

DATE: 19/06/2023

**REQUEST FOR PROPOSAL: HCR/IRQ/COE/2023/RFP-050**  
**FOR****Supply, Delivery, and Installation of 215 Solar Street lights (All in one model) for Qushtapa Sub-District, Erbil - Iraq****CLOSING DATE AND TIME: - 23:59 HRS IRAQ Local Time on 10/07/2023**

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**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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**1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Iraq Operations, invites qualified construction firms to make a firm offer for Supply, Delivery, and Installation of 215 Solar Street lights (All in one model) for Qushtapa Sub-District, Erbil – Iraq.

<b>IMPORTANT:</b> Scope of the Work (SoW) and Bill of Quantities (BOQs) are detailed in Annex (A) of this document.
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**2. BIDDING INFORMATION****2.1 RFP DOCUMENTS**

The following annexes form integral part of this Request for Proposal.

- Annex A: Scope of Work (SOW) & Bill of Quantities (BOQ)
- Annex B: Technical Drawings
- Annex C: Financial Offer Form
- Annex D: Technical Evaluation Criteria
- Annex E: Technical Proposal Form
- Annex F: Vendor Registration Form
- Annex G: UNHCR General Conditions of Contracts for the Provision of Goods & Services
- Annex H: UNHCR General Conditions of Contracts for Civil works
- Annex I: Supplier's Code of conduct
- Annex J: e-Tender Box Supplier user manual
- Annex K: How to Join Microsoft Teams without account
- Annex L: Tentative calendar of activities
- Annex M: Bid Data Sheet
- Annex N: Submission Checklist

**IMPORTANT:** It is strongly recommended that this Request for Proposal and its annexes be read thoroughly.

## 2.2 ACKNOWLEDGEMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to [IRQERPROC@unhcr.org](mailto:IRQERPROC@unhcr.org) CC: [jelo@unhcr.org](mailto:jelo@unhcr.org) as to:

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a bid

**IMPORTANT:** Failure to send the above requested information may result in disqualification of your offer from further evaluation.

## 2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to [IRQERPROC@unhcr.org](mailto:IRQERPROC@unhcr.org) CC: [jelo@unhcr.org](mailto:jelo@unhcr.org). The deadline for receipt of questions is **23:59 HRS IRAQ Local Time on 27/06/2023**. Bidders are requested to keep all questions concise. UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

**EMAIL SUBJECT: HCR/IRQ/COE/2023/RFP-050 - Query**

UNHCR will compile all questions and reply to the questions received as soon as possible by means of publication on the UNGM, UNHCR websites and by email to all bidders participating in the tender competition.

**IMPORTANT:** Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail addresses above will result in disqualification of the offer.

### 2.3.1 MANDTORAY SITE VISIT:

UNHCR will organize a supplier **MANDATORY Site visit** for a complete understanding of the Scope of Work prior to sending the formal Offer to UNHCR, and to familiarize potential bidders with the technical aspects of the project.

The contractors are required to send an email for booking an appointment for the visit to the email address: [IRQERPROC@unhcr.org](mailto:IRQERPROC@unhcr.org) CC: [jelo@unhcr.org](mailto:jelo@unhcr.org) before **26/06/2023**.

**The site visit will be organized on the following:**

**Location:** Qushtapa camp at the main gate.

**GPS Coordinates:** 35.984399 44.040040

**Date and time:** 26/06/2023 at 12:00 HRS UTC +3 [Baghdad Standard Time].

For more information, please contact below focal points:

- **Name:** Mazin Al-Nkshbandi - Mob No. 0751 038 0027

Please Note: UNHCR does not provide means of transport to the site.

### 2.3.2 PRE-BID CONFERENCE:

UNHCR will organize a supplier pre-bid conference on MS Teams, on **27/06/2023 at 14:00 HRS IRAQ TIME**. A maximum of ONE representative per company is allowed. Name and contact details of the company's representatives must be provided, at least two working days in advance, by e-mail to [IRQERPROC@unhcr.org](mailto:IRQERPROC@unhcr.org) CC: [jelo@unhcr.org](mailto:jelo@unhcr.org) before **27/06/2023**. Changes in staff need to be shared in advance; otherwise, they will not be able to participate.

Participation to the pre-tender conference is **STRONGLY RECOMMENDED** given the complexity of the requirements. However, after the supplier conference, a Questions & Answers document will be prepared and posted on UNGM and/or distributed by email to all invited bidders.

**IMPORTANT:** Please note that Bid Submissions are not to be sent to the e-mail address above.

**IMPORTANT:** Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

## 2.4 YOUR OFFER

Your offer shall be prepared in English.

**Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.**

**IMPORTANT:** Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the manner of submission as specified in the tender document will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

### 2.4.1 Content of the TECHNICAL OFFER

**IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification.  
The technical offer should contain all information required.

The Bill of Quantities for Supply, Delivery, and Installation of 215 Solar Street lights (All in one model) for Qushatpa Sub-District, Erbil – Iraq, All the details can be found in Annex (A): Scope of Work (SOW) & Bill of Quantities.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

**A. Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients; previous and current
- ISO 9001 certification or equivalent recognized certifications.

**B. Valid Registration Documents / Certificate / Incorporation with the Government of Iraq (Federal Government or Kurdistan Region) as an Electricity or General Contracting. Companies with an age of less than 3 years at the time of the submission will be disqualified.**

**C.** Your technical offer should contain your acknowledgement of the following applicable conditions either by signing the below documents or acceptance of the following in writing on its letterhead as part of your technical:

(i) **Annex H: UNHCR General Conditions of Contracts for Civil works**

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contracts for Civil Works

**D. Bid Security:** Your technical offer should contain the sum of **USD 5,000** in the form of a Bank Guarantee or Certified Bankers Cheque issued from a local bank. The bid security must be valid for at least **180 Days** after the closing date of the tender. The Certified Bankers cheque should indicate the RFP number and be issued under the company name. Please include a scanned copy of bid security in your technical documents submitted through eTenderBox and keep the original. UNHCR may ask to submit original copy at later stage of the evaluation.

The bid security for the unsuccessful bidders will be released with the regret letter(s). The Bid Security for the successful bidder(s) will be released upon the submission of the Performance Bond and upon the signing of the Awarded Contract.

**Your bid security may be forfeited:** If you withdraw your offer during the period of the Bid Validity specified by you in your offer: or, In the case of a successful Bidder, if you fail to sign the Contract/Purchase Order - in which case, you would have refused the offer.

**E. Staff qualifications, CVs for the following:**

- Project Manager (electrical engineer) with a bachelor's academic degree in electricity engineering (minimum of 5 years of experience) with proof of graduation like (Graduation certificate, syndicate ID, Union ID)
- Surveyor (diploma in Surveying) with a minimum of 3 years of experience.

**F. The latest 2 consecutive years' financial audited reports** for the years **(2020-2021-2022)**; Audited Financial reports must include the Balance Sheet and must be certified by the Iraqi Association of Accountants, clearly demonstrating a minimum cumulative turnover of **USD 70,000.00**. If the baseline turnover is not demonstrated, the bidder will receive zero points, and the calculation of the ratios will not be applicable. If not certified will get zero point.

**G. Copies of Purchase Orders (POs), contract agreements, or work orders** with other UN Agencies, NGOs or any other major clients and other credentials related to the same services attached with proof of project completion certificate/ performance letter issued by the client (Showing value, time completed, organization or firm for which completed, contact details of the organizations) awarded and served within the past 10 years. The actual copies of POs, contracts, or work orders should relate to similar projects (solar streetlights or PV solar system projects)

**H. List of similar projects** showing (project name, client name, project cost, reference contact (phone No. or email)). UNHCR will conduct a reference check per project to be considered.

**I. Technical Specifications, Catalogs or Datasheet** of the offered Solar Streetlights Confirming that the specification of the below items complies with the BoQ:

- High Efficiency of not less than 8000 Lumen Constant lighting with mode options for energy saving and equipped with ALS (adaptive lighting system).
- Built-in Automatic Robotic cleaning arm wipes the dust off the solar panel every day, keeping the Solar panel at optimum efficiency (a self-cleaning mechanism).
- Solar charging time 10-11 hours by bright sunlight.
- LED with Max output 60 W.
- High-Quality LED (1W= minimum 160 Lumen and certificate must be provided).
- High-efficiency PV panel with not less than 70 Watt power.
- Over 3 Nights of lighting time with 1 full charge.
- Aluminum Alloy body+ IP65.
- Replaceable lithium-ion battery (V and Amp must be compatible with panel V and Amp, and the battery capacity is enough to cover 3 nights and not less than 600 WH).

**J. Authorization letter:** the vendor should provide an authorization letter from the manufacturer to endorse the guarantee and service after the sale.

**K. Work Plan & Method of Implementation:** Implement realistic timelines as indicated in the Scope of work (120) days, including a Gantt Chart indicating a detailed sequence of activities.

**L. Equipment list,** which should comprise 1 Truck, 1 Crane, 1 Excavator, 1 Pickup, and 1 Concrete Mixture Machine in addition to List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A: Scope of Work (SOW) & Bill of Quantities.

**M.** The logistics plan includes access to the site and material delivery with the needed workforce.

**N.** Environmental Impact Assessment Plan.

**O.** Risk mitigation plan and insurance to ensure all risks are covered.

**P. Technical Proposal form** (Annex E) should be filled and submitted along with the technical proposal package.

**Q.** Project assumption's and constraints based on your understanding of the project;

**I.** The methodology/approach to be used in addressing the issues outlined in the BoQ.

**J. Vendor Registration Form:** If your company is **not** already registered with UNHCR, you should complete, sign and submit with your technical proposal the **Vendor Registration Form (Annex F)** however incase if your company is registered, please clearly state your supplier/vendor ID. In-case if you are not sure about the status of your company, please send you're a duly filled Vendor Registration Form.

**K.** Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in **Annex A: Scope of Work (SOW) & Bill of Quantities**.

**L. Understanding of the requirements of the services requested in the solicitation documents such as: proposed approach, solutions, methodology and outputs.**

Any comments or suggestions on the project, as well as your detailed description of the manner in which your company would respond to the BOQs:

- A description of your organization's capacity to provide the required services.
- A description of your organization's experience in undertaking / implementing the project.
- Compliance to the requirements stated on the in the BOQ and/or technical proposal form.

**M. Proposed personnel to carry out the assignment**

- The organization structure or organizational chart. List of key personnel and their qualifications with Curriculum Vitae of core staff.

**Award and Performance Bond (bank guarantee):**

The Firm that submits the successful Proposal will be notified by "Letter of 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 issuance of the Letter of Acceptance. The successful bidder will be required to furnish UNHCR with a **[10% BANK GUARANTEE]** of the contract value from a reputable bank in the next 7 days, valid for the entire period of the contract and the period for defects and liabilities period.

**Where deemed necessary a supplier visit may be required to complement the narrative of the technical evaluation.**

**IMPORTANT:**

Companies not submitting the required documents with their proposal may be contacted by UNHCR and given one more opportunity (within 48 hours) to submit them (Only for the Administrative requirements **criterion no. 2 & 3 (Bid security, and Business Registration Documents)**). Should these companies still not submit the missing documents, they will then be disqualified.

**2.4.2 Content of the FINANCIAL OFFER**

Your separate Financial Offer must contain an overall offer in **United States Dollars (USD)**. The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified.

The Financial Offer is to be submitted as per the **Annex A: Scope of Work (SOW) & Bill of Quantities BIDS THAT HAVE A DIFFERENT PRICE STRUCTURE MAY NOT BE ACCEPTED.**

UNHCR is exempt from all direct taxes and customs duties. With this regard, **price has to be given without VAT.**

You are requested to hold your offer valid for a minimum of **180 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract. UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery and acceptance of services by UNHCR in shape of a partial or substantial works completion certificate issued by the designated Project Manager / Engineer.

**IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of Iraq and therefore the current market condition must be factored in before submitting your quote.**

**IMPORTANT: Bidders are required to submit the financial offer both in PDF and Excel Sheet (Soft Copy) in the Template provided in Annex C: Financial Offer Form**

**2.5 BID EVALUATION:**

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

**2.5.1 Supplier Registration:**

The qualified company (s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

Financial standing;  
Core business;  
Track record;  
Contract capacity.

**2.5.2 Technical and Financial evaluation:**

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- **Technical Offer will be weighed at 60 points (or 60%)**
- **Financial Offer will be weighed at 40 points (or 40%)**

### Technical Offer

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **60% from the total score**, with a minimum passing score of **36 points**.

Evaluation Factors
<u>Mandatory</u>
Did the vendor send an engineer to visit the site on the date and time and sign their company's name on the attendance sheet? (The engineer should bring any proof of Engineering (engineering union ID card or graduation certificate) <b>(The attendant should show any proof that he is an engineer).</b>
Has the bidder submitted a scanned copy of the Bid Security of <b>USD 5,000</b> by "Good for Payment Cheque/ Certified Bankers Cheque" made out in the name of UNHCR covering the offer's validity (180 days after the closing date of the bid)? It should be a certified cheque (not personal). <b>The cheque should indicate the RFP number and be issued under the company name.</b> The selected company would be required to submit the original cheque.
Is the company registered as <b>Electricity or General Contracting</b> in IRAQ (Federal Government or Kurdistan Region)? <b>For Joint Venture, the companies should submit a legal JV contract endorsed by the government with a statement outlining the duties and responsibilities of each party otherwise, the joint venture will not be accepted.</b> <b>Companies with an age of less than 3 years at the time of the submission will be disqualified.</b>
Scoring Criteria
General Company Qualification & experience (0-14 Point)
Relevant Experiences (0-8) marks
Technical Specification of Works (0-30) marks (Min Passing point is 20 Points)
Work Plan & Method of Implementation (0-8)
<b>Total Marks (60)</b>

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers. The cut-off points for submissions to be considered technically compliant will be 60% of the total technical weightage **36 out of the 60**

### Financial Offer:

The Financial offer will use the following percentage distribution: **40%** from the total score. The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g.,  $[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component}$ .

### Clarifications of Proposals:

To assist in the examination, evaluation, and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or accepted.

UNHCR reserves the right to award without clarifications and/or discussions. If there are arithmetic mistakes in the budget of the technically acceptable applicants, UNHCR will rectify these mistakes on the following basis:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; and
- If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

If the correction(s) leads to a different total cost, this new total cost will be evaluated against other technically acceptable Proposals and considered as being part of the Best Value evaluation and selection. UNHCR reserves the right to reject the Proposal if the technically acceptable applicant does not accept the correction of mistakes in the budget by UNHCR.



## 2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. The Technical and Financial offers shall be clearly separated.

Please submit your proposal through an online eTenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>.

To submit a proposal against UNHCR tender, the bidder needs to register in eTenderbox system. Please refer to the eTenderbox user manual for bidders at **Annex J: e-Tender Box Supplier user manual**. You are requested to get familiar with this tool and create a login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the "tender reference number", the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done

**It is the bidder's responsibility to upload only technical documentation under the "Technical" category and Financial documentation under the "Financial" category. Failure to do so will result in disqualification. Note: The official submission of the selected files for upload is done by clicking the 'Save & Submit' button, therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted before the tender expiration deadline. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.**

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however **it is preferable to upload PDF files. Executable files** (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. **The maximum size limit per file is 10MB.**

**IMPORTANT:** The technical offer and financial offer are to be submitted in separate documents in e-TenderBox. Failure to do so may result in disqualification.

**IMPORTANT: DEADLINE TO SUBMIT YOUR BID: 10/07/2023 BY 23:59 HOURS LOCAL TIME:** Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying through [etenderbox.unhcr.org](http://etenderbox.unhcr.org) and [WWW.UNGM.ORG](http://WWW.UNGM.ORG).

**IMPORTANT:** Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously and publish the addendum in all media where the original tender floated

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems necessary for a comprehensive understanding of its proposal by UNHCR.

**IMPORTANT:** The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

## 2.7 BID ACCEPTANCE:

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.

**Important:** Any missing cost for a line in Bill of Quantities & Financial Offer will be considered invalid.



UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

Please note that UNHCR is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

**Some of the reasons of disqualification:**

Some of the reasons which may lead to such disqualification of your offer are as following: Proposal if:

1. The Applicant's qualification or data are proven to be false; The selected Applicant refuses to enter into a contract.
2. The Applicant commits a proven unfair or dishonest act in order to acquire rights for agreement award.
3. The proposal is received through any other means of communication except as specified in this solicitation document under Article 2.6 SUBMISSION OF BID.
4. The offer is received after the deadline for submission of bids stated in the tender documents; and/or Sent via the correct route after having been sent incorrectly.
5. Any changes made to the BOQ by the bidder may result in disqualification of the offer.

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## 2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Provision of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

Any Purchase Order (PO) issued as a result of this RFP will be made in USD. Payment will be as follows:

- a) **1st Payment (30%)** after completing the foundation and installing the poles.
- b) **2nd Payment (60%)** after completing the total scope of the works for the project based on the contract.
- c) **Final payment (10%)** retention payment to be released as follows:
  - 5% to be released after the expiration of the first 12 months period of the defect liability period.
  - 2.5% after the expiration of the second 12 months period of the defect liability period.
  - The remaining 2.5 % after the expiration of the third 12 months period of the defect liability period and completion.

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## 2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)

Please note that the **UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex H)** will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

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### 2.10 Liquidated Damages

- 2.10.1 In accordance with the provisions made in the Article 45 of (The UNHCR General Conditions of Contract for Civil Works (October 2000 version) and in Article 17 of the UNHCR Standard Contract for Construction Services. The Contractor acknowledges the requirement of UNHCR to be completed **in accordance with the time frames stipulated contract resulting from this solicitation process with the successful bidder**. The successful bidders will therefore be required to acknowledge, that time is of the essence in relation to performance of its obligations.
- 2.10.2 Should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to **0.1%** for each [DAY for the portion of incomplete portion of the works] of delay beyond the date upon which the Services were due to be completed. The Parties agree and acknowledge that calculation of damages from a breach would be difficult to estimate accurately and that the foregoing [The assessment will not exceed 10 percent of the Contract value] is a reasonable

approximation thereof and is intended as the fair allocation and liquidation of damages and not as a penalty against the Contractor.

- 2.10.3 UNHCR shall have the right to deduct any liquidated damages to which it is entitled under the terms of its standard contract for construction services from any monies due from UNHCR to a potential Contractor (resulting from this solicitation process), or to recover the same as a debt due from the Potential Contractor.
- 2.10.4 Liquidated damages shall be payable by virtue of the sole fact of the delay without the need for any previous notice or any legal or arbitral proceedings, or proof of damage, which shall in all cases be considered as ascertained.

**Anwar UI Haq**

**Associate Supply Officer  
UNHCR Country- Office Erbil, Iraq**

## Annex A: Scope of Work (SOW) and Bill of Quantities (BOQ)

### Supply, Delivery, and Installation of 215 Solar Street lights (All in one model) for Qushatpa Sub-District, Erbil – Iraq

#### Scope of Work (SOW):

- The project to Supply and install solar lights for Qushtapa is to illuminate the sub-district internal roads.
- The project consists of installing 122 poles / 215 lights on 2kms and a public park. Some of the poles have two lights because it is a two sides road, and the poles are installed in the middle of the road. As per the standard of the Directorate of Electricity, the distance between two poles is 25-30 meters. The public park is also proposed for the installation of solar streetlights, the intention is to have a place that can bring the different communities together, especially during summer. Out of the 215, Sixteen lights are needed to illuminate the only public park of Qushtapa town.
- UNHCR, jointly with the mayor, will select the location for the 215 lights.
- The work includes excavating foundation with concrete casting after fixing four anchor bolts. Supply and install 7-meter height lights poles with 8000 lumens light fixture.
- UNHCR engineers and or third-party will inspect the quality of the work implemented by the contractor. The work must be within engineering specifications/standards and time limit.

#### Schedule of Requirement

No	Item/s to be Supplied	Description / Specifications of Goods	Related Services	Contract Duration (Calendar days)
1	Supply and Install 215 Solar Street lights (All in one model) for Qushtapa-Erbil - IRAQ.	As per BOQ	As per BOQ	40 Months (4 Months implementation period) + (36 Months Guarantee/Defect Liability Period)

Further to the Schedule of Requirements in the preceding Table, bidders are requested to take note of the following additional requirements, conditions, and related services about the fulfilment of the requirements:

1. All electrical and mechanical components for this project must have a three-year warranty and Guarantee. The original factory must endorse this warranty.
2. The specification of the materials and the implemented works should comply with IRAQI General Technical Specifications (IGTS) and the instructions of the supervisor Engineer.
3. All materials must be NEW from the best type, and samples should provide for all materials to be used in the project before using them to get approval from the supervisor Engineer.
4. All materials must be tested in IRAQ according to Construction Works Specification by NCCL (1981 edition) or have a certificate from a reliable entity like (Intertek, SGS ...etc.) to prove that the product complies with the requested specification.
5. After the tender closure and the technical evaluation stage, the companies who pass this stage will be requested directly to install solar light fixtures as a sample for site test and inspection in camp within two days. This test will take three nights on-site, and one day for inspection, after that, the companies who have passed samples will move to the financial evaluation.

6. All imported materials should be required certificate of origin and Certification (CE, ROHS, FCC, BV, BSCI, ISO.....etc.) to be provided.
7. The contractor must check the designs for accuracy and adequacy. Otherwise, the Employer takes no risk of the contractor's failure to accomplish the work.
8. In case of any difference between BOQ, designs and or drawings; the instruction of supervisor Engineer will govern.
9. The contractor is responsible for fixing any damages or defects happened during the implementation.
10. The site must be cleaned from all debris after finishing all the works.

<b>Delivery Terms of the Project</b>	Qushtapa, ERBIL IRAQ.
<b>Exact Address</b>	Qushtapa, ERBIL IRAQ.
<b>Testing Requirements</b>	All materials must be tested in IRAQ according to Construction Works Specification by NCCL (1981 edition) or have a certificate from a reliable entity like (Intertek, SGS ...etc.) to prove that the product complies with the requested specification.
<b>Technical Support Requirements</b>	As per the BOQ (Annex A)
<b>Duration of Contract</b>	40 months (4 months implementation period + 36 months Guarantee/Defect Liability Period)
<b>Payment Terms</b>	<p>Payment to the Contractor shall be made as follows:</p> <ol style="list-style-type: none"> <li>1) 1<sup>st</sup> Payment (30%) after completing the foundation and installing the poles.</li> <li>2) 2<sup>nd</sup> Payment (60%) after completing the total scope of the works for the project based on the contract.</li> <li>3) Final payment (10%) retention payment to be released as follows: <ul style="list-style-type: none"> <li>• 5% to be released after the expiration of the first 12 months period of the defect liability period.</li> <li>• 2.5% after the expiration of the second 12 months period of the defect liability period.</li> <li>• The remaining 2.5 % after the expiration of the third 12 months period of the defect liability period and completion.</li> </ul> </li> </ol>
<b>Conditions for Release of Payment</b>	For interim payments:
	<ol style="list-style-type: none"> <li>1) Approved Requests for Inspections from the supervision engineer.</li> <li>2) Approved detailed quantity sheets (take-off sheets) from the supervision engineer.</li> <li>3) Approval from UNHCR's Representative on the whole process.</li> </ol>

**Bill of Quantities:**

#	Item Description	Unit	Qty.
A	Supply, Delivery, and Installation of Solar Street lights (Solar Panel Auto Cleaning Led Solar Street Lamp) remote Control (All-in-one) and specification as follows:		
A.1	High Efficiency not less than 8000 Lumen Constant lighting with mode options for energy saving and equipped with <b>ALS (adaptive lighting system)</b> and <b>Built-in Automatic Robotic cleaning arm wipes the dust off the solar panel every day keeping the Solar panel at optimum efficiency (self-cleaning mechanism).</b>	Set	215
A.2	Constant current output to achieve all night lighting when Weather change.		
A.3	<b>Working Temperature and charging control:</b> working temp. Between 0 ºC and +60 ºC and should be equipped with battery charging management system ( <b>MPPT type</b> ) to monitors and controls the charging and discharging of rechargeable batteries and <b>TCS (temperature control system)</b> to protect battery during high temp and stop charging.		
A.4	<b>Solar Panel:</b> -High efficiency PV panel with not less than 70 Watt power. -Solar charging time 10-11 hours by bright sunlight. - Adjustable PV panel angle		
A.5	<b>LED:</b> -Max output 60 W. -High Quality LED (1W= minimum 160 Lumen and certificate must be provided). -Color temperature (5500-6500K), type Philips (Europe) or Cree (USA) or PMMA (JAPAN) or equivalent efficiency. -Wide lighting angle.		
A.6	<b>PIR:</b> Motion sensor distance over 15M.		
A.7	Over <b>3 Nights</b> lighting time with 1 full charge.		
A.8	Body: Aluminum Alloy + IP65.		
A.9	Replaceable lithium-ion battery (V and Amp must be compatible with panel V and Amp and the battery capacity is enough to cover 3 nights and not less than 600 WH). A graded li-ion battery no.18650 is preferable.		
B	Foundations of lights poles (Attached Drawing # F-01):		
B.1	Provide workforce and machinery to excavate the pole's foundation (cylindrical or cuboid shape) with 100 cm depth and min 70 Cm (diameter or width) in all type of the soil, concrete, asphalt ...etc. The depth of the foundation (100 cm) must be from the NGL (any extra excavation to reach the NGL, the contractor will be responsible for casting it with concrete). Casting the foundation will be in one stage with a kicker (20 cm above the ground and 70 X 70 cm) by ordinary concrete 210 Kg/cm2 (ready mix and job mix must be provided before casting). The work includes fixing Anchorage rods 102 Cm length and diameter 18 mm 4 rods, coated totally with hot-dip galvanization, each rod has three HEX nut –M20 with Washer A21. The price includes all necessary works to do the foundation in a proper way and according to the specifications and according to the instruction of the supervisor engineer.	No.	122
C	Supply and Install Street light poles (Attached Drawing # P-01):		
C.1	Supply and install Galvanized steel lights poles 7m height with plate thickness 4mm, bearing plate (ground anchored) with dimensions 400mm X 400mm 14 mm thickness, Column stiffening plate (4 units) thickness 10 mm, and poles Diameter at the top not less than 60 mm and the bottom 170mm (cone shape). The bearing plate holes must be in compliance with the anchored rod diameter.	Set	122

## Annex D: Detailed Technical Evaluation Criteria

#	Items	MANDATORY RFP SPECIFIC REQUIREMENTS	Submitted (Yes/NO)
1	<b>Mandatory Site Visit</b>	Did the vendor send an engineer to visit the site on the date and time and sign their company's name on the attendance sheet? <i>(The engineer should bring any proof of Engineering (engineering union ID card or graduation certificate))</i>	
2	<b>Mandatory Bid Security</b>	Has the bidder submitted a scanned copy of the Bid Security of USD 5,000 by "Good for Payment Cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days after the closing date of the bid)? It should be a certified cheque (not personal). <i>The cheque should indicate the RFP number and be issued under the company name.</i> The selected company would be required to submit the original cheque.	
3	<b>Valid Business Registration Certificate</b>	Is the company registered as <b>Electricity or General Contracting</b> in IRAQ (Federal Government or Kurdistan Region)? <i>For Joint Venture, the companies should submit a legal JV contract endorsed by the government with a statement outlining the duties and responsibilities of each party otherwise, the joint venture will not be accepted. Companies with an age of 3 years at the time of the submission will be disqualified.</i>	
<b>Mandatory Pre-qualification - Pass / Fail</b>			

**The Bidders must meet all the above mandatory pre-qualification criteria in order for their proposal to be considered for further evaluation.**

### Stage 2: **Technical Evaluation**

The percentage distribution of 60% of the total score has been allocated to Technical Proposal. Maximum scores are listed in the table below. Failure to achieve a minimum score of **60%** out of the 60 points will result in technical non-compliance and elimination from further evaluation

Technical Evaluation				
A percentage distribution of 60% of the total score of technical evaluation has been allocated to Technical Proposal. Maximum scores are listed in the table below. Failure to achieve a minimum score of 36 points out of the 60 points will result in technical non-compliance and elimination from further evaluation.				
Main Criteria	Sub-Criteria	Specific Requirements		Score
General Company Qualification & experience	Company profile and Capability.	The company has ISO 9001 certification or equivalent recognized certifications. (1 Point)		1
		Company age from the registration date (min 3 years).	If less than 3 years (0 Point)	2
			From 3 to 5 years (1 point)	
	Company classification	The company has a valid electricity classification ID issued by the Ministry of Planning (Central Government and/or KRI), classified range between 1-5 classes.	Classification from 1-3 (2 Points)	2
			Classification 4-5 (1 point)	
	Staff qualifications and CVs	Project Manager (electrical engineer) with a bachelor's academic degree in electricity engineering (minimum of 5 years of experience) with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (3 Points)		3
		Surveyor (diploma in Surveying) with a minimum of 3 years of experience. (2 Point)		2
	Financial Auditing report	The latest 2 consecutive years, financial audit reports for the years (2020-2021-2022). The audit financial reports (including the Balance Sheet) must be certified by the Iraqi Association of Accountants. Minimum cumulative turnover of USD (70,000). If the baseline turnover is not demonstrated, the bidder will receive zero points, and the calculation of the ratios will not be applicable. If not certified will get zero point.		4
Total score 14 points				

Relevant Experiences	Proof of relevant experience	Copies of Purchase Orders (POs), contract agreements, or work orders related to the same services attached <u>with proof of project completion certificate/ performance letter issued by the client (Showing value, time completed, organization or firm for which completed, contact details of the organizations) awarded and served within the past 10 years.</u> The actual copies of POs, contracts, or work orders should relate to similar projects (solar streetlights or PV solar system projects)		5
		<ul style="list-style-type: none"><li>- 5 (and above) Projects = <b>5 Points</b></li><li>- 4 Projects = <b>4 Points</b></li><li>- 3 Projects = <b>3 Points</b></li><li>- 2 Projects = <b>2 Points</b></li><li>- 1 Projects = <b>1 Point</b></li><li>- No project = <b>0 Points</b></li></ul>		
	Experience with clients	List of similar projects showing (project name, client name, project cost, reference contact (phone No. or email)). UNHCR will conduct a reference check per project to be considered.		3
<ul style="list-style-type: none"><li>- 3 or more different clients (<b>3 Points</b>)</li><li>- 2 different clients (<b>2 Points</b>)</li><li>- 1 client (<b>1 Point</b>)</li><li>- No list (<b>0 Point</b>)</li></ul>				
Total score 8 points				
Technical Specifications of Works	Solar streetlights Specifications	Catalogs or Datasheet Confirming that the specification of the below items complies with the BoQ:		
		High Efficiency of not less than 8000 Lumen Constant lighting with mode options for energy saving and equipped with ALS (adaptive lighting system) ( <b>2 Points</b> )		2
		Built-in Automatic Robotic cleaning arm wipes the dust off the solar panel every day, keeping the Solar panel at optimum efficiency (a self-cleaning mechanism). ( <b>3 Points</b> )		3
		Solar charging time 10-11 hours by bright sunlight ( <b>3 Points</b> ).		3
		LED with Max output 60 W ( <b>3 points</b> )		3
		High-Quality LED (1W= minimum 160 Lumen and certificate must be provided) ( <b>3 Point</b> )		3
		High-efficiency PV panel with not less than 70 Watt power ( <b>3 Point</b> )		3
		Over 3 Nights of lighting time with 1 full charge ( <b>3 Point</b> )		3
		Aluminum Alloy body+ IP65 ( <b>2 Points</b> )		2
	Replaceable lithium-ion battery (V and Amp must be compatible with panel V and Amp, and the battery capacity is enough to cover 3 nights and not less than 600 WH) ( <b>3 Points</b> )		3	
	Authorization letter	The vendor should provide an authorization letter from the manufacturer to endorse the guarantee and service after the sale. ( <b>5 Points</b> )		5
30 points (Min. Passing point is 20 Points)				
Work Plan & Method of Implementation	Works plan Detailed and realistic work plan with Work Schedule/ Gantt Chart showing the starting and end of each activity	Implement realistic timelines as indicated in the Scope of work (120) days. Including a Gantt Chart indicating a detailed sequence of activities. ( <b>3 Points</b> ).		3
		Incomplete Gantt chart, no Gantt Chart or Proposed Gantt chart (more than 130 days) of the indicated duration in (SoW) or Project Schedule not indicating a detailed sequence of activities ( <b>0 Point</b> ).		
	Method of implementation	Submission of the minimum equipment list, which should comprise 1 Truck, 1 Crane, 1 Excavator, 1 Pickup, and 1 Concrete Mixture Machine	Full list ( <b>2 Points</b> ).	2
			Partial list ( <b>1 point</b> )	
		The logistics plan includes access to the site and material delivery with the needed workforce. ( <b>1 Point</b> )		1
		Environmental Impact Assessment Plan. ( <b>1 Point</b> )		1
		Risk mitigation plan and insurance to ensure all risks are covered ( <b>1 Point</b> ).		1
Total Score 8 Points				
Total Score for Technical Evaluation 60				



## Annex E: 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 G: General conditions of Contracts for the provision of Good and Services (July 2018)** AND **Annex H: UNHCR General Conditions of Contracts for Civil works (October 2000)**

### E-1 DECLARATION

The undersigned, having read the Instruction to Bidder, and the **Annex G: General conditions of Contracts for the provision of Good and Services AND Annex H: UNHCR General Conditions of Contracts for Civil works** 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: Scope of Work (SOW) & Bill of Quantities**.

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".

### E-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: \_\_\_\_\_

**E-3 BIDDER GENERAL INFORMATION**

Bidder General Information		
Description	Information (to be filled by the Bidder)	Remarks
<b>Registration Type (Company / Contractor etc.)</b>	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		<i>Provide certified copies</i>
<b>Legal Status</b>	e.g. Limited Company / Public limited Company etc	<i>Provide certified copies of Registration</i>
<b>VAT Registration Number</b>	(If applicable)	

**E-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		
<b>A. Key Professionals</b>		
Name	Position	Task
<b>B. Support Staff</b>		
Name	Position	Task

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.

**E-5 FINANCIAL INFORMATION:**

Annual Turn-over Information (Last Three Years)		
Year	Turn-over in USD	Remarks
2020		
2021		
2022		

**E-6 Financial Statement Analysis**

S No.	Description of Financial Info.	Value	Reference Page No. Tec Proposal
<b>Current Ration</b>			
1	Current assets		
2	Current liabilities		
<b>Debt Ratio as a Percentage</b>			
3	Total Debt		
4	Total Assets		

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

<b>Works in Hand</b>				
Employer name & contact details	Description of Works/Services	Start date	End date	Amount
<b>Total USD</b>				

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.

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

<b>Construction Experience in last ten years</b>				
Year	Employer name & contact details	Description of Works/Services	Amount	For Joint Venture, the companies should submit a legal JV contract endorsed by the government with a statement outlining the duties and responsibilities of each party otherwise, the joint venture will not be accepted.
<b>Total USD:</b>				

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.

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

Other Party(ies)	Cause of Dispute	Amount Involved

**E-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.

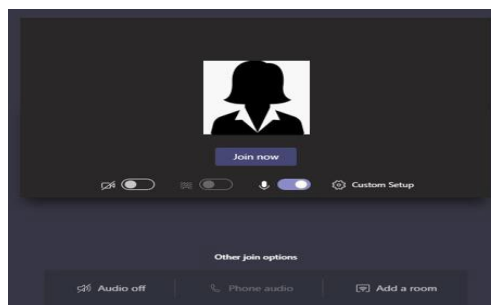
A proposed timeline in a Gantt / Bar chart format must be part of this Proposal. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.

## Annex K

# Join a meeting without a Teams account



1. Go to the meeting invite and select **Join Microsoft Teams Meeting**.
2. That'll open a webpage, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's OK for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the **lobby**. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.



## ANNEX L: TENTATIVE CALENDAR OF ACTIVITIES:

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors ( <i>Tender opening and closing dates</i> )	19.06.2023	10.07.2023
2	Site Visit ( <i>if applicable</i> )	26.06.2023	26.06.2023
3	Pre-bid conference Meeting	27.06.2023	27.06.2023
4	Closing date for Queries	27.06.2023	27.06.2023
5	Tender Closing date	10.07.2023	10.07.2023
6	Bid Opening Date	11.7.2023	11.7.2023
7	Technical Evaluation	11.7.2023	24.07.2023
8	Financial Evaluation	25.07.2023	27.07.2023
9	Approval of Contract	01.08.2023	01.08.2023

# **ANNEX M: 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.

<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>10/07/2023 at 23:59 HRS Iraaq Local Time</b>	
<b>SUBMISSION OF BIDS:</b>	Please submit your proposal through an online eTenderBox Tool, which can be accessed at <a href="http://etenderbox.unhcr.org">http://etenderbox.unhcr.org</a>	Supply, Delivery, and Installation of 215 Solar Street lights (All in one model) for Qushatpa Sub-District, Erbil - Iraq
<b>LATE SUBMISSION OF OFFERS:</b>	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME.  <b>IMPORTANT NOTE:</b> BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
<b>BID VALIDITY PERIOD:</b>	<b>180 DAYS</b>	
<b>PRICE VALIDITY PERIOD:</b>	<b>Entire Period of the Project Duration</b>	
<b>DEFECT LIABILITY:</b>	<b>3 Years</b>	
<b>TERMS OF REFERENCE:</b>	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
<b>DELIVERY SCHEDULE:</b>	SET UP TIME: IN DAYS: <b>7 Days</b> DELIVERY TIME: IN DAYS: <b>4 Months</b>	
<b>RETENTION MONEY:</b>	Please note that a 10% of the total contract value will be kept as retention money for period of <b>3 Years</b> from the completion and handover of the site against defects and liabilities, please refer to payment terms outlined in <b>Annex A</b> .	
<b>RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE</b>	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer.	
<b>LIQUIDATED DAMAGES</b>	The resulting contract from this tendering exercise <b>MAY BE</b> subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary. In accordance with article 2.11 of the tender document.	
<b>SUBCONTRACTING</b>	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
<b>LANGUAGE OF THE BID:</b>	ENGLISH	
<b>REQUESTS FOR ADDITIONAL INFORMATION:</b>	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: <a href="mailto:IRQERPROC@unhcr.org">IRQERPROC@unhcr.org</a> and cc: <a href="mailto:jelo@unhcr.org">jelo@unhcr.org</a> BEFORE <b>23:59 HRS Iraaq Local Time on 27/06/2023. (CUT-OFF DATE FOR QUERIES)</b> . UNHCR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
<b>BID EVALUATION CRITERIA:</b>	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article " <b>2.6.2 Technical and Financial evaluation</b> "	

**ANNEX N: SUBMISSION CHECKLIST**

Submission Checklist		
S. No.	Description	Status
1	I have read and understood the RFP and all its annexes	
2	Annex A: Scope of Work (SOW) & Bill of Quantities (BOQ)	
3	Annex B: Technical Drawings	
4	Annex C: Financial Offer	
5	Annex D: Technical Evaluation Criteria	
6	Annex E: Technical Proposal Form	
7	Annex F: Vendor Registration Form	
8	Annex G: UNHCR General Conditions of Contracts for the Provision of Goods & Services	
9	Annex H: UNHCR General Conditions of Contracts for Civil works	
10	Annex I: Supplier's Code of conduct	
11	Annex J: e-Tender Box Supplier user manual	
12	Annex K: How to Join Microsoft Teams without account	
13	Annex L: Tentative calendar of activities	
14	Annex M: Bid Data Sheet	
15	Annex N: Submission Checklist	

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

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

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

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

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

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

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

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