Date: 27th February, 2024

# REQUEST FOR QUOTATION RFQ Nº UNFPA/GHA/RFQ/2024/005

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the refurbishment of its conference room in the Country Office as well as its reception area.

Below are the areas of the quotation per the attached Bill of Quantity (BoQ).

|  |  |
| --- | --- |
| **S/N** | **Description of Item** |
| A | *Prepare and apply three coats of acrylic emulsion paint on*  *Internal walls.* |
| B | *Prepare and apply three coats of acrylic emulsion paint on*  *the soffits of ceiling.* |
| C | *Provide and install glass windows 10mm thick, framed in aluminum window fixed to wall complete with accessories (1800mm x 2100mm)* |
| D | *Provide and install suspended POP/* *acoustic ceiling complete accessories* |
| E | *Provide recess light complete in POP* *ceiling with all accessories* |
| F | *Clad main reception of electrical panels on wall and finish completely* |
| G | *Repaint main reception area completely* |
| H | *Provide tile, slab or block finishing on floated bed* |
| I | *Provide 38mm thick screeded backing* |
| J | *Provide of 12mm thick screeded backing* |

This Request for Quotation is opened to all legally-constituted construction companies that can provide the requested service and have legal capacity to deliver in the country, or through an authorized representative.

## About UNFPA

The United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

## Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with the above-mentioned services. The selected vendor is expected to provide such products and services, based on specific **Purchase Order** submitted to the vendor.

## Questions

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | ***Amanda Odame*** |
| Tel Nº: | *00233 302746746* |
| Email address of contact person: | ***aodame***[***@unfpa.org***](mailto:nusetor@unfpa.org) |

The deadline for submission of questions is **13th March, 2024.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## Content of quotations

Quotations should be submitted via email: [**ghana.procurement@unfpa.org**](mailto:ghana.procurement@unfpa.org)

* 1. Price quotation, should be submitted in accordance with **Price Quotation Form** below in line with the BoQ attached.

Both parts of the quotation must be signed by the company’s relevant authority and submitted to

## [ghana.procurement@unfpa.org](mailto:ghana.procurement@unfpa.org)

1. **Instructions for submission**

Submission should be prepared based on the guidelines set forth in Section III above, and sent to the email provided above no later than: **16:00 hours 19th March, 2024.**

## The file (s) should be named as follows: Quotation for Conference Room and reception of UNFPA

1. **Overview of Evaluation Process**

Quotations will be evaluated based on compliance with the specifications submitted in line with the BoQ and total cost of the goods (price quote).

The evaluation will be carried out by a panel. Specifications and warranty will be evaluated for compliance prior to the comparison of price quotes.

## Award

UNFPA shall award a **Purchase Order** to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

## Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

## Payment Terms

UNFPA payment terms are net 30 days upon receipt of delivery documents, invoice and other documentation required by the contract.

## [Fraud and Corruption](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy.](http://www.unfpa.org/resources/fraud-policy-2009%23overlay-context%3Dnode/10356/draft) Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA](http://web2.unfpa.org/help/hotline.cfm) [Investigation Hotline.](http://web2.unfpa.org/help/hotline.cfm)

## Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero](http://www.unfpa.org/about-procurement#ZeroTolerance) [Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

## RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of Office, **Dr. Wilfred Ochan** at [**ochan@unfpa.org.**](mailto:ochan@unfpa.org.)

## Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

# PRICE QUOTATION FORM

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | 27/02/024 |
| **Request for quotation Nº:** | UNFPA/GHA/RFQ/2024/005 |
| **Currency of quotation:** | GH¢ |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* | 90 days |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Product Name & Description | UOM | Unit Price | Number of Units | Total (GH¢) |
| A | *Prepare and apply three coats of acrylic emulsion paint on*  *Internal walls.* |  |  |  |  |
| B | *Prepare and apply three coats of acrylic emulsion paint on*  *the soffits of ceiling.* |  |  |  |  |
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| J | *Provide of 12mm thick screeded backing* |  |  |  |  |
|  | Delivery Charges based on the following 2010 Incoterm to |  |  |  |  |
| **UNFPA GHANA COUNTRY OFFICE, ACCRA** |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/GHA/RFQ/2024/005 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expire

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| --- | --- | --- |
|  | Click here to enter a  date. |  |
| Name and title | Date and place | |