

DATE: 27/08/2018

REQUEST FOR PROPOSALS (RFP)

**TO ESTABLISH A FRAME AGREEMENT FOR THE PROVISION OF WAREHOUSE
RENTAL FOR UNHCR SULAIMANIYAH FIELD OFFICE**

RFP Reference No.: UNHCR/IRQ/SUL/SCU/PRO/RFP/2018/002

CLOSING DATE AND TIME: 24/09/2018 – 16:30 hrs, LOCAL TIME

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 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sulaimaniyah Field Office (FO), invites qualified service providers to make a firm offer for the establishment of Frame Agreement(s) for the Provision of Warehouse Services on Lease Rental (referred to hereinafter as "Services").

IMPORTANT:

Terms of Reference (TOR) are detailed in Annex-A of this document.

General Information:

The Office of United Nations High Commissioner for Refugee (UNHCR), Sulaimaniyah FO, invites eligible and reputable contractors with performance experience in Warehouse Renting to submit a firm proposal for warehouse rental in Sulaimaniyah Governorate to UNHCR Sulaimaniyah Field Office.

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement (s).

Warehouse Space Requirement: estimated covered warehouse floor space area is minimum of 2,000 square meters and minimum of 1,600 square meter of open space.

Your proposal to the above referenced RFP may form the basis of a long-term contract that may be entered between your firm and The Office of the United Nations High Commissioner for Refugees (UNHCR). This RFP is not to be considered in any way as an offer to establish a contract with your firm.

Cargo to be stored may include, apart from Non-food items such as foam mattresses, blankets, plastic sheets, plastic rolls, plastic jerry cans, sanitary material, rechargeable fans, stoves, tents, lanterns, plastic water buckets, water coolers, water tanks, timber and aluminum kitchen sets and other UNHCR assets.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal and its Annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex E).

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request of Proposal:

Annex A:	Term of Reference (ToR) / to be acknowledged
Annex B:	Technical Offer Form/ details to be submitted with appropriate supporting documents
Annex C:	Financial Offer Form / to be submitted
Annex D:	Vendor Registration Form / to be submitted
Annex E:	UNHCR General Conditions of Contracts for the Provision of Goods and Services / to be submitted (must be signed and stamped to confirm acceptance)
Annex F:	UN Supplier Code of Conduct / to be submitted (must be signed and stamped to confirm acceptance).

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to IRQSUTEN@UNHCR.ORG as to:

- Your confirmation of receipt of this Request of Proposal.
- 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 IRQSLTEN@UNHCR.ORG. **The deadline for receipt of questions is 23:59 hrs local time on 10/09/2018.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid/Proposal Submissions are **NOT** to be sent to the e-mail address above.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

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 not be 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 submission e-mail address 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 two 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 Terms of Reference (TOR) of the services requested by UNHCR can be found in **Annex- A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

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

A description of your company with the following documents: company profile and registration certificate:

- Year founded;
- Number of similar rental services currently underway;
- Documentary evidence of One (1) previous Contract awarded and served within the past 3 years proving same services.

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

- Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:
 - A description of your Firm/Organization's capacity to provide the service;
 - A description of your Firm/Organization's experience in these services;
 - Layout of the facility with markings of stores and capacity;
 - Details of open space with capacity;
 - Detailed breakdown of the warehouse space;
- **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 D**).
- **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex E**.

IMPORTANT:**Pre-qualification site visit:**

Site visit may be performed by UNHCR team in order to confirm the premises services offered meet the ToR and compliance with the standards criteria stated in Annex A "Terms of Reference" and Annex B "Technical Criteria".

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, in US Dollars.

The financial offer must cover all the services to be provided (price "all inclusive").

The Financial Offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

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

You are requested to hold your offer valid for 120 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.

2.5 PROPOSAL EVALUATION:**2.5.1 Supplier Registration:**

The qualified supplier(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:

The **Technical Offer** will be evaluated using inter alia the following criteria and percentage distribution is **60%** from the total score, based on the information provided in **Annex-B**.

Full compliance is required with Mandatory criteria. Noncompliance for these criteria will result in exclusion from further evaluation.

Please refer to Annex-B (Technical Offer Form) for detailed technical evaluation criteria.

Proposals which will not achieve 60% of total technical score (ie, 36 points), will not be qualified for the financial evaluation.

The **Financial offer** will carry 40 percentage distribution in the overall score.

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., **[Total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.**

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

Remarks: The final combined score will be calculated according to the percentage distribution for the technical 60% + financial offers 40%.

2.6 SUBMISSION OF PROPOSAL:

The offers must bear your official letter head, clearly identifying your company.

Bids shall be submitted by e-mail or delivered to UNHCR tender box. All email attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

Bid must be sent by e-mail to: Iraq Sulaymaniyah Procurement to IRQSUTEN@UNHCR.ORG.

IMPORTANT:

The technical and financial proposal are to be sent in separate emails clearly indicating Technical and Financial under the documents. Failure to do so may result in disqualification.

Deadline: 24/09/2018, 16:30 hrs, Iraq local time.

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.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- **Bid UNHCR/IRQ/SUL/SCU/PRO/RFP/2018/002 – (either Technical or Financial)**
- **Title of the attachment**
- **Number of e-mails that are sent (example: 1/3, 2/3, 3/4).**

If the Bids are sent through courier or by hand, they must be sent to the following address;

Attention: Bid Opening Committee
UNHCR Sulaimaniyah Field Office
Daban Street 67, New Bakrajo 201, Sulaimaniyah

Clearly indicate in your envelope;

“Tender Documents, DO NOT OPEN”
UNHCR/IRQ/SUL/SCU/PRO/RFP/2018/002

One sealed mail envelope; Within the Main Envelope, there should be the two separate sealed envelopes:

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 would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has scored the minimum passing score.

YOUR PROPOSAL should be submitted in line with following instructions: (Failure to do so shall result in disqualification)

IMPORTANT: You must send the Bid Submissions ***EITHER BY EMAIL or HAND DELIVERY*** including courier. ***DO NOT send both in email and hand delivery.***

**Technical Proposal (Envelope1 or email 1-
Subject: Technical)**

1. Annex B (Technical Proposal Form);
2. Annex D (Vendor Registration Form) and its attachments.
3. Annex E (Signed General Conditions for Provision of Services);
4. Annex F UN Supplier Code of Conduct

**Financial Proposal (Envelope 2 or email 2 –
Subject: Financial)**

1. Annex C (Financial Proposal Form – in the financial folder).

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has scored the minimum passing score.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

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.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting proposals 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.

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 Purchase of 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**Annex E**) 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.


Signature
Name: Gayrat Ahmadshoev
Title: Head of Office
UNHCR Sulaimaniyah Field Office

