



International
Labour
Organization

► Request for Quotation¹ for the Procurement of Services

RFQ-ILO-IRAQ-2023-003

Supply Furniture for ILO office in Basra, Iraq

Responses to be received by 21 February 2023, 17:00, Baghdad time

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards.

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: **Supply Furniture for ILO office in Basra, Iraq**

RFQ : 2023/003

Date: **15 February 2023**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in **Annex I**.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (**Annex II**) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **21 February 2023, 1700, Baghdad** time. Late bids will be rejected. We shall try to provide answers by before **19 February 2023, 1700, Baghdad** time

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

Maha Kattaa (for OIC – Racha ELASSY)
ILO Country Coordinator

Racha El Assy

International Labour Organisation
Iraq, Baghdad
UN Compound

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by email: abdulameer@ilo.org ; shareef@ilo.org You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted.
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before 21 February 2023, 1700, Baghdad time to the following email address: abdulameer@ilo.org shareef@ilo.org

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts as outlined in **TORs**. For any kind of proposal, we expect a detailed commercial offer as per requirements mentioned in **BoQ & TORs**.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to **specify the** abdulameer@ilo.org shareef@ilo.org by 21 February 2023 & we shall try to provide answers by before 19 February 2023, 1700, Baghdad time

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► Terms of Reference

Dear Madam/Sir,

The International Labour Organization will open its in Basra in the UNICEF compound. This office will represent the ILO in Basra and manage ILO activities there. The ILO has selected the office inside the compound in Basra and got confirmation from UNICEF.

In this regard, the ILO would like to supply furniture for the ILO office in Basra within the premises of the UNICEF compound in Basra which we have designed the layout and identified those areas in existing workspace and work diagrams. We have also prepared a descriptive **BOQ – Appendix A** to explain & define scope of work needed.

► Declaration of Conduct

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List)¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

¹ The Consolidated List can be found at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

Definitions of terms used in this declaration

- “**coercive practice**” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.
- “**collusive practice**” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;
- “**conflict of interest**” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;
- “**corrupt practice**” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;
- “**fraudulent practice**” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation; The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

Sl.	Data	Specific Instructions / Requirements
1	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Not Allowed:
2	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 15 days
3	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> Currency (USD)
4	Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
5	Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by ILO)</i>	<input checked="" type="checkbox"/> The delivery will be made within (10) calendar days of award notification.
6	Deadline for submitting requests for clarifications/ questions	<p>Date: 19 February 2023 Time: 1700 hrs Baghdad Time</p> <p>If any potential company has any query about the RFQ document, that has to be submitted to ILO through email ID: abdulameer@ilo.org shareef@ilo.org</p> <p>Please mention “<i>Queries on RFQ-ILO-IRAQ-2023-003</i>” in the subject of the email while sending any written query to ILO regarding this RFQ.</p>
7	Deadline and Address of Bid Submission	Date: 21 February 2023 Time: 1700 hrs Baghdad (Local Time)
8	Manner of Submitting Bid	Electronic submission through email
9	Bid submission Email ID	Email ID: abdulameer@ilo.org Shareef@ilo.org
10	Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)	<ul style="list-style-type: none"> • Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured • Registration Certificate. • Bank details information. • Stamped and signed quotation with the images of the items.

		N.B: All Prospective vendors must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.
11	Criteria for the Award and Evaluation of Bid	<u>Award Criteria</u> <input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Lowest price offer of technically qualified/ responsive Bid
12	Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days upon ILO’s acceptance of the services delivered as specified and receipt of invoice
13	Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
14	Special conditions of Contract	<input checked="" type="checkbox"/> Poor quality/unacceptable delivery and failure to do necessary corrections/replacements as requested by ILO will result in cancellation of the PO <input checked="" type="checkbox"/> Time is essence of this contract and ILO reserves the right to terminate the contract for delay delivery mentioned above.
15	Site Visit:	NA

► Offer submission form (to be completed by the bidder)

Reference: Add RFQ number and description

Closing Date: Date, time, time zone

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
Total		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Comments	Click or tap here to enter text.	Click or tap here to enter text.

Name: Click or tap here to enter text.

COMPANY STAMP

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here

Generic Description	Detailed Technical Specifications	Sample	QTY
Desk shell office - L shaped	150, 150, 90 cm - L shape - with seperated drawers One pedestal to be attached; Design: as per sample, with installation		1
Partition Desk office (2 desks)	140,120 cm for eacg partition - Curve - with seperated drawers One pedestal to be attached; Design: as per sample, with installation		2 partition - 4 desks
Chair, Office, fabric and mesh, medium back	Chair, Office, fabric and mesh, medium back, steel base, adjustable height, high thickness seat; Colour: Black; Design: as per sample, with installation		7
Small book library			1
Office Cabinet	4 drawers		1
meeting table	Oval shape Colour: Wooden type Dimensions: width 210 depth 110 height 75cm; Colours: Brown or White Material: High thickness MDF wood; Design: as per sample		1
Acrylic board	(w: 1.5m , h: 0.90m) with design		3
Coffee Tables	Coffee table 2.5cm thickness MDF light colour 60cm width, 80cm length and 40cm high Design: Design: as per sample, with installation		1
Office Monitor Screen	Slim, Samsung, LH, HP or equalittative HD - 32" -		5
Monitor Screen	LG or Samsung, Smart Screen - 50"		1
Water Cooler	good brand (hot and cold)		1
Doc station	Includes (Network, USBs, HD, TypeC)		3
power extension			3
Safe locker (small size)			
boiler small size			1
Office refrigerator	Refrigerator 3 feet (1 m height) - Black or grey		1
Small office Printer color laser jet, Canon or equivalent	Canon Printer MF742 or Equivalent (black)		1
office first aid kit			1
Pin Board	90cm x 120cm		3
White board	90cm x 120cm		3
Waste bins	15L L bins for indoor use		3


Copy of Bill Of Quantity_Basra office


Final Audit Report


2023-02-15


Created:	2023-02-15
By:	Mohammed Abdulameer (abdulameer@ilo.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAY-NG992viSEYwBsXF9IzfnYjs7X4sfof


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