



PEER-TO-PEER COOPERATION WITH IRAQI GOVERNORATE – MISSAN

PROGRAMME ‘SUPPORTING RECOVERY AND STABILITY IN IRAQ THROUGH LOCAL DEVELOPMENT’ FUNDED BY THE EUROPEAN UNION AND IMPLEMENTED BY UNDP

REQUEST FOR QUOTATION (RFQ)

RFQ-1: Construction works for the implementation of the detailed technical design of a farmers’ market in the municipality of Al-Emarah, Missan.	Date: 25 April 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

Albanian Association of Municipalities kindly requests your quotation for the provision of goods as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
 - Annex 1: Scope of Works (SoW)
 - Annex 2: Quotation Submission Form
 - Annex 3: Technical and Financial Offer
 - Annex 4: BoQ and Technical design
 - Annex 5: Technical Conditions

Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation. Thank you and we look forward to receiving your quotations.

Approved by:

Name: Agron Haxhimali
 Title: Project Manager
 Date: 25 April 2022



SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by AAM. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. AAM is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>AAM reserves the right to cancel the procurement process at any stage without any liability of any kind for AAM, upon notice to the bidders or publication of cancellation notice on AAM website.</p>
Deadline for the Submission of Quotation	<p>Date: three weeks after the publishing date</p> <p>Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, AAM may not be able to assist.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>by e-mail, at</p> <p>Bid submission address:</p> <p>agronhaxhimali@aam.org.al</p> <p>and</p> <p>aidacacaj@aam.org.al</p> <ul style="list-style-type: none"> ▪ File Format: PDF and BOQ in PDF and EXCEL ▪ File names must be maximum 60 characters long. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20MB ▪ Mandatory subject of email: RFQ-1 Construction of farmers' market ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y."



	<ul style="list-style-type: none"> ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	AAM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>لن يتسامح برنامج الأمم المتحدة الإنمائي على التزوير أو الفساد، ما معناه أن مقدم الخدمة لن يتورط في أي عملية تزوير أو فساد، وعكس ذلك سيتعرضون إلى العقوبات. يشمل التزوير تقديم الوثائق المزورة أو العمل على تقديم وثائق خاطئة، مثل خطابات ضمان وكشوفات مالية</p>
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to AAM staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, AAM: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a AAM contract.
Conflict of Interest	AAM requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to AAM if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.



General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the Technical Conditions of Contract attached to this RFQ.
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. Liquidated Damages will be imposed under the following conditions: 0.5% of contract for each day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated. <input type="checkbox"/> Others [pls. specify]
Eligibility	<p>A vendor who will be engaged by AAM may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to AAM whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by AAM.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by AAM.</p>
Currency of Quotation	Quotations shall be quoted in USD (United States Dollars)
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between AAM and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>



	<p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>ENGLISH Including documentation including catalogues, instructions and operating manuals.</p> <p>Kindly note that you need to translate all documents provided to English, the failure to do so may make the bid not eligible for evaluation.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p>All files should be named appropriately and submitted as part of the bid. If a document is missing, please note that UNDP reserves the right to reject any bid considered incomplete.</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form</p> <p><input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed and signed and in accordance with the Scope of Works in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured (In its own PDF document, in ENGLISH)</p> <p><input checked="" type="checkbox"/> BoQs (Annex 9) duly completed and signed</p> <p><input checked="" type="checkbox"/> Registration certificate including Articles of Incorporation, or equivalent document if Bidder is not a corporation; (Note: The Bidders that are not registered with the Ministry of Trade in Iraq, shall be required to obtain the permission to conduct construction activities in Iraq if they are awarded any contracts).</p> <p><input checked="" type="checkbox"/> Drawings, completely signed, stamped, and agreed upon.</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 05 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p>



	<p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from 2 clients in similar field (Rehabilitation/construction/).</p> <p><input checked="" type="checkbox"/> Implementation Plan/Timetable for 120 Calendar days (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement).</p> <p><input checked="" type="checkbox"/> Submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past five years (2016-2017, 2018, 2019, 2020). The companies having completed 2021 Audited statement may submit the audited report which will be considered for evaluation.</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for <u>all</u> the proposed key Personnel; as per the following key personnel’s details:</p> <ul style="list-style-type: none"> • One Qualified Civil Engineer A minimum of 5 years’ work experience in the rehabilitation/construction works. Should have a Degree in Civil Engineering. CV should be attached. • One Qualified Electrical Engineer: A minimum of 5 years’ work experience in the Electrical Engineering field. Should have a Degree in Electrical Engineering. CV should be attached. • One QA/QC Engineer, A minimum of 5 years’ work experience in the quality assurance and quality control field. Should have a Degree Engineering. CV should be attached. • One Land Surveyor, A minimum of 3 years’ work experience in the surveying field & must have handled at least 2 projects of similar nature and complexity equivalent to this assignment. CV should be attached. <p><input checked="" type="checkbox"/> Statement of Warranty on parts and equipment part of BoQs.</p> <p>AAM had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems. AAM shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder’ financial standing.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.</p>
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	Price Deviation: Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the real local market prices at the time of bids preparation. In case of Unbalanced pricing (i.e. despite an acceptable total evaluated price, the price of one or more BOQ line items is significantly over or understated), UNDP had the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable Risk to UNDP.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	Payment method: Periodic/Bi - monthly progress payments of completed works up to 100% of contract value
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection and Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: aidacacaj@aam.org.al
Clarifications	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer



<p>Evaluation criteria</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Minimum three years' experience in rehabilitation/construction works; <input checked="" type="checkbox"/> Minimum of two similar Contracts executed for (Rehabilitation/construction) during the last seven (07) years, Accompanied with A. Certificate of Final Completion B. Copy of Contract with at least 1 contract with a minimum value of 125,000,000 USD <input checked="" type="checkbox"/> Compliance of Bid to the Technical Requirements and specifications of the BoQs; <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions of the contract; <input checked="" type="checkbox"/> Timetable for 120 Calendar days (must indicating detailed list of tasks, duration, and allocated resources per task as per the requirement). <input checked="" type="checkbox"/> Qualification of the Key personnel as per the following details: <ul style="list-style-type: none"> • One Qualified Civil Engineer A minimum of 5 years' work experience in the rehabilitation/construction works. Should have a Degree in Civil Engineering. CV should be attached. • One Qualified Electrical Engineer: A minimum of 5 years' work experience in the Electrical Engineering field. Should have a Degree in Electrical Engineering. CV should be attached. • One QA/QC Engineer, A minimum of 5 years' work experience in the quality assurance and quality control field. Should have a Degree Engineering. CV should be attached. • One Land Surveyor, A minimum of 3 years' work experience in the surveying field & must have handled at least 2 projects of similar nature and complexity equivalent to this assignment. CV should be attached.
<p>Expected date for contract award.</p>	<p>May 2022</p>



ANNEX 1: Scope of Works

Provided separately.

