



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 12/02/2023

REQUEST FOR QUOTATION No.: HCR/IRQ/BGD/2023/SUP/RFQ/126

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

QUOTATION TO BE RECEIVED ON OR BEFORE: 18 FEBRUARY 2023 23:59 HRS IRAQ TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR), office in Erbil, request your price offer for **RENOVATION OF THE NEW CSC PREMISES IN AL-MANSOUR, BAGHDAD** as specified below in this Request for Quotation (RFQ).

The following Annexes are an integral part of this RFQ:

Annex A: Financial Offer Form. (Bidders are kindly required to submit signed & stamped PDF version)

Annex B : Scope of Work (SOW)

Annex C : Vendor Registration Form (For suppliers who are not registered with UNHCR)

Annex D : UNHCR's General Conditions of Contracts for the Provision of Good & Services

Annex E : Supplier's Code of conduct

Annex F : New CSC-Model 1.

Annex G : New CSC -Model 2.

Annex H : New CSC -Model 3.

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 company name.
- Company Registration certificate.
- Currency of your offer should be USD (US dollar).
- Please include at least 2 photos, catalogs, or specifications for each item.
- Copies of 3 similar (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate.
- Mandatory Site Visit, as detailed below in point 4.
- Mandatory Bid Security, the bidder needs to submit a scanned copy of Bid Security of USD 1,500 by "Good for Payment Cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days after the closing date of the bid), It should be a certified cheque (not personal). The cheque should indicate the RFQ number and must be issued under the company name. The selected company would be required to submit the original cheque.
- Staff qualifications, CVs with minimum 5 years of experience, and Resources, the site engineer (bachelor's degree in civil engineering) with a minimum of 5 years experience.
- Copy of CV, and a graduation certificate or engineering union ID should be provided, Electrical Engineer (bachelor's degree in civil engineering) with a minimum of 5 years experience.

- Detailed and realistic work plan with Work Schedule/ Gantt chart showing the starting and end of each activity. Any Gantt chart more than 20% or less than 20% (35 calendar days) for the proposed duration will be considered as fail.

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	Items	Technical Evaluation Criteria	Pass/Fail
1	Mandatory Site Visit	Did the vendor send an engineer to visit the site on the said date and time and sign their company's name on the attendance sheet? (The engineer or a quantity surveyor should bring an authorization letter from the company and show their engineering union ID card or any proof of graduation).	
2	Mandatory Bid Security	Has the bidder submitted a scanned copy of Bid Security of USD 1,500 by "Good for Payment Cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days after the closing date of the bid)? It should be a certified cheque (not personal). The cheque should indicate the RFQ number and must be issued under the company name. The selected company would be required to submit the original cheque.	
3	Business Registration Certificate	Is the company registered as a general contracting and/or electrical company in IRAQ (Federal Government or Kurdistan Region of Iraq), a valid ministry of planning ID should be submitted. No Joint Venture will be accepted.	
4	Past Experience	Copies of Three (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate / performance letter issued by the client (Showing value, time completed, organization or firm for which completed, contact details of the organizations) awarded and served within the past 10 years. The actual copies of POs, contracts and work orders should relate to similar projects (new construction, and rehabilitation projects).	
5	Staff qualifications, CVs with min 5 years of experience, and Resources	-Site Engineer (bachelor's degree in civil engineering) with a minimum of 5 years experience. Copy of CV, and a graduation certificate or engineering union ID should be provided. - Electrical Engineer (bachelor's degree in civil engineering) with a minimum of 5 years experience. Copy of CV, and a graduation certificate or engineering union ID should be provided.	
6	Works plan	Detailed and realistic Work Schedule / Gantt Chart showing the starting and end of each activity, Proposed Gantt chart (more or less than 20%) of the indicated duration in (SoW) (35 calendar days) will be considered as fail.	
Pass / Fail			

3. Delivery Point:

- The New CSC Premises in Baghdad Gov., Al Mansour Dist., in front of Al Mansour mall, GPS coordinates (33.322611°, 44.354523°).

4. Site Visit:

- Site visit is Mandatory on (**15 February 2023 at 10:00 AM**), bidders need to inspect the site before submitting their offer, as per the below details:
- The New CSC Premises in Baghdad Gov., Al Mansour Dist., in front of Al Mansour mall, GPS coordinates (33.322611°, 44.354523°).
- Contact person for the mandatory site visit:
Eng. Hussein Al-Obaidi, mob. No. +964 (0) 781 252 2264

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, 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 180 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods/services and acceptance thereof by UNHCR.

- The payment will be 90% of the contract value after completing 100% of the scope of work based on the executed quantities.
- Retention payment is 10% of the total executed quantities that will release after completing the defect liability period (6 Months, starting from the technical handover/completion certificate.)

6. RFQ Submission:

We would appreciate receiving your quotation on or before **18 February 2023 – 23:59 Hrs. Baghdad, Iraq Time** by e-mail in PDF format to IRQBASUP@UNHCR.ORG.

Please indicate in the e-mail subject field:

- **HCR/IRQ/BGD/2023/SUP/RFQ/126**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

Thank you for your kind attention.

Supply Unit

UNHCR Country-Office Erbil Office