



United Nations Population Fund,
UNFPA Syria
Website: www.unfpa.org

Date: 11/10/2022

Request for Quotation No. UNFPA/SYR/RFQ/OPS/10-2022/24

Dear Sir/Madam,

We hereby solicit your quotation for the Rehabilitation of UNFPA building (as detailed in Annex 1) in **Damascus, Syria which contains the follows works:**

- 1)** Architecture works
- 2)** Security Measures works
- 3)** Mechanical Works
- 4)** Electrical works
- 5)** Information and Communications Technology Works

The rehabilitation is to be delivered maximum in **90 days** upon issuing of contract. The quotation shall be valid at least for **3 months** after the closing date.

If you are interested in submitting a quotation, kindly fill in the attached Quotation Form and send by email along with the technical offer to : bidsyria@unfpa.org. Bids may also be submitted by hand to the following address:

UNFPA Syria office
Bldg. No. 10, Fatmeh Idriss Lane
Al Ghazzawi St.
West Villas, Mezzeh,
Damascus, Syria

Please submit your quotation in **USD or SYP** currency. Conversion of currency into the UNFPA preferred currency (USD), 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 **25/10/2022, 12.00PM (Damascus time)**. Offers received after the deadline or at another email address than the one indicated in the above (bidsyria@unfpa.org) may be rejected

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

Best regards,

Samer Abu-Hawilih
Head of Supply Unit

DocuSigned by:
Samer Abu-Hawilih
2AEDCC326DC74BC...

DS
Md



Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Location and Time	<ul style="list-style-type: none"> - UNFPA Syria office, Al Ghazzawi St. , West Villas, Mezzeh, Damascus, Syria - Delivery time of the items shall be delivered within (90) calendar days maximum
Currency of Quotation	<p><u>For International Suppliers: USD</u></p> <p><u>Local suppliers can submit their offer in either USD or SYP</u></p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Site Visit	<p>Site visit will be arranged on Sunday 16 October 2022 at 11:00 am Damascus time.</p> <p>The contact details for the site visit: Maisa AL Arab (alarab@unfpa.org) Tel. No. +963-6121659/+963-6113764</p> <p><i><u>Bidders are encouraged to attend the site visit for better understanding of the requirement</u></i></p>
Documents to be submitted	<ol style="list-style-type: none"> a. List of Bidder's previous similar contract for the last three years including the clients' details b. Completed and signed Quotation Form (Annex-1) c. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents d. work plan for the implementation e. CV of the Project Manager (site engineer). The Project Manager shall have the following qualifications: <ol style="list-style-type: none"> a. Degree in Civil Engineering b. minimum of 3 years of experience of work.
Period of Validity of Quotes	90 days
Contact Person for Inquiries (Written inquiries only)	Maisa AL Arab (alarab@unfpa.org) Tel. No. +963-6121659/+963-6113764 Any delay in UNFPA's response shall be not used as a



	reason for extending the deadline for submission, unless UNFPA determines that such an extension is necessary and communicates a new deadline to the bidders
Partial Quotes	Not Permitted
Payment Terms	<ul style="list-style-type: none"> - 80% upon substantial completion - 20% upon final completion <p>N.B:</p> <ol style="list-style-type: none"> 1) Warranty period for the rehabilitation work is three months (Final completion) 2) Warranty period for all provided equipment shall be at least one year 3) 20% of the payment may be paid upon submission a bank guarantee for the same amount with validity of four months (one month after the final completion) 4) Local companies will be paid in local currency (SYP) at the offered price (if offered in SYP) or at the UN Exchange rate at the invoice date (if offered in USD) noting that the Local company is the company legally registered in the Syrian Arab Republic regardless of the owner(s) nationalities'(s) 5) International companies will be paid in USD or PO currency noting that the International company is the company legally registered out of Syrian Arab Republic regardless of the owner(s) nationalities'(s)
Liquidated Damage	<p>Will be imposed as follows:</p> <ul style="list-style-type: none"> - Percentage of contract total per calendar day of delay: 0.5% - Maximum number of calendar days of delay 20 calendar days, after which UNFPA may terminate the contract without any liability against UNFPA
Evaluation Criteria	<ol style="list-style-type: none"> f. Minimum no. of years of experience in (civil works) general construction work: Three (3) g. The company completed at least two similar contracts during the last three years with the contract minimum value of USD 100,000.00 (or equivalent in other currency) for each contract. (Copies of contracts and completion certificates (handover of work) to be provided. h. Key Personnel: Full time Project Manager (Site Engineer). i. Submission of Implementation Timeline/Meeting the works completion deadline of 90 calendar days. j. Acceptance of UNFPA General Terms & Conditions

ds
Ml



UNFPA will award to:	One suppliers
Type of Contract to be Signed	Contract for Civil work
Conditions for Release of Payment	Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements.
Annexes to this RFQ	<ul style="list-style-type: none"> - Quotation Form (Annex 1) <p>Annex 1 need to be duly completed and submitted in order to qualify for the procurement process.</p> <ul style="list-style-type: none"> - UNFPA General Conditions (Annex 2) - Scope of Works (Annex 3) - Drawings (Annex 4) - Technical specifications (Annex 5)