. Baghdad, Iraq Time** by e-mail in PDF format to IRQBASUP@UNHCR.ORG.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- HCR/IRQ/BGD/2022/SUP/RFQ/257
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

3. VENDORS ON UN, UNGM, EU SANCTION LIST:

Companies/vendors who are currently on the list of ineligible (blacklisted) vendors in any of the above sanction lists need not submit offers/proposals against any of UNHCR's Request for Proposals or Invitation to Bid or Request for Quotation as they will not be accepted but disqualified outright. We advise companies/vendors in such lists not to waste their time and that of UNHCR by submitting any offers/proposals.

4. **ZERO TOLERANCE POLICY:**

Please note that UNHCR strictly adheres to a zero-tolerance policy and as such, advises its Suppliers not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations-sanctioned list and UNHCR will not do business with them anymore.

PLEASE NOTE THAT UNHCR TENDERS ARE FREE-OF-CHARGE.

Signature

Supply Officer
UNHCR Operation in Iraq