

REQUEST FOR QUOTATION (RFQ) – Services

NAME & ADDRESS OF FIRM	DATE: 25-02-2021
	IRENA REFERENCE: RFQ/2021/004

Dear Sir / Madam:

We kindly request you to submit your quotation for the Civil Works for IRENA 3rd Floor Offices revamp Project, details of which are in Annex 1 of this RFQ.

Please be guided by the form attached hereto as Annex 2, in preparing your quotation.

Quotations may be submitted on or before Wednesday 10th March 2021 at 16:00 Hours Abu Dhabi Time Zone and via emails on Bids@irena.org address to below;

International Renewable Energy Agency (IRENA) Headquarters

Procurement Office
Masdar city
P.O. Box 236
Abu Dhabi, United Arab Emirates

CONTACT PERSON:

Luay Shalkhoub
Chief Procurement Officer
procurement@irena.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by IRENA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format.

Delivery Term	<input type="checkbox"/> Supply, installation, commissioning and testing at site - IRENA HQ Offices, Masdar City, Abu Dhabi
Delivery Location	IRENA Headquarters Masdar city P.O. Box 236 Abu Dhabi, United Arab Emirates
Method of RFQ Submission	RFQ for Services: One submission via email on Bids@irena.org with Technical and Financial offer, clearly labeled with bidders' name, address and the RFQ reference number RFQ/2021/004
Site visit for Inspection	Yes, in IRENA HQ – Masdar City – Tuesday 02 nd March 2021 at 12:00 Hours, Abu Dhabi Time Zone
Delivery Date	As soon as possible from the issuance of the Purchase Order (PO)
Preferred Currency of Quotation ¹	<input type="checkbox"/> AED
Tax on Price Quotation	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Payment Terms	<input type="checkbox"/> 100% within 30 days upon IRENA's acceptance of the services delivered as specified and receipt of invoice
Conditions for Release of Payment	<input type="checkbox"/> Completion of Services as per Contract deliverables.
Other after-sale services / support required	<input type="checkbox"/> Required – 1 year against any defective work or material fixed
Deadline for the Submission of Quotation	Wednesday 10 th March 2021 at 16:00 Hours Abu Dhabi Time Zone

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies

All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English
Additional documents to submit	<input type="checkbox"/> Quality Certificates (ISO, etc.), if applicable, <input type="checkbox"/> Certificate of Registration, <input type="checkbox"/> Company Profile <input type="checkbox"/> Specifications of the items
Warranties	Contractors must warrant that no defects or deficiencies will develop in its civil work performed for a period of 1-year. Supplier must guarantee to repair or replace any work which is found to be defective or deficient within 1-year period.
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days
Partial Bids / Partial Awards / Split Awards	<input type="checkbox"/> Not permitted. Only for full services required.
Evaluation Criteria	<input type="checkbox"/> Bids are scored on Lowest Financial offer of technically qualified Proposals
Annexes to this RFQ	<input type="checkbox"/> Specifications of the Services Required (Annex 1) – Returnable file <input type="checkbox"/> Form for Submission of Quotation (Annex 2) – Returnable file <input type="checkbox"/> General Terms and Conditions for Professional Services / Special Conditions (Annex 3). <input type="checkbox"/> Respective drawings and guidelines (PDF files 1-7) <input type="checkbox"/> Third Floor Modification Details Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this bidding process.
Contact Person at IRENA for Inquiries	Arslan Ahmad Procurement Assistant procurement@irena.org

- a. The Bidder is expected to complete a pre-bid visit to the project site to familiarise itself with the condition of the site on Tuesday 02nd March 2021 at 12:00 Hours, Abu Dhabi Time Zone.

Failure to visit the site shall be deemed a Bidder's risk and shall not be accepted by the IRENA, at any time, as a reason for failure to meet the requirements of the Contract. In submitting a bid, it is assumed that the Bidder has visited the site.

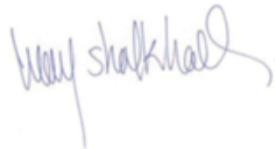
- b. Bidders shall contact Mr. Arslan Ahmad by Sunday 28th February, 2021 on Procurement@irena.org cc AAhmad@irena.org to arrange site visits. Bidders must make their own arrangements for access to all areas of the site and must provide adequate safety measures and personal protective equipment for members of the Bidder's team. Bidders shall fully indemnify IRENA in case of accident or injury to any of the firm's team members.
- c. It is the Bidders sole responsibility to be present at the arranged date and time and location of the visit. The IRENA shall not be liable for any costs incurred in the execution of the site visit.
- d. Any clarifications arising from this site visit must be sent to Procurement@irena.org, reply to which will be circulated to all tenders the following days. Oral explanations or instructions provided by IRENA shall not be binding on IRENA except to the extent that they are confirmed in writing by IRENA.
- e. Goods / Services proposed shall be reviewed based on completeness and compliance of the quotation with the minimum specifications or as described in the Terms of Reference / Scope of Work (TOR/SOW) above and or any other annexes providing details of IRENA's requirements.
- f. The quotation that complies with all of the specifications (TOR evaluation criteria) and requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.
- g. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IRENA. The unit price shall prevail and the total price shall be corrected. If the vendor does not accept the final price based on IRENA's re-computation and correction of errors, its quotation will be rejected.
- h. Any Purchase Order that will be issued shall be subject to the General Terms and Conditions herein attached hereto.
- i. IRENA is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
- j. IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA 's action. IRENA shall neither be obliged to award the contract to the lowest price offer.
- k. Prior to the expiration of proposal validity, the contract may be awarded to the Proposer whose proposal is determined to be in the best interests of the Agency, based upon the

evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing IRENA procurement activities.

- l. At the time of award of Contract or Purchase Order (PO), IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum.
- m. IRENA implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against IRENA, as well as third parties involved in IRENA activities.

Sincerely yours,

Luay Shalkhoub
Chief Procurement Officer
25-02-2021



Annex 1 RFQ/2021/004 - Scope of Work - Compliance Sheet NOTE: It is mandatory for bidder to fill the compliance sheet attached. Failure to do so will disqualify bidder from technical evaluation. Please use attached the excel “RFQ.2021.004 - Annex 1 - Compliance Sheet (Returnable file)”.					
ITEM	DESCRIPTION OF WORKS (Technical Requirements)	QTY	UNIT	Comply to requirements (Yes/No)	Bidder's Comments
1	Protection for all area wherein work is executed as per the attached Floor layout		Lumpsum		
2	Prepare all the shop as built drawings as per the site final handover		Lumpsum		
3	Professional cleaning the site prior to handing over to the client and general cleaning during the construction period		Lumpsum		
4	Scaffolding certificate as per facility management instruction (Instructions guidelines are attached)		EA		
5	Demolition of existing ceiling, baffle wall cart away debris to municipality yard.		Lumpsum		
6	Supply & installation of new gypsum ceiling for manager offices	118	SQM		
7	Supply & installation of baffle wall including wooden support to install the glass partition.	19	EA		
8	Supply & installation of gypsum access panel. (Size:100x60)	4	EA		
9	Supply & installation of gypsum access panel. (Size:60x60)	7	EA		
10	Supply & installation of vertical step for corridor	1	EA		
11	Supply & apply Jotun paint for necessary ceiling & wall area. (295 Square Meter)	295	SQM		
12	Removing & refixing the existing carpet with new sticker to relocate floor box & gromet. (120 square meter)	120	SQM		
13	Removing & refixing the existing raised floor to relocate the floor box & gromet.	1	EA		
14	Existing curtain cutting & reaffixing as per new partition location for new manager office.	1	EA		
15	Relocation of Existing Floor Box with necessary accessories	3	EA		
16	Conduiting, wiring & Installation of new light fittings (BMS Programming Excluded) as per the attached Electrical Drawings	18	EA		
17	Containment works for new Data points for workstations including necessary accessories as per the attached MHQ-SCS-03-Layout1	1	EA		

18	Relocation of Existing Power Sockets & Data points for Existing workstations including existing grommet relocation works with necessary dressing works as per the attached MHQ-EP-03-Layout1	10	EA		
19	Relocation of Existing Flo or Box with necessary accessories as per the attached MHQ-EP-03-Layout1	3	EA		
20	Conduiting, wiring & Installation of new light fittings (BMS Programming Excluded) as per the attached Electrical Drawings	8	EA		
21	Necessary Trunking containment works including required modifications as per site requirements for power & Data system for workstation area & open office area.	1	EA		
22	Existing DB dressing & required modification works	1	EA		
23	Conduiting for BMS cables for light fittings	26	EA		
24	Conduiting for relocation of BMS thermostats	3	EA		
25	Supply and installation of GI Ducts with polyurethane insulation for modification of Three rooms	1	EA		
26	Supply and installation of flexible ducts, G.I Rings, and VCD's	1	EA		
27	Supply and installation of Plenum boxes for linear grills 3 manager office & corridor.	1	EA		
28	Supply and installation of 4 slot linear grills for 3 manager office & corridor.	1	EA		
29	Brand-rex – cat6a cable relocation. Including cat6a cable, cat6a module, labour charge for cable pulling and termination, fluke testing and labelling	22	EA		
30	Brand-rex – new cabling with material Including cat6a cable, cat6a module, labour charge for cable pulling and termination, fluke testing and labelling	8	EA		
31	Cat 6a Lszh Patch Cord, Blue, 3 Meter	15	EA		

*[name of authorized staff]
[designation]
[date]*

Annex 2

SUPPLIER'S QUOTATION²

We, the undersigned, offer to supply the items listed below in conformity with the RFQ specification, terms and conditions:

Annex 2 RFQ/2021/004 – BOQ NOTE: Please use attached the excel “RFQ.2021.004 - Annex 2 - BOQ (Returnable file)”					
ITEM	DESCRIPTION OF WORKS	QTY	UNIT	RATE (AED)	AMOUNT (AED)
1	Protection for all area wherein work is executed as per the attached Floor layout		Lumpsum		0.00
2	Prepare all the shop as built drawings as per the site final handover		Lumpsum		0.00
3	Professional cleaning the site prior to handing over to the client and general cleaning during the construction period		Lumpsum		0.00
4	Scaffolding certificate as per facility management instruction (Instructions guidelines are attached)		EA		0.00
5	Demolition of existing ceiling, baffle wall cart away debris to municipality yard.		Lumpsum		0.00
6	Supply & installation of new gypsum ceiling for manager offices	118	SQM		0.00
7	Supply & installation of baffle wall including wooden support to install the glass partition.	19	EA		0.00
8	Supply & installation of gypsum access panel.(Size:100x60)	4	EA		0.00
9	Supply & installation of gypsum access panel.(Size:60x60)	7	EA		0.00
10	Supply & installation of vertical step for corridor	1	EA		0.00
11	Supply & apply Jotun paint for necessary ceiling & wall area. (295 Square Meter)	295	SQM		0.00
12	Removing & refixing the existing carpet with new sticker to relocate floor box & gromet. (120 square meter)	120	SQM		0.00

² This serves as a guide to the Bidder in preparing the quotation and price schedule.

13	Removing & refixing the existing raised floor to relocate the floor box & gromet.	1	EA		0.00
14	Existing curtain cutting & reafixing as per new partition location for new manager office.	1	EA		0.00
15	Relocation of Existing Floor Box with necessary accessories	3	EA		0.00
16	Conduiting, wiring & Installation of new light fittings (BMS Programming Excluded) as per the attached Electrical Drawings	18	EA		0.00
17	Containment works for new Data points for work stations including necessary accessories as per the attached MHQ-SCS-03-Layout1	1	EA		0.00
18	Relocation of Existing Power Sockets & Data points for Existing work stations including existing grommet relocation works with necessary dressing works as per the attached MHQ-EP-03-Layout1	10	EA		0.00
19	Relocation of Existing Flo or Box with necessary accessories as per the attached MHQ-EP-03-Layout1	3	EA		0.00
20	Conduiting, wiring & Installation of new light fittings (BMS Programming Excluded) as per the attached Electrical Drawings	8	EA		0.00
21	Necessary Trunking containment works including required modifications as per site requirements for power & Data system for workstation area & open office area.	1	EA		0.00
22	Existing DB dressing & required modification works	1	EA		0.00
23	Conduiting for BMS cables for light fittings	26	EA		0.00
24	Conduiting for relocation of BMS thermostats	3	EA		0.00
25	Supply and installation of GI Ducts with polyurethane insulation for modification of Three rooms	1	EA		0.00
26	Supply and installation of flexible ducts, G.I Rings, and VCD's	1	EA		0.00
27	Supply and installation of Plenum boxes for linear grills 3 manager office & corridor.	1	EA		0.00
28	Supply and installation of 4 slot linear grills for 3 manager office & corridor.	1	EA		0.00

29	Brand-rex – cat6a cable relocation. Including cat6a cable , cat6a module, labour charge for cable pulling and termination, fluke testing and labelling	22	EA		0.00
30	Brand-rex – new cabling with material Including cat6a cable , cat6a module, labour charge for cable pulling and termination, fluke testing and labelling	8	EA		0.00
31	Cat 6a Lszh Patch Cord, Blue, 3 Meter	15	EA		0.00
Total Cost of Project					0.00
Add: VAT					
Total Final and All-Inclusive Price Quotation					0.00

Other Information pertaining to our Quotation are as follows:

Delivery Lead Time	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

GTC

Annex 3