



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 23rd November 2022

REQUEST FOR QUOTATION: No. RFQ/2022/IRNKER/0301

FOR RENOVATION AND OPERATION OF A WASTEWATER TREATMENT PLANT IN BARDSIR SETTLEMENT, KERMAN
PROVINCE - IRAN

OPEN TO ONLY IRANIAN BASED COMPANIES

QUOTATION TO BE RECEIVED BY: 30th November 2022, 23:59 Hours (Iran Time)

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the **renovation and operation of a wastewater treatment plant in Bardsir Settlement** as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Description of services required:** Renovation and operation of a wastewater treatment plant
- **Type of services:** Renovation services
- **Deliverables:** As per attached Terms of Reference (Annex B) and Drawings (Annex D)
- **Location:** Bardsir settlement in Kerman Province, Iran
- **Duration for provision of Services:** 6th Months (i.e., 4 months for renovation and 2 months for operation of the plant) with a possibility of one month extension depending on UNHCR decision.

The following **annexes** contain for additional information about the Request for quotation ref: **RFQ/2022/IRNKER/0301**.

- Annex A: UNHCR General Conditions of Contracts for Civil Works – October 2000 version
- Annex B: Terms of Reference (TORs) – English and Farsi version
- Annex C: Financial Offer Form
- Annex D: Drawings
- Annex E: Vendor Registration Form (Applicable to new vendors only)
- Annex F: UN Supplier Code of Conduct
- Annex G: Site Visit Certificate

Please include the following price information in your quote (without VAT):

- Currency:
- A cost breakdown of the financial offer
- Total Cost for services (all inclusive):

Note: Site Visit (Mandatory):

A pre-bid site visit to Bardsir settlement is mandatory (part of the preliminary evaluation criteria) and must be conducted during the tender opening dates from 23rd November 2022 to 30th November 2022 from 9:30 a.m. to 12:00 a.m. Please send the name(s) and contact details of your company's representatives by email to irnm@unhcr.org with copy to HEDAYATK@unhcr.org confirming the date on which they will be participating in the site visit.

Bidders must meet the costs for participation in the site visit and UNHCR will not reimburse any costs incurred.

Please note that UNHCR has tax and duty exemption status.

Award Criteria:

Please note the award of the Request for quotation will be made to the lowest offer meeting UNHCR requirement and this will include:

- **Statutory documents:** A certificate of incorporation / registration certificate, valid trading license and company profile. The bidder should be a valid company. Its legal advertisement should be submitted with the technical proposal
- **Company Grade:** The company must at least have valid grade 5 in Water and Facility field registered by Iran Budgetary and Planning Organization. The valid grade should be submitted with the proposal
- **Site Visit:** A site visit is mandatory and a signed certificate of site visit (Annex F) by UNHCR staff has to be submitted with the technical proposal as proof of conducting the site visit.
- **Insurance payment:** Provide most recent / last year's insurance payment with personnel list or names
- **Personnel / Staff to carry out the assignment.** Include the team you propose to use and provide Curriculum Vitae (CVs) for Key Staff. **Required key staff include:** Chemistry Engineer, Mechanical Technician and Electrical Technician
- **Experience** of the company from the previous 5 years in provision of same or similar services. To be attached copies of contracts or purchase orders for the works awarded, a list of contacts for preferably three (3) previous clients and three (3) certificates of successful completion of same or similar assignments.

2. RFQ Submission

We would appreciate receiving your quotation on or before 30th November 2022 – 23:59 hrs Iran time by e-mail² in PDF format to irnkm@unhcr.org with copy to shamsy@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **RFQ/2022/IRNKER/0301**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your **financial offer form and cost breakdown** must be prepared in the Iranian Rial (IRR) currency. If you opt to submit your financial offer in US Dollars, please note that it will be converted to the Iranian Rial (IRR) currency using the United Nations rate of exchange in effect on the submission closing date to enable the evaluation process and contract / Purchase order issuance.

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR or provision of a certification of completion of works / services.

Please refer to attached **ANNEX A** - the UNHCR's General Conditions of Contracts for the Provision of Civil Works – Oct 2000. You must clearly indicate in your quotation if you accept them. However, please note, that by submitting an offer you are deemed to have fully accepted UNHCR'S General Conditions for the Provision of Civil works.

UNHCR reserves the right to accept all or part of the offer or to allow a partial award.

Thank you for your kind attention.



Martha Stacey Kiryewala
Supply Officer
UNHCR Country Office in Iran

² If the RFQ have to be submitted in print format, please provide relevant details, contacts and address.
