



International Labour Office



International Labour Organization

REQUEST FOR QUOTATION

***Supply of Business Toolkits to Workshop Graduates in Basra,
Iraq***

RFQ-ILO-IRQ-2024-001

Responses to be received by *24 January 2024, 16:00, Baghdad time*

January 2024

REQUEST FOR QUOTATION

Reference: **RFQ N° RFQ-ILO-IRQ-2024-001**

Supply of Business Toolkits to Workshop Graduates in Basra, Iraq

Dear Bidder,

On behalf of the International Labour Office (ILO), I invite your company to submit a financial bid for the items described in the Bid Form/ Bill of Quantity attached to this letter (Annex I).

When preparing your bid, please use the Bid Form/Bill of Quantity and follow the instructions set out in the Terms and Conditions applicable to ILO contracts (Annex III). Please return your completed Bid Form to the ILO together with the Certification Form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the ILO Terms and Conditions for the Purchase of Goods, as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

SUBMISSION OF YOUR OFFER:

For this request, offers may be submitted by E-mail to shareef@ilo.org and abdulameer@ilo.org

You must submit your offer strictly in compliance with the procedures described below.

For it to be eligible for consideration, the ILO must receive your offer, signed **by the legal representative and stamped, on or before 24/01/2024 16:00 Baghdad time**.

You may send your questions by 20 January 2024, 1600, Baghdad time & we shall try to provide answers by before 22 January 2024, 1600, Baghdad time

Offers received after the deadline specified above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

Yours faithfully



Mohammed Abdulameer
Senior National Officer

Attachments:

- Bid Form (Annex I)
- Certification to be submitted by a Bidder (Annex II)
- Terms and Conditions applicable to ILO contracts (Annex III)



International Labour Office

[Bidder's name & address]

Reference: **RFQ N° RFQ-ILO-IRQ-2024-001**

Supply of Business Toolkits to Workshop Graduates in Basra, Iraq

Date: 15/01/2024

Closing Date: 24/01/2024 1600 Baghdad time

Submission by E-mail is permitted.

Ship-to: Vocational Training center in Basra, Iraq

Terms of Reference

The ILO is working with UN-Habitat to increase access to employment opportunities for young women and men living in underserved settlements in Basra, where the unemployment rate is high and living condition is poor. The collaboration is part of UN-Habitat's broader project, "Increasing Access to Employment Opportunities for Vulnerable Urban Population in Basra City in Response to the COVID-19 Crisis," funded by the European Union.

The collaboration focuses on skills development including technical and business management skills; and the establishment of an employment service center for young women and men living in underserved settlements in Basra. The collaboration is also expected to enhance the capacities of local contractors and young engineers to apply ILO's Employment Intensive Investment Programme (EIIP) intervention methodologies in three targeted neighborhoods of Basra City.

As a part of the project activities, the project is delivering 39 business toolkits in each field of Fiber Optic and Electrical Installations workshops, the graduates/beneficiaries will receive a business toolkit that will assist them to work after graduation.

Objective:

The ILO is seeking a company to equip the vocational training center with the 39 business toolkits to Fiber Optic and Electrical Installations workshops.

Timeframe

The delivery should be within 5 days of signing the contract.

Distribution Plan

The company will be responsible to deliver the business toolkits to the vocational training center in Basra and will be responsible to package each full toolkit and handover it to each beneficiary under ILO supervision.

Payments

According to the ILO policy, the payments of services are performed within 30 days after receipt of service based on actual quantity and accepted quality from ILO staff.

Means of payment: the payment will be paid via wire transfer to the designated bank account of the company. The company must have a business registration certificate.

P.S:

- The company would be charged ILO due to the actual quantity at the end of the delivery.
- The delivery area will be in the vocational training center in Basra.

For the business toolkit, each package should be ready and fully match with the attached BOQ.

The following should be completed by the Bidder

For the supply of goods:

Your Bid Reference	Date	Currency	Bid Validity Date
Total Amount EXW	Place of Collection	Delivery Time (In Days)	Total Weight Kg & Total Volume/M3
Total Amount DAP [destination]	Place of Collection	Delivery Time (In Days)	Total Weight Kg & Total Volume/M3

Responsible for sale: _____

Signature: _____

*This Quotation has been prepared in accordance with
“Terms and Conditions applicable to ILO Contracts”*

ANNEX I

No	Item	Requested Specifications	Proposed Specifications (to be filled by supplier)	QTY	Unit Price (IQD)	Total Price (IQD)
1						
2						
3						
4						
5.						

Warranty [if applicable]	<i>[indicate number of months/years]</i>
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Training [if applicable]	<i>[indicate number of participants, language and venue]</i>
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Spare parts [if applicable]	<i>[indicate for how many months/years of normal operation spare parts should be available]</i>
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RFQ N° RFQ-ILO-IRQ-2024-001

CERTIFICATION TO BE SUBMITTED BY A BIDDER IN AN ILO COMPETITIVE BIDDING PROCEDURE

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

“coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

“collusive practice” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“conflict of interest” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads,

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

ANNEX II

or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date



ANNEX III

TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf