



Date: 18/04/2018

Request for Quotation No. UNFPA/SYR/RFQ/Gender/04-2018/14

Dear Sir/Madam,

We hereby solicit your Quotation for the Supplying, Installing, Testing, and Operating Heating System for UNFPA IP's in Dahyet Qudsaya in Damascus as per the following Annexes:

Annex -1	Mechanical Drawings of the Building
Annex- 2	Conditions and Technical Specifications
Annex- 3	Price and Quantities Inclusiveness Form
Annex- 4	UNFPA General Conditions

The Service are to be completed in 4 months upon issuing of PO and the quotation shall be valid at least for **one (1) month** after the closing date.

I. Site Visit/ Questions and answers:

Site visits are allowable on **Sunday 22nd of April 2018 at 11:00 am** to the following Address:

Dahyat Qudsaya, Al Alam Square, the left avenue after the check point, commercial market, in front of the Alzaeem restaurant, Bdaya Center.

Focal Point: Eng. Ghaith Esper

Mobile Number: 0966999146

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	Aos Zeidan
Email address of contact person:	zeidan@unfpa.org
Name of UNFPA Engineer	Eng. Hani Arabi
Email address of the Engineer	e.haniar@gmail.com

The deadline for submission of questions is **2:00PM Monday 23rd of April, 2018**. Questions will be answered in writing and shared with all parties maxi by **04:00PM Tuesday 24th of April, 2018.**



If you are interested in submitting a quotation for the Service listed above, kindly fill in the attached **Quotation Form** and send it back by hand to the address indicated below:

UNFPA Damascus Office, Bldg. No. 10
Fatmeh Idriss Lane Al-Ghazzawi St.
West Villas, Mezzeh
Damascus, Syria
Tel: 6121659-6113764

Content of quotations:

Quotations should be submitted in original duly signed and stamped hard copies to be delivered by hand in one sealed envelope containing two sealed sub-envelopes (one is for the financial offer and the other one is for the technical offer).

The big envelop should be titled by the following reference:

RFQ N°: UNFPA/SYR/RFQ/Gender/04-2018/14
Subject: Supplying and Installing Heating System for UNFPA IP's in Dahyet Qudsaya in Damascus

Please submit your quotation in **USD/SYP** currency. 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.

Your earliest response to this query would be highly appreciated, but not later than **12:00 PM (Damascus Time) Sunday 29th of April, 2018**

PS1: In your technical offer, please include the following:

- Signed and stamped copy of all Annexes
- Copy of the Business license, National IDs and Passports of the Service Providers and partners (if any); Engineer License from Engineering Syndicate
- Technical proposal including the technical specification submitted, country of origin, lead time of the goods, warranty ...etc. in response to the requirements outlined in the **Annex 2- Conditions and Technical Specifications**.
- Bid Security in the amount of 10% of the total amount of the contract.

PS2: The supplies need to be delivered to the site in maximum one month upon issuing the PO.



Evaluation Criteria:

- Technical responsiveness/Full compliance to requirements and lowest price.
- Full acceptance of the UNFPA General Terms and Conditions.

Payment Terms:

PAYMENT DUE DATE	PAYMENT AMOUNT
After supplying the goods and equipment	25% of the total contract Amount.
After installing, testing, and operating	75% of total contract Amount (10% bond will be held as a final insurance, and to be released after three months of the final delivery)

This Request for Quotation is open to all legally-constituted companies that can provide the requested goods and have legal capacity to perform in the Syria, or through an authorized representative.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Best regards,
Procurement Unit**