

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 01/10/2019

REQUEST FOR PORPOSAL: No. HCR/IRQER/2019/RFP-063**FOR****EXTENSION OF RCC BOX CULVERT IN QUSHTAPA REFUGEE CAMP, ERBIL, IRAQ****CLOSING DATE AND TIME: 29/10/2019 – 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 70 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 **Extension of RCC Box Culvert in Qushtapa Refugee Camp, Erbil, 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 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 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 Quantities (BOQ) & Drawings;
- Annex B: Technical Proposal Form;
- Annex C: Financial Proposal Form / **to be submitted as separate file.**
- 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 acceptance**)

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

2.2 Acknowledgment

We would appreciate you informing us of the receipt of this RFP by return e-mail to georgesz@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 for complete 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:

Venue: Erbil Governorate – Qushtapa Refugee Camp in Erbil (Coordinates 35°22'40.5"N, 45°35'50.3"E)

Date/Time: Tuesday, 08/10/2019 at 10:30 am Local Iraq Time

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.

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 georgesz@unhcr.org before **30/09/2019**.

2.4 Requests for clarifications

Bidders are required to submit any request for clarifications in respect of this RFP by e-mail to georgesz@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 15/10/2019 - 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 Proposal

Your proposal 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 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 3) of this RFP.

Your Proposal 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 separate documents (emails or envelopes).

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2.6.1 Content of the Technical Proposal (60%)

IMPORTANT:

No pricing information should be included in the Technical proposal. Failure to comply will lead to 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 may 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 vendor registration form
- Submission of Registration Documents
- Submission of company profile

IMPORTANT:

Failure to send the above requested information may result in disqualification of your proposal from further evaluation.

2.6.2 Content of The Financial Proposal (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 proposal 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 proposal 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 (at least one year Bank Statement)
- 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 stages:

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 her company's name on the attendance sheet?	Yes/No

The Bidders must meet 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 proposal. Maximum available scores are listed in the table below. Failure to achieve a minimum score of **30 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 submitted profile should include all related registration documents, company structure, and list of the permanent staff who is working in the company, company assets and a brief about the company activities and main clients. (4 points).	4
Relevant Experiences	Proof of relevant experiences Copies of Purchase Orders (POs), or contract agreements, or work order, etc., (Showing value, time completed, organization of firm for which completed, contact details of the organizations) awarded and served within the past 10 years . The actual copies of POs, contracts, work orders should relate to similar service (any type of road construction or rehabilitation) and attached as a proof (12 points). <ul style="list-style-type: none"> • 2 (and above) POs, or contracts, or work orders = 12 points • 1 PO or contract or work order = 6 points. • No PO, or contract or work order = 0 point. Past experience (within the past 10 years) in the provision of similar service (any type of road construction, rehabilitation) to clients such as UN Agencies, Government/National/Multinational Agencies or companies (8 points). <ul style="list-style-type: none"> • 2 (and above) agencies or companies = 8 points • 1 agency or company = 4 points • No agency or company = 0 points 	20
Quality of materials and technical solutions offered	Property, plant, and equipment deployed: The Company should submit list of Equipment and Logistics to commit for the mission (owned or leased equipment are accepted). The minimum equipment should comprise: 1 Truck, 1 Water tanker, 1 grader, 1 shovel/Excavator, 1 Concrete Mixture Machine, Two Vibrators, 1 compactor. (16 Points). <ul style="list-style-type: none"> - All equipment provided = 16 points. - One equipment missing = loss of 2 points - No equipment provided = 0 point 	16
Project Management, time frame/schedule, method and implementation strategy	Structure of the staff to be involved in the present project , clearly stating the Project Management, Administration, Commercial & Contracting, Engineering, logistics and Quality control departments. The structure should include, designated staff name and job title (4 points). Key Technical Staff list and CV attached, stating educational qualifications and relevant experience of the key personnel (9 points). <ul style="list-style-type: none"> • Project Manager (academic degree), 5 years = 3 points • Site Engineer , 4 years = 2 points • Diploma Engineer/Supervisor , 3 years = 2 points • Surveyor, 3 years = 2 points 	

	<p>Method of implementation (4 points). The Company should provide a detailed understanding of the project and a description of the methodology of implementation to ensure that deadlines for deliverables are met.</p> <ul style="list-style-type: none"> • Understanding of project = 1 point • Organization of the work = 1 point • Technical Quality Assurance mechanisms = 1 point • Risk & Mitigation plan = 1 point <p>Detailed & realistic work plan with Work Schedule/Gantt chart (3 points).</p>	20
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 proposal that is valid and compared amongst those invited firms. All other price proposals will receive points in inverse proportion to the lowest bid, i.e., $[\text{Lowest proposal amount} \times [100] / [\text{the proposal amount of proposal vendor}]] = \text{points for the Supplier's Price Component} \times 40\% = \text{the points to count towards overall score.}$
For arithmetic errors in your proposal the total bid price will be corrected by taking the unit rates into account.

3. Submission Of Bid

The proposals must bear your official letterhead, clearly identifying your company.

Your bids must clearly bear the following reference:

HCR/IRQER/2019/RFP-063: Extension of RCC Box Culvert in Qushtapa Refugee Camp, Erbil, Iraq.

Should be submitted **by email OR hand delivery** 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.).

Your proposal shall comprise separate and clearly labeled email documents as follows indicating number of e-mails that are sent (example: 1/3, 2/3 & 3/3):

a) Name of your firm – **Technical Proposal for Extension of RCC Box Culvert in Qushtapa Refugee Camp, Erbil, Iraq**

b) Name of your firm – **Financial Proposal for Extension of RCC Box Culvert in Qushtapa Refugee Camp, Erbil, Iraq.**

The documents should be sent by email to: IRQERTENDERS@UNHCR.ORG or Hand Delivered to UNHCR tender box located at the gate of below address:

Two separate envelopes:

One envelope for technical proposal and another envelope for financial proposal.
Then both envelopes should be sealed in the third (outer) envelope,

The outer envelope should be addressed to:

HCR/IRQER/2019/RFP-063-Extension of RCC Box Culvert in Qushtapa Refugee Camp, Erbil, Iraq.
UNHCR Erbil Sub Office
100m - Airport Road
UN Compound, Erbil

Please note envelopes can be received only between 9.00 am and 4.00 pm on UN working days

Deadline: 23/10/2019- 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.

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.

Both Financial and Technical Proposals must be submitted as separate files.

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 proposal 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	01/10/2019 – 29/10/2019
Site visit	08/10/2019, 10:30 hrs Iraq Local Time
Last day for Queries	15/10/2019, 17:00 hrs Iraq Local Time
Closing date for submission of bids	29/10/2019 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 **only** the Financial 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 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.

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.

Abdulelah Babikir

**Supply Officer
UNHCR, Erbil, Iraq.**

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

Technical folder (Email/envelope A)

1. Technical Proposal Form
2. Company profile.
3. Registration documents.
4. List of POs, or Contracts, or 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.