**Annex D: Technical Proposal Form:**

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirement set out in each section of this Request for Proposal. This **PROPOSAL FORM** must be completed, signed and returned to UNHCR. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any contract resulting from this RFP shall be subject to **Annex F: General conditions of Contracts for the provision of Good and Services (July 2018)** AND **Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)**

**D-1 DECLARATION**

The undersigned, having read the Instruction to Bidder, and the **Annex F: General conditions of Contracts for the provision of Good and Services (July 2018) AND** **Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)** as set out in the attached document, hereby offers to supply the services specified in the BOQ at the price or prices quoted in **Annex A: Bill of Quantities & Scope of Work (SOW).**

The undersigned understands that UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project. It is however important to note that the construction project cannot be split unless the various components are defined by LOT. All other projects are to be awarded on an “all or nothing basis”.

**D-2 AWARD AND BANK GUARANTEE:**

The Firm that submitted the successful Proposal will be notified by letter of the award prior to the expiration of the validity period. The letter, referred to as the “Letter of Award” will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized.

The Contract must be signed within 14 days of the issue of the Letter of Acceptance. The successful bidder will be required to furnish us with 10% Bank Guarantee of the contract sum from a reputable bank in the next 7 days, valid for the entire period of the contract works.

Name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D-3 BIDDER GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Bidder General Information** | | |
| **Description** | **Information (to be filled by the Bidder)** | **Remarks** |
| **Registration Type (Company / Contractor etc.)** | E.g. Construction Company with appropriate registration as a construction company |  |
| Registration number |  |  |
| If multi location company, specify headquarters location |  |  |
| Grading/Classification if any applicable to the type of registration you company has. | Provide certified copies |  |
| Number of similar and successfully completed projects; | Provide a list and copies of contracts / POs with certificate of completion |  |
| Number of similar projects currently underway; | Provide a list and copies of contracts / POs |  |
| Total number of clients previous and current | Provide a list |  |
| Specialty |  |  |
| Expiry Date of Certifications and/or Grading |  | *Provide certified copies* |
| **Legal Status** | e.g. Limited Company / Public limited Company etc | *Provide certified copies of Registration* |
| **VAT Registration Number** | (If applicable) |  |

**D-4 STAFF QUALIFICATION AND EXPERIENCE:**

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs of all proposed staff must accompany the submission and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNHCR. A detailed organization chart of the company including the location and staffing of existing offices must also be attached to the offer.

|  |  |  |
| --- | --- | --- |
| **Construction Project Management Staff** | | |
| **A. Key Professionals** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **B. Support Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
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|  |  |  |

The CVs of all staff listed above must be provided and a reference to the page number must be made for each staff cv in the technical proposal.

**D-5 FINANCIAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
| **Annual Turn-over Information (Last Three Years)** | | |
| **Year** | **Turn-over in USD** | **Remarks** |
| 2019 |  |  |
| 2020 |  |  |
| 2021 |  |  |

**D-6 Financial Statement Analysis**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No.** | **Description of Financial Info.** | **Value** | **Reference Page No. Tec Proposal** |
| **Current Ration** | | | |
| 1 | Current assets |  |  |
| 2 | Current liabilities |  |  |
| **Debt Ratio as a Percentage** | | | |
| 3 | Total Debt |  |  |
| 4 | Total Assets |  |  |

**D-7 WORKS IN HAND** (Ongoing Projects)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Works in Hand** | | | | |
| **Employer name & contact details** | **Description of Works/Services** | **Start date** | **End date** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total USD** | | | |  |

**Make a reference to page number in your technical proposal for the corresponding documents (1. Contract / PO 2. Date of Project Site Handover. All documents must be provided in your technical proposal.**

**D-8 CONSTRUCTION EXPERIENCE IN LAST FIVE YEARS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Construction Experience in last five years** | | | | |
| **Year** | **Employer name & contact details** | **Description of Works/Services** | **Amount** | **Contractor's Responsibility % No Joint Venture will be Considered** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Total USD:** | | |  |  |

Make a reference to page number in your technical proposal for the corresponding documents (1. Contract / PO 2. Date of Project Site Handover 3. Substantial Completion Certificate) All documents must be provided in your technical proposal.

**D-9 INFORMATION ON ANY CURRENT LITIGATION IN WHICH THE FIRM(S) IS INVOLVED.**

|  |  |  |
| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**D-10 PROPOSED WORK PLAN AND SCHEDULE OF ACTIVITIES**

The proposed work plan and schedule of activities must be submitted with this Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated.

A proposed timeline in a Gantt / Bar chart format must be part of this Proposal. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.

|  |  |  |
| --- | --- | --- |
| **Bidder General Information** | | |
|  | **Information** |  |
| **Description** | (to be filled by the Bidder) | **Remarks** |
| **Registration Type (Company / Contractor etc.)** | E.g. Construction Company with appropriate registration as a construction company |  |
| Registration number |  |  |
| Grading/Classification if any applicable to the type of registration you company has. | Provide certified copies |  |
| Specialty |  |  |
| Expiry Date of Certifications and/or Grading |  | *Provide certified copies* |
| **Legal Status** | e.g. Limited Company / Public limited Company etc. | *Provide certified copies of Registration* |
| **VAT Registration Number** | (If applicable) |  |

**C-3 STAFF QUALIFICATION AND EXPERIENCE:**

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs of all proposed staff must accompany the submission and it should be noted that substitution of staff during project implementation shall be subject to the approval of UNHCR. A detailed organization chart of the company including the location and staffing of existing offices must also be attached to the offer.

The CVs of all staff listed above must be provided and a reference to the page number must be made for each staff cv in the technical proposal.

**C-4 FINANCIAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
| **Annual Turn-over Information (Last Three Years)** | | |
| **Year** | **Turn-over in USD** | **Remarks** |
| 2019 |  |  |
| 2020 |  |  |
| 2021 |  |  |

**C-5 Financial Statement Analysis**

|  |  |  |  |
| --- | --- | --- | --- |
| S No. | Description of Financial Info. | Value | Reference Page No. Tec Proposal |
| Quick ratio (Acid-test ratio): | | | |
| 1 | Cash and cash equivalents |  |  |
| 2 | Accounts receivable |  |  |
| 3 | Current liabilities |  |  |
| Current ration | | | |
| 4 | Current assets |  |  |
| 5 | Current liabilities |  |  |
| Debt Ratio as a percentage | | | |
| 6 | Total Debt |  |  |
| 7 | Total Assets |  |  |
| Profit margin (as a percentage) | | | |
| 8 | Net Income |  |  |
| 9 | Net Sales |  |  |

**C-6 WORKS IN HAND (Ongoing Projects)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Works in Hand** | | | | |
| **Employer name & contact details** | **Description of Works/Services** | **Start date** | **End date** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total USD** | | | |  |

**Make a reference to page number in your technical proposal for the corresponding documents (1. Contract / PO 2. Date of Project Site Handover 3. Substantial Completion Certificate) All documents must be provided in your technical proposal.**

**C-7 CONSTRUCTION EXPERIENCE IN LAST FIVE YEARS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Construction Experience in last five years** | | | | |
| Year | Employer name & contact details | Description of Works/Services | Amount | Contractor's Responsibility % (No Joint Venture will be Considered) |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Total USD:** | | |  |  |

**C-8 INFORMATION ON ANY CURRENT LITIGATION IN WHICH THE FIRM(S) IS INVOLVED.**

|  |  |  |
| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**C- 8 PROPOSED WORK PLAN AND SCHEDULE OF ACTIVITIES**

The proposed work plan and schedule of activities must be submitted with this Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated.

A proposed timeline in a Gantt / Bar chart format must be part of this Proposal. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.

**ANNEX D: BID DATA SHEET**

THE FOLLOWING SPECIFIC DATA FOR THE SERVICES TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

|  |  |  |
| --- | --- | --- |
| **DEADLINE FOR SUBMISSION OF BIDS** | **14 November 2022 at 2359 HRS Iraq Local Time.**  **BIDS TO BE MARKED:** | |
| **SUBMISSION OF BIDS:** | UNHCR Country Office Iraq | **BIDS MUST BE SUBMITTED THROUGH AN ONLINE e-tenderbox which can be accessed through http.: //e-tenderbox. org**  To submit a proposal against UNHCR tender, the bidder needs to register in etenderbox refer to Annex J.  It is the bidder’s responsibility to upload technical documents under the technical category and financial documents under financial category. Failure to do so will result in disqualification**.** |
| **LATE SUBMISSION OF OFFERS:** | OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY  CLOSING DATE AND TIME.  **IMPORTANT NOTE:** BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED. | |
| **BID VALIDITY PERIOD:** | **150 DAYS** | |
| **PRICE VALIDITY PERIOD:** | Entire Period of the Project Duration | |
| **DEFECT LIABILITY:** | A MINIMUM OF **180 DAYS** DEFECT LIABILITY APPLY | |
| **TERMS OF REFERENCE:** | ALTERNATIVES TERMS OF REFERNCE SHALL NOT BE  CONSIDERED | |
| **DELIVERY SCHEDULE:** | DELIVERY TIME IN DAYS: **120 DAYS** | |
| **RETENTION MONEY:** | Please note that a 10% of the total contract value will be kept as retention money for period of Six Months from the completion and handover of the site against defects and liabilities. | |
| **RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE** | The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of subsequent Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer. | |
| **LIQUIDATED DAMAGES** | The resulting contract from this tendering exercise **MAY BE** subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary. | |
| **SUBCONTRACTING** | UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION. | |
| **LANGUAGE OF THE BID:** | ENGLISH | |
| **REQUESTS FOR ADDITIONAL INFORMATION:** | BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: [IRQBASUP@UNHCR.ORG](mailto:IRQBASUP@UNHCR.ORG) CC: [ALJUBOUR@UNHCR.ORG](mailto:ALJUBOUR@UNHCR.ORG) BEFORE 23:59 **HRS Iraqi Local Time on 9th November 2022. (CUT-OFF DATE FOR QUERIES)**.  UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS. | |
| **BID EVALUATION CRITERIA:** | BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article “**2.6.2 Technical and Financial evaluation”** | |