



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

REQUEST FOR QUOTATION - RFQ

Ref.: IRQ/RFQ/25/20

(Please quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for the provision of the items detailed below, the materials are to be delivered to VTC Basra – Iraq

Evaluation of Lots

Bidders are allowed to bid for one or more lots of the RFQ. UNESCO may award one or multiple contracts to a Bidder after determining the lowest evaluated lot combinations.

ITEM NO.	Schedule of requirements	Unit	QTY
1	Lot 1: Bricklaying materials		
1.1	High-quality sand for construction is required, and thoroughly inspected to ensure quality. The sand must be free from impurities such as clay or organic materials and must comply with standard construction specifications	M ³	10
1.2	Ordinary Portland Cement (OPC) is required, with each bag weighing 50 kg and compliant with standard specifications such as ASTM C150 or EN 197-1.	Ton	2
1.3	Concrete block, good quality with dimensions (20*20*40) cm	PCS	1000
1.4	PVC door (2*1) M, good quality	PCS	3
1.5	Electrical concrete mixer, excellent quality, with engine model specifications: GX200, cylinder volume 350 liters, productivity 14 cubic meters per 10 hours, number of wheels 4, mixing speed 30rL/Min, manual and electric rotation system, rated output 6.5 hp	PCS	1
2	Lot 2: PPE		
2.1	Work gloves coated with nitrile and made of polyester are required, available in various sizes (S, M, L, XL). The gloves must comply with safety standards such as EN 388 or EN 420. They should be suitable for construction work.	PCS	75
2.2	A roll-up measuring 160×70 cm, designed to be retractable, easy to assemble, and portable. It can be rolled into a metallic or plastic base for convenient storage when not in use.	PCS	4
3	Lot 3: ELECTRICAL INSTALLATION		
3.1	LED LAMP 50W (SNOW), good quality with insurance for one year	PCS	24

3.2	LED LAMP 50W (SOLAR), good quality with insurance for one year	PCS	24
3.3	LED LAMP (SECONDARY ROOF)3 STEPS, good quality with insurance one year	PCS	20
3.4	LED LAMP (SECONDARY ROOF)3 STEPS USP	PCS	25
3.5	RIVET GUN, weight 0.4 kg, length 200mm, Made in Japan	PCS	4
3.6	RIVET NAIL 5MM	Box	3
3.7	MATERIAL STORE Metal Locker Storage Cabinet with Doors and Shelves Metal Lockers with four doors and four shelves	PCS	2
3.8	MATERIAL STORE Metal Locker Storage Cabinet with Doors and Shelves Metal Lockers with 2 doors and 3 shelves	PCS	2
3.9	LED LIGHT PROJECTOR 300W, outdoor	PCS	5
3.10	CIRCUIT BREAKER SWITCH 3PHDSE 250A, Circuit breaker, PowerPacT J, 250A, 3 pole, 600VAC, 50kA, I-Line, Micrologic 3.2S	PCS	1
3.11	CIRCUIT BREAKER SWITCH 3PHDSE 160A, Circuit breaker, PowerPacT J, 160A, 3 pole, 600VAC, 50kA, I-Line, Micrologic 3.2S	PCS	1
3.12	ELECTRICITY TRAMMEL 25 MM (HEAVY)	PCS	15
3.13	ELECTRICITY TRAMMEL 16 MM (HEAVY)	PCS	15
3.14	Cable 4x25 mm, made of pure copper to ensure excellent electrical conductivity and high quality.	M.L	35
3.15	Round cable 2 × 4 mm, made of pure copper to ensure excellent electrical conductivity and high quality.	M.L	90
3.16	PVC Tray Cable 50*50MM	PCS	15
3.17	Carpentry screw 2"	Box	2
3.18	CIRCUIT BREAKER SWITCH 3PHDSE 24 circuit	PCS	2
3.19	CIRCUIT BREAKER SWITCH 30 A, Circuit breaker, PowerPacT J, 30A, I-Line	PCS	12
4	Lot 4: Carpentry materials		
4.1	Plywood (120*240*2.5) cm manufactured by multi layers usually used for frames of doors and furniture	PCS	10

4.2	Nails for carpentry work 2.5 inch	KG	5
4.3	Cutter for steel bars for carpenter	PCS	1
5	Lot 5: IT & Furniture		
5.1	Rotated chair, leather and Metallic chrome,- with a double lifting pump on the right to move up and down and one on the left to move front and back, supported by a metal backrest	PCS	2
5.2	desks with dimensions of 120 x 100 x 90 cm. Desk Width with 3-drawer	PCS	1
5.3	HP LaserJet Tank MFP 2606sdw, Wireless, Print, Copy, Scan, 40-Sheet ADF, Hi-Speed USB 2.0, Ethernet, Bluetooth LE, up to 22 ppm, 250-sheet Input Tray, 1-Year Warranty, Black and White	PCS	1
5.4	Printing certificates for trainees according to the selection criteria for the coordinator of TVET	PCS	150

UNESCO CONDITIONS, DELIVERY TERM AND REQUIREMENTS

GENERAL TERMS AND CONDITIONS	UNESCO GENERAL TERMS AND CONDITIONS APPLY (COPY ENCLOSED).
PAYMENT TERMS	UNESCO will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation.
COMPLETENESS OF QUOTATION	Bidders are allowed to submit bids for one or more lots of the RFQ; however, partial bids within a lot are not permitted
CLARIFICATION OF THE RFQ	Bidders may request clarification in relation to the RFQ by submitting a written request using via E-mail only to h.keka@unesco.org . Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
REMUNERATION FOR AND COSTS OF QUOTATIONS	Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.
MODE OF TRANSPORT	Road
CLOSING DATE	22 Feb 2025, 12:00 mid-day Iraq time
VALIDITY OF QUOTATION (60 Day)	
DELIVERY TIME DAP & TO PLACE OF DELIVERY: DAP Basra city	
PRODUCTS MUST COMPLY WITH EC or INTERNATIONAL QUALITY AND SAFETY STANDARDS	
WARRANTY CONDITIONS AND AVAILABILITY OF LOCAL SERVICES IN COUNTRY OF DESTINATION	

ADDITIONAL REQUIREMENTS:ALL DOCUMENTATION, INCLUDING INSTALLATION AND OPERATING MANUALS SHALL BE IN **English****Bidders must complete annex I (returnable bidding form)**

WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION AT

h.keka@unesco.org(To be noted that all files together **not to exceed 10 Mo**)**FOR UNESCO**

NAME : Tap Raj Pant

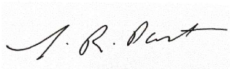
FUNCTIONAL TITLE: Chief of Education

BIDDER'S ACCEPTANCE

UNESCO CONDITIONS AS STATED ABOVE ARE HEREWITH ACCEPTED.

2

NAME

SIGNATURE 

DATE: Feb. 16, 2025

TITLE

STAMP AND SIGNATURE

DATE

ANNEX I: General Terms and Conditions for Goods and Related Services

1. ACCEPTANCE OF THE CONTRACT

This Contract may only be accepted by the Contractor's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Contractor shall bind UNESCO unless agreed to in writing by its duly authorized official. SOURCE OF INSTRUCTIONS

2. GOODS AND SERVICES DEFINED

Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Contractor is required to supply under this Contract. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Order.

3. PAYMENT

UNESCO shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Contractor's invoice for the goods and copies of the shipping documents specified in this Contract. Payment by UNESCO does not imply acceptance of goods nor of any related work or services under this Contract.

4. TAX EXEMPTION

Section 7 of the Convention on Privileges and Immunities of the Specialized Agencies provides, inter alia, that UNESCO and its subsidiary organs are exempt from all direct taxes and are exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes or duties charged to UNESCO by the Contractor. Payment of such adjusted amount shall constitute full payment by UNESCO. In the event any taxing authority refuses to recognize the UNESCO exemption from such taxes or duties, the Contractor shall immediately consult with UNESCO.

5. TRADE MARKS

Whenever an INCOTERM is used in this Contract it shall be interpreted in accordance with the INCOTERMS 2010.

6. EXPORT LICENSES

The Contractor shall obtain any export license(s) required for the goods.

7. INSPECTION AND ACCEPTANCE

All goods shall be subject to inspection and testing by UNESCO or its designated representative, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNESCO. If any inspection or test is made on the premises of Contractor or its supplier, the Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Contractor or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Contractor or supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve Contractor from responsibility for non-conforming goods nor impose liabilities on UNESCO therefore. The Contractor shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNESCO. Records of all inspection work by Contractor shall be kept complete and made available to UNESCO during the performance pursuant to this Contract and for twenty four (24) months thereafter or for such other period as may be specified in this Contract. Copies of all material certifications and test results are to be submitted to UNESCO upon request.

8. FITNESS OF GOODS INCLUDING PACKAGE

Contractor warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for purposes, in locations and under circumstances made known to the

Contractor by UNESCO. Contractor warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Contractor also warrants that the goods are securely contained, packaged and marked, taking into consideration and the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate destination. Unless a longer period is specified in this Contract, the Contractor warrants and certifies that it will repair or replace without expense to UNESCO or its clients any goods or components which prove to be defective in design, material, or workmanship within a period of one (1) year from the date such goods are placed in use.

9. AFTER SALES SERVICE

The Contractor shall maintain or provide a service organization reasonably constituted to handle requests from UNESCO or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.

10. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expenses UNESCO, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor or its personnel or others responsible to the Contractor in the performance pursuant to this Contract.

11. PATENT INDEMNIFICATION

Contractor shall defend at its own expenses any suit or proceeding brought against UNESCO or its clients based on a claim that any goods or the normal use thereof furnished under this Contract constitute any infringement of any patent of any country, if notified promptly in writing and given authority, information and assistance (at Contractor's expenses) for the defense of same, and Contractor shall pay all damages and costs awarded therein against UNESCO or its clients. In case use of said goods or any part is enjoined, Contractor shall, at its own expense and at its option, either procure of UNESCO or its clients the right to continue using the goods, modify them so they become non-infringing or, with the approval of UNESCO, remove said goods and refund the purchase price, including transportation and installation costs.

12. FIRE AND EXTENDED COVERAGE INSURANCE

At all times prior to delivery, the Contractor shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Contract in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Contractor and UNESCO as their interests may appear.

13. VARIATION IN QUANTITIES

The quantities specified in this Contract must not be exceeded or decreased without the prior written authorization of UNESCO.

14. CHANGES

UNESCO may at any time by written instruction make changes within the general scope of this Contract. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall be either amended or terminated and reissued accordingly. Any claim by the Contractor for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; providing, however, that UNESCO may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustments shall be a controversy within the meaning of Clauses 22. However, nothing in this Clause shall excuse the Contractor from proceeding with the Contract as changed. No modification of or change in the terms of this Contract shall be valid or enforceable against UNESCO unless it is in writing and signed by a duly authorized representative of UNESCO.

15. TERMINATION FOR CONVENIENCE

UNESCO may terminate this Contract, in whole or in part, upon notice to the Contractor. Upon receipt of notice of termination, the Contractor shall take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake

any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNESCO may request the Contractor to complete. To the extent that the computation of such payment due from UNESCO may not make the Contractor whole in respect of termination under this provision, the Contractor may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 14 above.

16. REMEDIES FOR DEFAULT

In case of failure by the Contractor to perform according to this Contract, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, UNESCO may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights: (1) procure all or part of the goods from other sources, in which event UNESCO may hold the Contractor responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Contract; (4) require Contractor to ship via premium means, at Contractor's expenses, to meet the delivery schedule; (5) impose liquidated damages.

17. LIQUIDATED DAMAGES FOR DELAY

Subject to Clause 18, if the Contractor fails to deliver all or part of the goods or perform any of the services within the time period specified in the Contract, UNESCO may, without prejudice to any other rights and remedies, deduct from the total price stipulated in this Contract an amount of 0.35% of the price of such goods or unperformed services for each calendar day of delay until actual delivery, up to a maximum deduction of 10% of the contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

18. FORCE MAJEURE

Notwithstanding the provisions of Clauses 16 and 17, the Contractor shall not be liable for default or liquidated damages, to the extent that its failure to perform its obligations under this Contract is the result of an event of Force Majeure. For purposes of this Contract, Force Majeure is defined as an event beyond the control of the Contractor; not involving the Contractor's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

19. SOURCE OF INSTRUCTION

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance pursuant to this Contract. The Contractor shall refrain from any action which may adversely affect UNESCO.

20. OFFICIALS TO BENEFIT

The Contractor warrants that no official of UNESCO or any Government has received or will be offered by the Contractor any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is breach of an essential term of this Contract.

21. USE OF NAME EMBLEM OR OFFICIAL SEAL OF UNESCO

Unless authorized in writing, the Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNESCO or use the name (or any abbreviation thereof), emblem or official seal of UNESCO for advertising or for any other purpose.

22. ASSIGNMENT AND INSOLVENCY

The Contractor shall not, except after obtaining the prior written approval of UNESCO, assign, transfer, pledge or make other disposition of this Contract or any part hereof or any of the Contractor's rights or obligations under this Contract. Should the Contractor become insolvent or should control of the Contractor change by the virtue of insolvency, UNESCO may, without prejudice to any other right or remedy, terminate this Contract by giving the Contractor written notice of such termination.

23. CHILD LABOUR

The Contractor represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the

Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

24. MINES

The Contractor represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

25. ARBITRATION

Any controversy or claim arising out of or in connection with any provision of this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules in force at the date of this Contract. UNESCO and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

26. CONCILIATION

Where, in the course of such direct negotiation referred to in Clause 25 above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

27. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of UNESCO.

28. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody as set forth in condition 28 above.

29. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>. This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

30. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

31. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero

tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

- (a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.
- (b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse
- (c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

32. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.