

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

DATE: 10/09/2024

**REQUEST FOR QUOTATION: No. HCR/IRQ/COE/2024/RFQ-026****Rehabilitation of Skylight Roof and Water Fountain in Kobani School in Erbil.****QUOTATION TO BE RECEIVED BY: 16/09/2024 at 23:59 hrs. Local Iraqi Time.**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the **Rehabilitation of Skylight Roof and Water Fountain in Kobani School in Erbil**, specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

- Description: **Rehabilitation of Skylight Roof and Water Fountain in Kobani School in Erbil, as per the details in the SOW & BOQ (Annexes A&B)**

Please include the following price information in your quote (without VAT):

**Your offer should include the following information/documentation:**

- Submission of valid Business Registration Certificate in Construction or General Contracting Company in IRAQ (Federal Government or Kurdistan Region)
- Valid **Tax Registration Certificate** (pass/fail requirement).
- Confirmation that the bidder is in the required business for more than three (3) years
- Stamped, date, and signed UNHCR's General Conditions of Contracts for Provision of Civil Works (Annex-D),
- Signed and Stamped UN Supplier Code of Conduct (Annex-E),
- Submission of filled, stamped, and signed Vendor Registration Form (Annex-F),
- Proof of Past Experience, (2) copies of Contracts or Purchase Orders similar to projects completed in the past ten (10) years.

**Project implementation time (in days)**, upon purchase order's issuance. **Maximum acceptable implementation time is not more than 45 days.**

Please include the following price information in your quote (without VAT) in **Annex-C** (Financial Offer Form):

**The below administrative criteria are essential to be considered for the second part of the**

- Submission of valid Business Registration Company Certificate (Pass/Fail).
- Submission of Valid Vendor Registration Form (the bank account must be under the Company's name (not individual)) (Pass/Fail).
- Submission of acknowledged Annexes D&E, General Conditions for Contracts and UN Supplier Code of Conduct (Pass/fail).

**Technical Criteria for the second part of technical evaluation**

- Proof of company age in the required business field, not less than 3 years.
- Submission of (2) copies of contracts or Purchase Orders similar to projects completed in the past ten (10) years.
- Submission of Workplan (Maximum acceptable implementation time is 45 days)

Please note that UNHCR has tax and duty exemption status. UNHCR will not be involved or responsible for facilitating the customs clearance process.

**Note: this document is not construed in any way as an offer to contract with your firm.**

The Financial Offer is to be signed, stamped, and submitted as per the Financial Offer Form (**Annex C**) **in both PDF and excel version**. Bids that have a different price structure may not be accepted. **BANK ACCOUNT**

UNHCR will **not accept** offers from companies that have not the following requirements in the vendor registration form (Annex E):

- a) Commercial bank account
- b) Name of the company has to match with the bank account

**REQUESTS FOR CLARIFICATION:**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to: [IRQERPROC@unhcr.org](mailto:IRQERPROC@unhcr.org), CC: [sdeeq@unhcr.org](mailto:sdeeq@unhcr.org) before 15 Sept. 2024 at 16:00 HRS Iraq Local Time.

Bidders are requested to keep all questions concise. UNHCR will compile the questions received. UNHCR will copy any reply to a particular question to all other invited bidders at once.

**2. RFQ Submission**

We would appreciate receiving your quotation on or before **16/09/2024 – 23:59 hrs. Local Iraqi Time** by submission online via eTenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>

To submit a proposal against UNHCR tender, the bidder needs to register in **eTenderbox system**. Please refer to the eTenderbox user manual for bidders at **Annex-G: e-Tender Box Supplier user manual**. You are requested to get familiar with this tool and create a login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the “tender reference number”, the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done.

It is the bidder's responsibility to upload only technical documentation under the “Technical” category and Financial documentation under the “Financial” category.

Note: The official submission of the selected files for upload is done by clicking the ‘Save & Submit’ button, therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted before the tender expiration deadline. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however it is preferable to upload PDF files. Executable files (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. The maximum size limit per file is 10MB.

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UNHCR Iraq encourages suppliers to make their offer well in advance of the deadline to avoid last-minute technical glitches in the submission. In case of technical query regarding the eTenderBox, please send an email to the following helpdesk email address: [hqsmsbid@unhcr.org](mailto:hqsmsbid@unhcr.org)

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

**IMPORTANT: DEADLINE TO SUBMIT YOUR BID: 16/09/2024 BY 23:59 hrs. Iraq Local time.** Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying through [eTenderbox.unhcr.org](http://eTenderbox.unhcr.org) and [WWW.UNGM.ORG](http://WWW.UNGM.ORG).

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

**Annexes:**

Annex A: SoW

Annex B: BoQ

Annex C: Financial Offer Form *(to be filled in, stamped, dated and signed)*

Annex D: UNHCR's General Conditions of Contracts for Civil works *(to be acknowledge/signed, stamped and dated)*

Annex E: UN Supplier Code of Conduct *(to be acknowledge/signed, stamped and dated)*

Annex F: Vendor Registration Form *(to be filled in, stamped, dated and signed.)*

Annex G: e-Tender Box Supplier user manual.

**Liquidated Damages:** Please note that during the implementation should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.1% for each day of delay beyond the date upon which the Goods were due to be delivered.

Your quotation must be valid at least for [60] days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **ANNEX-D** the UNHCR's General Conditions of Contracts for the Provision of Civil Works. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Georgia Anesin,  
Senior Supply Officer  
UNHCR Office, Iraq.

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