

DATE: 15/02/2023

## REQUEST FOR QUOTATION No.: HCR/IRQER/2023/RFQ-017

### FOR THE RENOVATION OF UNHCR REGISTRATION CENTER IN ITALIAN CITY-1, SUPPLY AND INSTALLATION OF SECURITY ITEMS FOR UNHCR REGISTRATION CENTER IN BAHIRKA, ERBIL GOVERNARATE, IRAQ. (TWO LOTS)

QUOTATION TO BE RECEIVED ON OR BEFORE: 23/02/2023 by 14:00 hrs (IRAQ TIME).

The Office of the United Nations High Commissioner for Refugees (UNHCR), office in Erbil, requests your price offer for the **FOR THE RENOVATION OF UNHCR REGISTRATION CENTER IN ITALIAN CITY-1, AND SUPPLY, INSTALLATION OF SECURITY ITEMS FOR UNHCR REGISTRATION CENTER IN BAHIRKA, ERBIL** as specified below in this Request for Quotation (RFQ).

The following Annexes are an integral part of this RFQ:

- Annex A-1: Financial Offer Form for Lot-1 . (To be filled, signed, and stamped)
- Annex A-2: Financial Offer Form for Lot-2 . (To be filled, signed, and stamped)
- Annex B-1: Scope of Work (SOW) and Technical Drawings for Lot 1.
- Annex B-2: Scope of Work (SOW) and Technical Drawings for Lot 2.
- Annex C: Vendor Registration Form (For suppliers who are not registered with UNHCR)
- Annex D: Vendor Registration Form (For suppliers who are not registered with UNHCR)
- Annex E: Supplier's Code of conduct
- Annex F: UNHCR General Conditions of Contracts for Civil works (October 2000)

**Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts.**

#### 1. Technical Requirements: (Please submit your offer with the following documents, details outlined in the below table):

- Copy of Bank account under the company name.
- Company Registration certificate.
- Copies of 1 similar (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate.
- Detailed and realistic work plan with Work Schedule/ Gantt chart showing the starting and end of each activity. Any Gantt chart of more than 60 days will be considered as failure.

#### 2. Technical Evaluation Criteria (Pass/Fail):

UNHCR will evaluate the technical offers based on the following described criteria in order to attribute a "PASS/ FAIL" to the offers:

| SN | Technical Evaluation Criteria                                                                                                                                                                                                           | Pass/Fail |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1  | Full technical compliance with the requirement, as per Annex-A (Financial Offer Form). <b>To be filled, signed, and stamped</b> ( <i>submitting signed and stamped Annex-A is deemed as full acceptance of technical requirement</i> ). |           |
| 2  | Is the company registered as a construction or general contracting or construction                                                                                                                                                      |           |

|                    |                                                                                                                                                                                                                                                  |  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                    | company in IRAQ (Federal Government or Kurdistan Region of Iraq)? <b>No Joint Venture will be accepted.</b>                                                                                                                                      |  |
| 3                  | Submitted at least one (1) PO/Contract for each lot similar to the following categories (Lot#1: Construction or renovation work. Lot 2:Supply/installation of CCTV camera and security items) completed successfully in the last five (5) years. |  |
| 4                  | Detailed and realistic work plan (Lot 1 Maximum 60 Days, Lot 2 Maximum 30 days ) with Work Schedule/ Gantt chart showing the starting and end of each activity. Any Gantt chart of more than mentioned durations will be considered as fail.     |  |
| <b>Pass / Fail</b> |                                                                                                                                                                                                                                                  |  |

### 3. Delivery Point:

- UNHCR Registration Center, Bahirka Subdistrict, Erbil, Iraq.

### 4. Site Visit:

The site visit is optional however, bidders are encouraged to inspect the site before submitting their offer, as per the below details:

- UNHCR Registration Center, Italian City 1, Erbil, Iraq.
- UNHCR Registration Center, Bahirka Subdistrict, Erbil, Iraq.
- For location information, please contact Engineer Mazin Alnakshshbandi at mobile number: 07901386116

### 5. Financial Offer:

Please submit your price offer, using the financial offer form (**Annex A**).

Quoted prices should remain fixed/valid for the period of the contract.

UNHCR is VAT exempted, with this regard, the price has to be given without VAT.

The fairly priced, substantially compliant offer will subsequently be recommended for a contract award.

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

### 6. RFQ Submission:

We would appreciate receiving your quotation on or before **23/02/2023 by 14:00 hrs (IRAQ TIME)** by e-mail in PDF format to [IRQERPROC@unhcr.org](mailto:IRQERPROC@unhcr.org) .

Please indicate in the e-mail subject field:

- **HCR/IRQER/2023/RFQ-017**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

**Supply Unit**

**UNHCR Country-Office, Erbil-Iraq.**