

DATE: 24/Oct/2023

REQUEST FOR QUOTATION No.: HCR/IRQ/BGD/2023/SUP/RFQ/355

SUPPLY AND INSTALLATION OF LIGHTS FOR THE PLAY YARD OF AL-QAIM YOUTH CENTER IN ANBAR GOVERNORATE

QUOTATION TO BE RECEIVED ON OR BEFORE: 04 November 2023 23:59 HRS UNC + 3 BAGHDAD STANDARD TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR), office in Baghdad, requests your price offer for the **SUPPLY AND INSTALLATION OF LIGHTS FOR THE PLAY YARD OF AL-QAIM YOUTH CENTER IN ANBAR GOVERNORATE** as specified below in this Request for Quotation (RFQ).

The following Annexes are an integral part of this RFQ:

Annex A	Scope of Work
Annex A1	Stadium floodlights Picture
Annex A2	Site Drawing
Annex A3	Floodlight pole Picture
Annex A4	Trolley for Delimiting the Running Field picture.
Annex A5	Satellite photo of the stadium
Annex B	BOQ / Financial Offer Form (to be submitted as Financial Offer in both PDF format (signed and stamped) and in a soft copy as an Excel document)
Annex C	Vendor Registration Form (For suppliers who are not registered with UNHCR)
Annex D	General Conditions of Contracts for the Provision of Goods and Services
Annex E	General Conditions Contracts Civil Works 2000
Annex F	Supplier's Code of Conduct
Annex G	Join a meeting without Teams Account

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.
- Copy of Tax Registration Certificate/Clearance
- The currency of your offer should be IQD (US dollar).
- Copies of 2 similar (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate.
- Electrical Engineer (bachelor's degree in electrical engineering) with a minimum of 5 years' experience, A graduation certificate or engineering union ID should be provided.

2. Pre-bid Conference

UNHCR will organize a supplier pre-bid conference on MS Teams, on **31 October 2023 at 14:00 HRS UTC +3 Baghdad Standard Time**. A maximum of ONE representative per company is allowed. Name and contact details of the company's representatives must be provided, in advance by e-mail to IRQBASUP@UNHCR.ORG with a copy to the responsible buyer at: ALSAFFAI@UNHCR.ORG before **31 October 2023**. Changes in staff need to be shared in advance; otherwise, they will not be able to participate.

After the pre-bid conference, a Questions & Answers document will be prepared and sent directly to bidders who participated in the Pre-bid conference/acknowledged the receipt of the RFQ document.

3. Technical Evaluation Criteria (Pass/Fail):

The technical component of the submission will be evaluated using the criteria PASS or FAIL as shown below:

SN	Items	Technical Evaluation Criteria	Pass/Fail
1	Business Registration Certificate	Is the company registered as a trading or general contracting company in IRAQ (Federal Government or Kurdistan Region of Iraq).	
2	Tax Certificate	Has the company submitted a Tax Registration Certificate?	
2	Past Experience	Copies of two (Purchase Orders (POs), contract agreements, or work orders) with its proof of completion; the contract should Show value, time completed, organization or firm for which it was completed, and contact details of the organizations awarded. The actual copies of POs, contracts, and work orders should relate to similar projects consist of (trade, electrical, or construction work).	
3	Staff qualifications, CVs with min 5 years of experience, and Resources	Electrical Engineer (bachelor's degree in electrical engineering) with a minimum of 5 years' experience.	
Pass / Fail			

The Bidders must meet the above mandatory pre-qualification criteria in order for their bids to be considered for further evaluation.

Important: The above-listed documents should be submitted with your technical offer which is required to assess the capacity and legal status of your company.

4. Delivery Point:

- Al-Qaim Youth centre in Anbar Governorate, GPS coordinates (34.390481°, 40.999526°).

5. Financial Offer:

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

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 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 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 **04 November 2023 – 23:59 Hrs. UTC +3 Baghdad Standard 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/355**
- 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

Supply Officer, Baghdad-Iraq