

DATE: 01/08/2019

REQUEST FOR PROPOSAL: No. HCR/IRQER/2019/RFP-049

FOR

Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah Governorate, Iraq.

CLOSING DATE AND TIME: **02/09/2019 - 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 six 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 68 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 www.unhcr.org

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Erbil, invites qualified bidders, duly registered with the Government of Iraq to make a firm proposal for **Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah Governorate, Iraq.**

The requirement is detailed in the Scope of Work (SOW) attached as (Annex A).

IMPORTANT:

It is strongly recommended that this Request for Proposal (RFP) document and its annexes be read thoroughly. Failure to observe the procedures laid out therein will 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 to be 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 for Proposal (RFP):

- Annex A: Scope of Work (SOW), Bill of Materials (BOM) & Drawings
- Annex B: Technical Proposal Form;
- Annex C: Financial Proposal Form / **to be submitted as separate file. (Please do not mix with Technical Proposal).**
- Annex D: Vendor Registration Form: You should complete, **sign and submit with your technical** proposal the Vendor Registration Form if you are not already registered vendor with UNHCR. If you are already registered with UNHCR, your vendor ID should be stated.

- Annex E: UNHCR General Conditions of Contracts for Civil Works 2000 / **(sign and stamp to confirm its acceptance).**
- Annex E: UNHCR General Conditions of Contracts for the Provision of Mixed Goods and Services- July 2018 / **(sign and stamp to confirm its acceptance).**
- Annex F: UN Supplier Code of Conduct / **(sign and stamp to confirm its acceptance).**

2.2 Acknowledgment

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

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

2.3 Supplier Pre-bid Conference and Site Visit

Interested companies are invited to attend a pre-bid conference and **MUST complete** the site visit which will facilitate understanding of the Scope of Work prior to sending the formal bid to UNHCR. The pre-bid conference and site visit will be organized on the following dates:

Event : Pre-bid Conference and Site Visit:
Venue : Ashti IDP Camp in Arbat, Sulaimaniya, Iraq.
Date/Time : 19/08/2019 at 10:30am, Local Iraq Time.

Advance notification of attendance including the names and contact details of company representative is required in order to enter the site. Notification should be addressed in writing to sdeeq@unhcr.org before **19/08/2019**. *It is the responsibility of the participants to record their names on the attendance sheet during the site visit. Companies failing to register their record of site visit will see their proposal disqualified.*

After the pre-bid conference and site visit, a Questions & Answers document will be prepared and sent directly to prospective bidders by e-mail and posting/uploading it on UNGM website.

2.4 Requests for clarifications

Bidders are required to submit any request for clarifications in respect of this RFP by e-mail to sdeeq@unhcr.org with copy to Babikir@unhcr.org with the clear indication of the RFP reference in the subject line. **The deadline for receipt of questions is 21/08/2019 - 17.00 hours Iraqi Time.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are not to be sent to the above e-mail addresses.

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

2.5 Your Offer.

Your offer should be prepared in **English**.

Please submit your proposal using the Annexes provided. Proposals not conforming to the requested formats may be not taken into consideration.

2.6 Documents to be submitted with proposal: Please see Technical Proposal Form - Annex B.

IMPORTANT:

Inclusion of copies of your proposal 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 3) of this RFP.

Your offer shall comprise the following two sets of documents (emails/envelopes):

- a. Technical Proposal.
- b. Financial Proposal.

Submission of your technical and financial proposals is to be in two separate documents (emails or envelopes).

2.6.1 Content of the Technical Proposal (60%)

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply will result in disqualification. The technical proposal should contain all information required.

The technical component of your proposal should be concisely presented and structured as indicated in **Annex B Technical proposal form**, but not necessarily be limited to. **The below listed documents should be submitted with your proposal which are required to assess the legal status, capacity, prior experience etc. of your company. Companies not submitting them with their proposal will be contacted by UNHCR and given one more opportunity to submit them. Should these companies still not submit the missing documents, they will then be disqualified:**

- Submission of Registration Documents
- Submission of company profile

2.6.2 Content of The Financial Offer (40%)

Your separate **Financial Proposal** must contain an overall offer in USD (all-inclusive price).

The Financial Proposal is to be submitted as per the Financial Proposal Form (Annex C).

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 **90 days** from the deadline for submission. UNHCR will make its best effort to award the contract within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Contract. 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 possible related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.7 Bid Evaluation

2.7.1 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

2.7.2 Technical and Financial Evaluation

Evaluation shall be made on technical and financial basis.

2.7.2.1 Technical Evaluation

The Technical proposal will be evaluated in 2 tages:

Stage 1: Mandatory Pre-qualification

#	Pre-condition	Evaluation Criteria
1	Site Visit: Did the vendor visit the site on the said date and time and signed his or his company's name on the attendance sheet?	Yes/No
2	Has the vendor submitted a Bid Security of USD 1,000 in the form of a Bank Guarantee or Certified Bankers Cheque made "good for payment" valid for 6 months from tender closing date.	Yes/No

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

Stage 2: Technical Evaluation

Percentage distribution of 60% from the total score of both technical and financial offer. Maximum available scores are listed in the table below. Failure to achieve a minimum score of **45 points** out the 60 points will result in technical non-compliance and elimination from the financial evaluation.

Main Criteria	Sub-Criteria	Scores
General Qualification of the Service Provider	Company profile submitted. The profile should be in a separated file, includes all relevant documents such as registration documents, company structure, vision of the company, list of permanent staffs, company assets and a brief description of the company activities. (5 Points)	5
Relevant Experiences	Proof of relevant experiences List of purchase orders (POs) or/and Contracts or/and Work Orders or/and Completion Certificates awarded and served within the past 5 years. (The documents should contain value, time frame, name of the client and contract details of the project). A copy of the purchase orders (POs) or/and Contracts or/and Work Orders or/and Completion Certificates of the past implemented similar works should be attached. (15 Points) <ul style="list-style-type: none"> 5 or more (POs) or/and Contracts or/and Work Orders or/and Completion Certificates = 15 Points 3 -4 (POs) or/and Contracts or/and Work Orders or/and Completion Certificates = 10 Points 1 - 2 (POs) or/and Contracts or/and Work Orders or/and Completion Certificates = 5 Points No (POs) or/and Contracts or/and Work Orders or/and Completion Certificates = 0 Point 	20

	<p>Past experience in provision of similar works to UN agencies, National/International organizations and Government. (5 Points)</p> <ul style="list-style-type: none"> • 3 or more UN agencies, National/International organizations and Government = 5 Points • 1- 2 (POs) UN agencies, National/International organizations and Government = 3 Points • No UN agencies, National/International organizations and Government = 0 Point 	
<p>Quality of materials and technical solutions offered</p>	<p>Specification of materials: The contractor should submit a catalog or certificate of origin of the materials, which are used in the project and contractor should submit an evidence letter that comply with the technical specifications indicated in the BoQ, drawings and time schedule of the project and submitted catalog or certificate of origin of the materials. (5 Point).</p> <p>Evidence document of property: The contractor should submit evidence list of property, machines and equipment deployed in the project (Leased or Owned). The property, machines and equipment should be relevant to the project purpose as follow; 2 Trucks, 1 Pick-ups, 1 crane, 1 Excavator, 1 Grader, 1 Road roller and 1 Loader (10 Point).</p> <ul style="list-style-type: none"> • 2 Trucks, 1 Pick-ups, 1 crane, 1 Excavator, 1 Grader, 1 Road roller and 1 Loader = 10 points • One missed equipment or machine = Loss one point • No equipment or machine provided = 0 point. 	15
<p>Project Management, time frame/schedule, method and implementation strategy</p>	<p>Support Personnel: The contractor should submit evidence document of project management, administration, commercial and contracting, logistics and quality control of the company. The document should contain designated staffs and their CV. (3 Points).</p> <p>Technical Personnel: The contractor should submit evidence documents or signed CV of the following technical staffs including educational qualifications, trainings and relevant experiences. (7 Points)</p> <ul style="list-style-type: none"> • Civil Engineer (BSc. degree in Civil Engineering with 5 years' experience) = 5 points. • Technician (Diploma or Certificate with 3 years' experience) = 2 points. <p>Implementation Approach: The contractor should submit evidence documents of implementation method and approach of the project as follow; (6 Points).</p> <ul style="list-style-type: none"> • Evidence document of understanding of scope of works = 2 points 	20

	<ul style="list-style-type: none"> • Evidence document of Risk Management/mitigation plan = 2 points • Technical Quality Assurance Mechanism = 1 point • Organization of method of works = 1 point. <p>Timeframe: The contractor should submit a clear, logical and realistic work plan of the project. (2 Points).</p> <ul style="list-style-type: none"> • Implementation realistic timelines including a Gantt Chart or Project Schedule indicating detailed sequence of activities = 2 points • No Gantt Chart or Project Schedule indicating detailed sequence of activities = 0 point <p>Reporting and Monitoring: The contractor should submit a template of daily, weekly and monthly reporting and monitoring documents. (2 Points).</p>	
Total scores		60

UNHCR may conduct a site visit to all technically qualified companies before making its decision.

2.7.2.2 Financial Evaluation

The Financial Evaluation will use the following percentage distribution: 40% from the total score.

The maximum number of points will be allotted to the lowest price offer that is valid and compared amongst those invited firms. All other price offers will receive points in inverse proportion to the lowest bid, i.e., $[\text{Lowest offer amount} \times [100] / [\text{the offer amount of proposal vendor}]] = \text{points for the Supplier's Price Component} \times 40\% = \text{the points to count towards overall score.}$

For arithmetic errors in your offer, the total bid price will be corrected by taking the unit rates into account.

3. Submission Of Bid

The offer may be submitted **by email OR hand delivery.**

If delivered by hand, envelope 1 for technical proposal and envelope 2 for financial proposal, then both envelopes should be sealed in the third (outer) envelope.

a) Envelope 1:

Name of your firm - Technical Proposal for Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah.

b) Envelope 2:

Name of your firm - Financial Proposal for Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah.

The hand delivery documents should be delivered to UNHCR tender box located at the gate of below address:

The outer envelope should be addressed to:

Bid Opening Committee
HCR/IRQER/2019/RFP-049 - Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah.

UNHCR Erbil Sub Office
100m - Airport Road
UN Compound, Erbil
OR

HCR/IRQER/2019/RFP-049 - Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah.

UNHCR Sulaymaniyah Field Office,
Daban 20 St., New Bakrajo Qr., Sulaymaniyah.

If submitting by email, you should submit your proposals to this email address:
IRQERTENDERS@UNHCR.ORG

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.).

Separate email(s) for technical offer and separate email(s) for financial offer.

a) Name of your firm - Technical Proposal for Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah.
(The email should be clearly labeled indicating number of e-mails that are sent (example: 1of1, 2of1, 3of1 and so on))

b) Name of your firm - Financial Proposal for Construction of Two Football Pitches (7-a-side) in Ashti IDP Camp, Sulaymaniyah.
(The email should be clearly labeled indicating number of e-mails that are sent (example: 1of2, 2of2, 3of2 and so on))

IMPORTANT:

Any bid received after this date and time will 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 **20 MB** so it may be necessary to send more than one e-mail for the whole submission.

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 offer by UNHCR.

Deadline: 02/09/2019- 23.59 hours, Iraq Local Time.

IMPORTANT:

Any bid received after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying all prospective bidders simultaneously.

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IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical proposal has passed the technical evaluation and has been considered by UNHCR as technically responsive.

Important Dates to Note for Bid Submission:

Tender available to vendors	01/08/2019 to 02/09/2019
Site visit	19/08/2019 at 10:30am Iraqi Time
Last day for Queries	21/08/2019 - 17.00 hours, Iraqi Time.
Closing date for submission of bids	02/09/2019 – 23.59 hrs. Iraq Local Time.

4. 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 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 Goods.

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 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, efficiency and best value for money.

5. SOME OF THE REASONS OF DISQUALIFICATION:

- Bidder fails to submit Financial and Technical proposal in a **separate** email/envelope as specified in the tender documents;
 - bid documents are received by email address other than that specified in the tender documents; and/or Bid documents are received at location, or by a person, other than those specified in the tender documents;
 - Bid documents are received after the deadline for submission of bids stated in the tender documents
 - Bid documents are sent via the correct route after having submitted incorrectly;
 - The Bidder's qualification or data are proven to be false and
 - The Bidder commits a proven unfair or dishonest act in order to acquire rights for agreement award.

6. 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>.

7. Currency And Payment Terms For Purchase Orders

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

8. UNHCR General Conditions of Contracts for Civil Works and UNHCR General Conditions of for the Provision of Mixed Goods and Services

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

9. 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.



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

There should be two separate emails/envelopes:

Technical folder (Email/envelope A)

1. Technical Offer Form
- **Earnest Money/Bid Security:** Technical Proposal should be accompanied by the sum of USD 1000 or equivalent in local currency @ USD 1 = IQD 1,170 in the form of a **bank guarantee, bank issued "good for payment" cheque** in favor of UNHCR. Uncertified/personal cheque will **NOT** be accepted. The bid security must be **valid for at least 3 months from the closing date of the tender**
2. Company profile.
3. Registration documents.
4. List of POs, Contracts, Work Orders from previous experience
5. Annex D (Vendor Registration Form) and its attachments:
6. Annex E (Signed General Conditions for Provision of mixed Goods and Services); in addition to General Terms and Conditions for Civil Work.
7. Annex F Supplier's Code of Conduct, signed and stamped
8. Any other documents required as per this RFP.

Financial folder (Email/envelope B)

1. Annex C in the attached Financial Proposal Form.