

DATE: 16/11/2023

REQUEST FOR QUOTATION No.: HCR/IRQER/2023/RFQ-097

Expansion of Transformer's Old Building and Supply & Installation of Electrical Transformer 630 kVA in UNHCR Registration Center in Bahirka, Erbil Governorate.

QUOTATION TO BE RECEIVED ON OR BEFORE: 20/11/2023 by 23:59 hrs (IRAQ TIME).

The Office of the United Nations High Commissioner for Refugees (UNHCR), office in Erbil, requests your price offer for the **Expansion of Transformer's Old Building and Supply & Installation of Electrical Transformer 630 KVA in UNHCR Registration Center in Bahirka, Erbil Governorate**, as specified below in this Request for Quotation (RFQ).

The estimated requirement is detailed in (Annex A - Financial Offer Form).

The following Annexes are an integral part of this RFQ:

- Annex A: Financial Offer Form, (To be filled, signed, and stamped)
- Annex B: Scope of Work (SOW)
- Annex C: Vendor Registration Form (For suppliers who are not registered with UNHCR)
- Annex D: UNHCR General Conditions of Contracts for Civil Works (October 2000)
- Annex E: Supplier's Code of Conduct
- Annex F: e-Tender Box Supplier user manual

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 Business Registration Certificate.
- Tax Registration Certificate
- Copies of 3 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.
- CV for the Site Engineer along with proof of graduation like a graduation certificate, syndicate ID, Union ID, etc.

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:

#	Items	RFQ Specific Requirements	Pass/Fail
1	Business Registration Certificate	Does the vendor registered as an Electrical or General Contracting company in IRAQ (Federal Government or Kurdistan Region of Iraq) with a company age of 5 years or more? For Joint Venture, the companies should submit a legal JV contract endorsed by the government with a statement outlining the duties and responsibilities of each party as given blow otherwise, the joint venture will not be accepted. 1- The Lead company should be registered in Iraq. 2- Both parties must be legally registered. Lead company must be registered in IRAQ and fulfill the registration requirement while the second company may be registered in Iraq or outside Iraq as a commercial entity. 3- Lead company must fulfil the tax registration requirement. The lead company with an age less than 3 years at the time of the submission will be disqualified.	
2	Tax Registration Certificate	Has the bidder submitted a scanned copy of a <u>recent or last year`s</u> Tax Clearance Certificate?	
3	Past Experience	Copies of Two (2) (Purchase Orders, 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. (this includes supply and installation of Transformers, Generators, LV/HV electrical networks, or construction). Note: The evaluation will not consider a PO or contract with a value of less than USD 10,000.	
4	Works Plan	Has the vendor submitted a detailed and realistic work plan (30 days) with a Work Schedule/ Gantt chart showing the starting and end of each activity? Any Gantt chart of (+ -) of 5 days than 30 days will be considered as a fail.	
5	Staff Qualification	Has the vendor submitted a CV for an electrical Site Engineer (bachelor's degree in electrical engineering) with a minimum of 5 years of experience and Resources? <u>(The CVs should have proof of graduation like a graduation certificate, syndicate ID, Union ID, etc.)</u>	
6	UNHCR General Conditions of Contracts for Civil Works.	Submission of an endorsed copy (signed and stamped) of the UNHCR General Conditions of Contracts for Civil Works.	
7	UN Supplier Code of Conduct	Submission of an endorsed copy (signed and stamped) of the UN Supplier Code of Conduct.	
Pass/Fail			

3. Financial Offer:

Please submit your price offer in a single currency of Local Iraqi Dinar (IQD), using the financial offer form (Annex A). Quoted prices should remain fixed/valid for the period of the contract.

Any Purchase Order (PO) issued as a result of this RFQ will be made in IQD. Payment will be made in accordance with the General Conditions for the Purchase of Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.
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 **60 days**. The standard payment terms of UNHCR is net 30 days via electronic fund transfer (EFT) upon satisfactory delivery of goods and services and acceptance thereof by UNHCR.

4. Payment terms:

Payment will be as follows:

- Payment of 90% of the contract value after completing 100% of the works based on the executed quantities.
- Retention Payment of 10% of the total executed quantities that will release after completing the Defect Liability Period (6 Months, starting from the technical handover/Substantial Completion Certificate.)

5. Delivery Point:

UNHCR Registration center in Bahirka, Erbil, Iraq.

6. RFQ Submission:

We would appreciate receiving your quotation on or before **20/11/2023 by 23:59 hrs (IRAQ TIME)**. **Please submit your proposal through an online e-TenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>**

Thank you for your kind attention.

Supply Unit

UNHCR Country Office, Erbil-Iraq.