

UNHCR

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DATE: 20 JANUARY 2019

REQUEST FOR PROPOSAL: NO. HCR/IRQ/BGD/2019/SUP/RFP/007
CONSTRUCTION OF A NEW HALL, REHABILITATION WORKS OF THE MAIN OFFICE FOR
NATIONAL CARD/CIVIL ID AFFAIRS AT MOSUL IN NINEVEH GOVERNORATE,
REHABILITATION OF AL-NIMRUD NATIONAL CARD/CIVIL ID AFFAIRS IN NINEVEH
GOVERNORATE AND THE REHABILITATION OF BARTELLA NATIONAL CARDS/CIVIL ID
AFFAIRS IN NINEVEH GOVERNORATE

CLOSING DATE AND TIME: 03 MARCH 2019-23:59 HRS IRAQ 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 15,000 people in more than 128 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), Baghdad Iraq, invites qualified Service providers duly registered with the Government of Iraq to make a firm offer for the construction of a new hall and rehabilitation works of the main office for national card/civil id affairs at Mosul, rehabilitation of Al- Nimrud national card/civil id affairs and the rehabilitation of Bartella national cards/civil id affairs works for UNHCR Operation in IRAQ referred to, hereinafter as goods/services.

IMPORTANT:

The BOQs and full specifications are detailed in Annex B, B1, and B2 of this document.

It is strongly recommended that this RFP 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 7.2 of the attached General Conditions of Contract for Civil Works (October 2000 version) Annex D. Any sub-contracting will have to comply with the article.

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

2. PROPOSAL INFORMATION:

2.1 RFP DOCUMENTS

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

Annex A: Scope of works-Rehabilitation main office of Mosul Civil ID affairs.
Annex A1: Scope of works-Rehabilitation of Al-Nimrud Civil ID affairs Office.
Annex A2: Scope of works-Rehabilitation of Bartella Civil ID affairs
Annex B: Bill of Quantities-Rehabilitation main office of Mosul Civil ID affairs
Annex B1: Bill of Quantities-Rehabilitation of Al-Nimrud Civil ID affairs Office
Annex B2: Bill of Quantities-Rehabilitation of Bartella Civil ID affairs
Annex C: Layout drawing-Top view Mosul Civil ID affairs
Annex C1: Layout drawing-Side view Mosul Civil ID affairs
Annex C2: Layout drawing background details Mosul Civil ID affairs
Annex C3: Layout drawing rehabilitation of Al-Nimrud Civil ID affairs
Annex C4: Layout drawing rehabilitation of Bartella Civil ID affairs
Annex D: General Conditions of Contract for Civil Works (October 2000 version) – **(38 Pages)**
Annex E: General Conditions of contract for contracts for the provision of goods and services-English **(13 Pages)**
Annex E1: General Conditions of contract for contracts for the provision of goods and services-Arabic **(17 Pages)**
Annex F: Vendor Registration Form-**(6 Pages)**
Annex G: UNHCR Suppliers Code Of conduct **(4 pages)**
Annex H: Bidder's confirmation record of attending the site visit
Annex I: Checklist of the submitted Documents.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to IRQBASUP@unhcr.org as to:

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a proposal

2.3 MANDATORY SITE VISIT AND REQUESTS FOR CLARIFICATION

2.3.1 Site Visit: A mandatory Site visit will be organized as per the scheduled dates as indicated in the table below for bidders to see the site where works are to be done as well as to ask questions and raise concerns to the UNHCR engineers.

Bidders must submit their interest to participate in the site visit by email to IRQBASUP@unhcr.org no later than 31st January 2019.

Participation to the site visit shall be at the bidders own arrangement and expense. There will be no re-imbursement from UNHCR.

Companies submitting proposals without visiting the site will be disqualified from the evaluation process.

Scheduled Site Visit Days-Mosul-Al-Nimrud and Bartella						
No	Location	Location Name	Day	Date	Day of the week	Time
1	Nineveh	Mosul	Day 1	03 rd Feb 2019	Sunday	1000Hrs-1400 Hrs
2	Nineveh	Al-Nimrud	Day 2	04 th Feb 2019	Monday	1000Hrs-1400 Hrs
2	Nineveh	Bartella	Day 3	05 th Feb 2019	Tuesday	1000Hrs-1400 Hrs

2.3.2. Bidders are required to submit any request for clarification in respect of this RFP and questions from the site visit by Email to IRQBASUP@unhcr.org by 2359Hrs by 07th February 2019 Iraq Local time. The Subject line in the Email should be addressed as follows; **Request for Clarification-HCR/IRQ/BGD/2019/SUP/RFP/007**

Bidders are requested to keep all questions concise. UNHCR will reply to the questions received as soon as possible .UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

IMPORTANT:

Please note that proposal Submissions are not to be sent to the e-mail address above in para 2.3

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date. 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 be not taken into consideration.

IMPORTANT:

Please send your proposal directly to the address provided in the “Submission of proposal” section in 2.7 of this RFP. Sending your proposal to a different address will result in disqualification of the offer.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

IMPORTANT:

Submission of your offer to this RFP means acceptance of the following:-

- a) General Conditions of Contract for Civil Works (October 2000 version) (Annex D)
- b) UNHCR General Terms and Condition of Contracts for goods and services (Annex E&E1)
- c) UNHCR payment terms which is within 30 days after satisfactory implementation of services and receipt of documents in order

Please send your proposal directly to the address provided in the “Submission of proposal” in section 2.7 of this RFP.

2.4.1 Content of the TECHNICAL OFFER (60%)

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 Scope of works, bill of quantities (BOQ's) and provided by UNHCR can be found in Annex A, A1, A2, B, B1, and B2 respectively

The following documents constitutes a technical offer:

Participating vendors should submit the following documents as part of their technical proposals:

- Company profile, valid company ID issued by Ministry of Planning.
- Copies of audited financial reports for the last 1 year
- List of current projects
- Registration with the Government of Iraq
- Experience with INGOs/NGO or other Private and Public Companies, if any References from INGO/NGO
- other international organization, Iraqi Government, private companies, if any Contract agreement, Purchase Order, work order for similar projects completed, if any
- Specification of materials with catalogues
- Schedule of work/implementation plan
- Duly completed UNHCR vendor registration form if you are not already registered with UNHCR. If you are registered, just provide your vendor ID
- Organigram

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**). If your company is registered, please state your vendor identification number in your document.

IMPORTANT:

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

2.4.2 Content of the FINANCIAL OFFER (40%)

- Your separate Financial Offer must contain an overall offer in **Iraqi Dinars (IQD)**. UNHCR's preferred currency is IQD.
- The financial offer must cover all the services to be provided (price "all inclusive").
- The Financial Offer is to be submitted as per the BOQ Financial Offer Form (Annex B, B1, B2) Offers that have a different price structure may not be accepted.
- UNHCR is exempt from all direct taxes and therefore price has to be given without VAT.
- Give as much information as possible for each item of quote.

IMPORTANT:

You must clearly indicate on the attached format both your minimum and or normal rates per activity for all activities listed. Exclusion of an activity may result in exclusion of your offer from the evaluation process.

You are requested to hold your offer valid for ninety (90) days from the deadline for submission. UNHCR will make its best effort to select a supplier(s) within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation of services and receipt of documents in order.

The cost of preparing a Proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a cost of the assignment.

2.5 PROPOSAL EVALUATION:

Technical and Financial evaluation:

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

- Technical component – 60%
- Financial component – 40%

NOTE: The bidders will only be financially evaluated only for the location that they attend the site visit, if a bidder submit their financial offer for a location that they did not undertake a site visit their financial offer will be excluded from evaluation.

MANDATORY PRE-QUALIFICATION CRITERIA

All eligible and interested bidders MUST visit the sites before preparation of their offers. Proposals prepared without visiting the site will be disqualified. The bidders are required to attach the duly completed Annex H –bidder's confirmation record of attending the site visit as part of their proposal confirming that they have visited the site(s)

Summary of the Evaluation Criteria for Technical Proposal: The participating bidders should submit the below listed documents as part of their Technical Offer:

(A) Mandatory Pre-qualification Criteria

Mandatory Pre-Qualification Criteria		
S/No	Pre-evaluation Criteria	Remarks
1	Did the bidder attend the site visit before preparing and submitting their offer? Bidders should visit every jobsite they intend to submit a proposal for.	Pass/Fail
2	Is the contractor registered with Government Authorities, particularly the Ministry of Planning in Iraq? The contractor should be eligible to work in the area of operation as named in the RFP.	Pass/Fail
3	Did the contractor submit a document issued by the Ministry of Planning in Iraq stating the rank of the company in the respective field (construction, mechanical and/or electrical), as per the BOQ work items / type of activities of each project?	Pass/Fail
4	Financial Standing: Has the bidder submitted bank statements and / or audited financial reports for the last (3) years?	Pass/Fail

5	Has the bidder provided a tax registration certificate and / or a tax clearance certificate?	Pass/Fail
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To be technically evaluated the bidder must obtain a Pass on all the five mandatory pre-qualification criteria in serial 1 to 5 above.

(B) Technical evaluation

Main Criteria	Sub Criteria	Points
General Qualification of the Service Provider	<ul style="list-style-type: none"> - Company profile: Submitted – 6 points, - Not submitted – 0 point. 	6
Relevant Experience	<ul style="list-style-type: none"> • Proof of relevant experience: • List of POs, list of contract agreements, list of work order etc. showing value, time completed, organization or firm for which completed, contact details of the organizations <ul style="list-style-type: none"> - list of 5 or more contracts or POs or work order or a mixed of them: submitted - 15 points, - list of 3 to 4 contracts or POs or work order or a mixed of them: submitted - 10 points, - List of 1 to 2 contracts or POs or work order or a mixed of them: submitted - 5 Points. - Not submitted – 0 point • References / Recommendation letters for relevant completed projects: <ul style="list-style-type: none"> - 1 or more reference letter submitted – 3 points, - Not submitted – 0 points 	18
Quality of the materials & the technical solutions offered	<ul style="list-style-type: none"> • Specification of materials: The contractor should submit a letter clearly confirming that all works will be implemented in accordance with the technical specifications stated in the BOQs, provided sketches / drawings, and as approved by UNHCR's Technical Engineer. <ul style="list-style-type: none"> - Submitted – 6 points, - Not submitted – 0 point • Property, plant and equipment deployed (Leased or owned): In addition to the list of what the contractor owns or leases the contractor should also state if the items are leased or owned: <ul style="list-style-type: none"> - List of items owned or leased: submitted – 5 points, - Not submitted – 0 point. 	11
Project management, time plan/schedule, method and implementation strategy	<ul style="list-style-type: none"> • Staffing structure (the company organigram) clearly highlighting the logistics / procurement department personnel for the project: <ul style="list-style-type: none"> - Organigram submitted – 5 points, - Not submitted – 0 point. • For each project: Staffing list stating educational qualifications and relevant training of the key personnel. 	25

	<p>The project's staff list should state the Project Manager, Supervisor, Quality Assurance staff, and engineers:</p> <ul style="list-style-type: none"> - Staff list with requested information: Submitted – 7 points, - Not submitted – 0 point. • Method of implementation – detailed work plan with timing for every project: <ul style="list-style-type: none"> - Work schedule (Gantt chart): Submitted - 5 points, - Not submitted - 0 point. • Mobilization and commissioning time for every project: <ul style="list-style-type: none"> - Mobilization time: Submitted - 4 points, - Not submitted - 0 points. • Reporting: daily /weekly progress reports. The contractor should clearly confirm the frequency of progress reports that will submitted to UNHCR: <ul style="list-style-type: none"> - Progress reporting schedule (Gantt chart): <ul style="list-style-type: none"> - Submitted – 4 points, - Not submitted – 0 point. 	
Total Points		60

The obtainable number of points specified and the weight for each evaluation criterion indicates the relative significance of the item in the overall implementation of the project.

Financial Evaluation of Proposals

The financial proposal will only be evaluated if the technical proposal achieves a minimum of 50% of the total allocable points (i.e. 30 points out of 60 points) for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further evaluation. The maximum number of points for the price component is 40% of the total obtainable points. The maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

Points for the price component of a proposal being evaluated = $([100] \times [\text{Lowest price}]) / [\text{Price of proposal being evaluated}] \times 40\%$ = the point to be taken for evaluation.

Criteria for selection of the best Proposal

Combined scoring method: the Technical Proposal will be weighted at 60% and combined with the Financial Proposal which will be weighted at 40%.

The evaluation and selection committee will consider the technical merits in accordance with the scoring system, however, it will not select a Proposal for award on the basis of a superior capability without consideration of price.

If there are arithmetic mistakes in the offer of the technically acceptable proposal, UNHCR will rectify these mistakes on the following basis:

- a) 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
- b) If there is a discrepancy between the amounts in figures and in words, then the amounts in words will prevail.

If the correction(s) leads to a different total cost, the new total cost will be evaluated against other technically acceptable Proposals. UNHCR reserves the right to reject the proposal if the technically acceptable bidder does not accept the correction of mistakes in their offer by UNHCR.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>.

2.6 SUPPLIER REGISTRATION:

The qualified suppliers 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.
- Previous experience in carrying out similar services
- Experience of working with the United Nations and International NGO, Private and Public entities(s)

This will be followed later by performance evaluation as a supplier such as:

- Periodic evaluation of the supplier's services,
- Ability to respond quickly to Agency's needs,
- Dependability of services.

2.7 SUBMISSION OF PROPOSALS:

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

Proposals should be submitted by e-mail and all 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.

Splitting of Proposal: Bidders are encouraged to submit Proposals for the three locations in Mosul, Al-Nimrud and Bartella. UNHCR will have the right to award one or more contracts to one company or split awards per location based on the best proposal submitted by bidders and evaluated by UNHCR or any other factors deemed appropriate by UNHCR.

Proposals must be sent by e-mail ONLY to: IRQBABIDS@UNHCR.ORG. Upon submission of your Proposal, you will receive an auto reply with the message as below:

"Thank you for contacting UNHCR.

This is to inform you that your e-mail for bidding has been received successfully and it will be reviewed by the committee.

Do not reply to this message"

If you do not receive this auto reply please send an email to: IRQBASUP@unhcr.org **NOTE: DO NOT EMAIL YOUR PROPOSAL TO THIS EMAIL.**

IMPORTANT:

The technical offer and financial offer are to be sent in separate emails. Failure to do so may result in disqualification.

Deadline: 03 March 2019 – 23:59 Hrs. Baghdad, Iraq Time

IMPORTANT:

Any proposal 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 proposals, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails have been received in the above UNHCR's email 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 20 **mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Proposal HCR/IRQ/BGD/2019/SUP/RFP/007
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

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

2.8 PROPOSAL ACCEPTANCE:

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

UNHCR may, at its discretion, increase or decrease the proposed quantity 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 proposal, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the specification/TORs 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 company submitting proposals and does not bind itself in any way to select the company offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy, efficiency and best value for money.

2.9 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 awarded offer. 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.

2.10 General Conditions of Contract for Civil Works (October 2000 version)

Please note that the General Conditions of Contract for Civil Works (October 2000 version) (Annex D) and General Terms and Conditions for goods and services (Annex E&E1) will be strictly adhered to for the purpose of any contract as a result of this RFP. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.11 Zero Tolerance Policy:

Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gifts, favor, hospitality and commission etc. to UNHCR staff. Any supplier found to be offering gifts, favor, hospitality and commission etc. to UNHCR staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

Signature



Levon Hovsepyan
Senior Supply Officer, UNHCR Iraq

