



United Nations Population Fund,
UNFPA
Bldg 10, Fatmeh Idriss Lane Al-
Ghazzawi St. | West Villas, Mezzeh,
Damascus, P.O. Box
Website: www.unfpa.org

Date: 12/11/2018

Request for Quotation No. UNFPA/SYR/RFQ/Admin/10-2018/34

Dear Sir/Madam,

We hereby solicit your quotation for the **Provision of Civil Work to modify and convert the storage space on the roof of UNFPA Building # 2 to new office space and possible iT storage.**

1. The contractor shall construct the new offices over UNFPA building at West Mazzeh, and completed all services listed the **Annex-1: Bill of Quantity-BoQ**, according to the **Annex-2: Scope of Work and Technical Specification** and **Annex-3: Drawings**, in two phases as stated in the mentioned annexes within maxi. **65 working days** upon signing-off the contract and issuing of UNFPA Work Order, with the attention that Phase#1 of this project has to be completed by the contractor before this year end.
2. If you are interested in submitting a signed and stamped Bid for these requested services, kindly fill out the cost brake down in the Annex-1: BoQ (you just need to complete the column highlighted in yellow color in the excel file), together with the Annex-4: Quotation Form, and submit your offers in addition to all required documents listed hereunder, no later than **02:00 PM (Damascus Time) Sunday 25th of Nov. 2018**. **Offers received after the deadline, or at another email address than the one indicated in the above (syria.office@unfpa.org) will be automatically disqualified.**

The contractor can send his/her bid by email to the secure address: syria.office@unfpa.org or via sealed envelope at the tender box located at our office at: **UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria.**

Please ensure to mark your envelop/email clearly with the **RFQ Reference No. UNFPA/SYR/RFQ/Admin/10-2018/34** and the words **“Sealed Bid, do not open before 02:00pm (Damascus Local Time) Sunday 25th of Nov. 2018”**.

E-mail submission shall not exceed 10 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible

which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder's name in the subject line of each email.

In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

PS1: The quantities listed in Annex-1: BoQ are tentative and can be changed later.

PS2: Partial quotes are NOT accepted.

PS3: The contractor shall be responsible for all relevant approvals of the Official Authorities and Bodies, while UNFPA can only provide a facilitation letters to facilitate the work during the implementation of the subject project.

3. The submitted bid shall be consisting of two offers: the Technical and Financial offer. Each of them must include the following documents:

a. Technical Offer:

- 1) **Company Profile:** including but not limited to: all Business License of the company, Org. Chart of the key people involved in the project, Proof of work with other UN agencies (if applicable), Copy of National ID and/or Passport of the Partners and Chairman, Recent Non-Conviction Certificate, Bank Statement of the last 3 years, and 3 references;
- 2) **Written Self-Declaration** of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
- 3) **Technical Proposal including:** Work Statement and methodology, a detailed Work Plan (preferable to use MS project to out-line all the required activities in the two phases), an adherence statement to UNFPA Scope of Work and the Technical Specification (the Annex-2: SOW and Tech. Specs.). The contractor has to list out all variation in this statement (if any).

b. Financial Offer:

- 1) Completed, signed and stamped **Bid Submission Form;**
- 1) **Signed and stamped BoQ - Annex-1:** Bill of Quantity completed by your unit prices;
- 2) **A soft copy of all filled BoQs copied to a CD** if the Bid is submitted in sealed envelope, or to be sent by email if your bid is sent to the secure email.

4. Please submit your quotation in SYP/USD currency. The prices and quotation shall be valid at least for 90 days after the closing date. Conversion of currency into the UNFPA preferred



currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

5. A **site visit** will be organized by UNFPA to all interested bidders on **Sunday 18th of Nov., 2018 at 01:00PM (Damascus Time)**. This Site Visit is **MANDATORY** and bidders have to send their interest and confirm to attend the site visit, by email to the secure email one day before the site visit date mentioned above.
6. A prospective Bidder requiring any clarification on the RFQ documents may notify UNFPA in writing from the date of issue of the bid and no later than **Monday 19th of Nov. 2018 at 04:00pm (Damascus Local Time)** to the following email address:

Name and Email address only for technical queries:

Mr. Wesam Naser: naser@unfpa.org and Mr. Radu Adrian Tirlea: tirlea@unfpa.org

Note: Do not submit your bid/proposal to the contact person's email address!

UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents maximum by **Tuesday 20th of Nov. 2018 at 04:30pm (Damascus Local Time)**.

7. Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract>. Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at:

<http://www.unfpa.org/suppliers>.



Please take note of the following requirements and conditions pertaining to the Provision of the above mentioned Services:

Delivery Terms [INCOTERMS 2010]	CPT Damascus. UNFPA Damascus Office
Customs clearance, if needed, shall be done by:	Awarded Contractor
Delivery Location	UNFPA Damascus Office
Currency of Quotation	<u>SYP/USD</u>
Insurance	The contractor shall cover the site, people, tools, devices and materials on working site.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Period of Validity of Quotes starting the Submission Date	- 90 days
Partial Quotes	Not Permitted
Partial Delivery	<u>NOT Permitted. Awarded services shall be delivered within 65 working days after UNFPA PO receipt.</u>
Payment Terms	<p>70% upon complete delivery of Goods and Services listed in the Annex-1: BoQ, paid against duly signed Preliminary Acceptance Certificate.</p> <p>20% upon signing-off the Final Acceptance Certificate after 3 months.</p> <p>10% to be paid after one year warranty starting from the date of duly signed Final Acceptance Certificate.</p>
	<ul style="list-style-type: none"> - Full compliance to requirements + lowest price technically compliant + shortest lead time - Full acceptance of the UNFPA General Terms and



Evaluation Criteria	Conditions.
UNFPA will award to:	One Contractor.
Type of Contract to be Signed	Work Contract and Purchase Order
Conditions for Release of Payment	Written Acceptance of Services and Goods of beneficiary based on full compliance with RFQ requirements
Annexes to this RFQ	Annex-1: Bill of Quantity-BoQ, Annex-2: Scope of Work and Technical Specification Annex-3: Drawings Annex-4 Quotation Form UNFPA General Conditions