

REQUEST FOR QUOTATION

To : Interested Bidders

Donor : UNHCR

From : SWEDO - The Swedish Development Aid Organization.

Subject : Provision of Laborers/Skilled Laborers and transportation for the Distribution of Cloths - Duhok

Ref. Number : 24/RFQ/HCR/SW/DU/22

Issue Date : 10/11/2022

Issuing Office : SWEDO Duhok Office

Dear Sir/Madam,

You are kindly invited to submit your quotation for the following products:

No.	Items Description	Unit of Measurement	Quantity	Price Per Unit Per Day in IQD	Total Amount in IQD
1	Rent Minibus of 14 individuals for transportation.	Days	16		
2	laborer Wages for tasks of loading the distributed item and supporting distribution staff	Labor	48		
3	Skilled laborer wages for the tasks of (Registration, Checking and verifying the lists and distribution).	Labor	96		
Total Amount in IQD					

Term of References:

- 1- At UNHCR/SWEDO request, by e-mail. the Contractor will provide labor specified in the ToR in any number, at any time, for any period of time and on any calendar day which UNHCR- SWEDO, may stipulate in their sole discretion.
- 2- Contractor shall be responsible for the comprehensive insurance coverage of the laborers against any accidents, injuries, death or property damages or losses resulting from loading and offloading duty ordered by UNHCR- SWEDO.
- 3- The offered rates are all inclusive of any allowance for contractor's staff taxes or local charges. It is the responsibility of the contractor to make himself/herself familiar with these charges before he/she offers his/her rates. SWEDO shall make no payment to laborers for any reason.

- 4- SWEDO shall not be responsible for the effect of any exchange rate fluctuation. The contractor must assume full responsibility for any loss that may occur due to exchange rate fluctuations.
- 5- Any kind of insurance (property and personal) is the contractor's obligation. SWEDO shall not be held responsible for any loss suffered by the contractor howsoever caused.
- 6- Payments to the contractor for all costs shall be made by bank transfer to contractor's bank account (not personnel) or by cheque to be issued to the contractor by SWEDO. after the completion of the distribution process after submission of payment request and approval by SWEDO.
- 7- If at any time during the term of the contract, SWEDO ceases operations in Iraq, SWEDO may terminate the contract without prior notice and no compensation shall be paid to the contractor. All unpaid invoices not in dispute at the time of termination and for which services have been rendered shall be settled by SWEDO.
- 8- The contractor is responsible for familiarizing himself with the existing state laws regarding the minimum age, working hours and conditions as they apply to children. Failure to comply with these laws shall be considered as a breach of contract. SWEDO reserves the right to terminate any contract where the contractor is found to be in breach of these regulations.
- 9- Its contractor's responsibility and main task to secure offloading of goods. Provision of transportation, daily meals, drinkable water and any related supply to the labor working is the responsibility of the contractor's: Health, Safety, Security, Environmental conditions of the labors is the responsibility of the contractor.
- 10- SWEDO is committed to ensuring the highest standards of conduct, professionalism and accountability of all service provider's personnel deployed to provide service for SWEDO.
- 11- The contractor shall ensure all the labors are above the age of 18 and child labor is not accepted for this service
- 12- The Contractor shall be fully responsible for all works performed by its employees, agents, servants, and sub-contractors and shall only select individuals who are professionally and technically competent to perform the work, with appropriate training as may be required. The Contractor shall take all reasonable measures to ensure that all personnel conform to the highest standards of moral and ethical conduct and respect the core values of SWEDO.
- 13- The Contractor shall indemnify, hold and save harmless and defend, at its own expense, SWEDO, its officials, agents, servants and employees, from and against all suits, claims, demands and liability of any nature or kind, including their costs and expenses, arising out of the acts or omissions of the Contractor or its employees or sub-contractors in the performance of required services.
- 14- SWEDO expects the contractor and its employees to uphold the Standards of Conduct; highest standards of efficiency, competence and integrity and have zero-tolerance

policy on sexual exploitation and abuse. For the avoidance of doubt these standards are defined as follows:

- A- Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
- B- Sexual abuse is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- 15- The Contractor shall be fully responsible for all works performed by its employees, agents, servants, and sub-contractors and shall only select individuals who are professionally and technically competent to perform the work, with appropriate training as may be required. The Contractor shall take all reasonable measures to ensure that all personnel conform to the highest standards of moral and ethical conduct and respect the core values of SWEDO.
- 16- SWEDO has the right to reject any disqualified laborers and the contractor has to replace them as soon as needed.
- 17- Provision of transportation daily meals drinkable water and any other relative supply is the responsibility of the contractor.

Duties and Tasks:

- 1- **Main tasks of laborers:** offloading, supporting distribution of goods, cleaning, arranging, stacking and any other relevant tasks delegated by SWEDO-UNHCR distribution team's supervisor.
- 2- **Main tasks of skilled laborers:** managing distribution process including registration of the beneficiaries, verification of the lists, crowd control. In general, they will collect and compile key distribution data including registration lists, distribution lists and distribution reports in addition to any other duties that might be assigned by SWEDO-UNHCR focal points.
- 3- **Main tasks of rental car:** Provide transportation for the laborers/ skilled laborers from SWEDO office to the distribution points in Zakho and Amedi areas. All the costs of the vehicle will be the responsibility of the contractor including fuel and maintenance.

SWEDO Terms & Conditions:

The quotation should be submitted to SWEDO supply chain unit stated below in a **sealed envelope hard copy**. The following reference must be stated on the sealed envelope as subject line of the RFQ: 24/RFQ/HCR/SW/DU/22 Provision of Laborers/ Skilled Laborers and transportation for the Distribution of Cloths - Duhok. Proposals that do not contain the

correct subject line may be overlooked by the procurement officer and therefore not considered.

1. A copy of Company registration certificate to be attached to the quotation.
2. A copy of company profile
3. Delivery Address of RFQ Package:
SWEDO Duhok Office /Duhok – Gere Base / Newroz Street
, Duhok, Kurdistan Region of Iraq.
Sarhang Bayazeed, Cell: +964 751 414 9893
4. Implementation Period/Delivery Due Date: **16- 20 days in November and December.**
5. Product/Service Delivery Location: **Zakho and Amedi areas.**
6. Closing date: Your earliest response to this query would be highly appreciated, but not later than **16th November 2022, time (16:00 GMT+3).**
7. Penalty: **50 USD** for each day of delay of Goods/Services.
8. Payment Method: Payment will be either by **bank transfer** or **cheque** and the payment will be released during the first 30 days after receiving the product/service and the official invoice.
9. The currency to be adopted is **IQD.**
10. The submitted quotation will be valid for: **30 days**
11. Overview of Evaluation Process: Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (lowest price quoted), i.e., the supplier who submitted best value for money. Technical evaluation will be carried out prior to the comparison of price quotes.
12. Award: Service agreement shall be awarded to the successful bidder whose bid has been determined to be substantially compliant with the bidding documents.
13. Please **STAMP EACH PAGE** of the RFQ and the scope of work (attachments if any).

Bidder/Supplier:

I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of this RFQ and we will abide by this quotation until it expires.

Company Name:

Representative Full Name:

Position:

Address and Tel:

Signature and stamp:

Date: