

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

DATE: 07/10/2019

REQUEST FOR PORPOSAL: No. HCR/IRQER/2019/RFP-053
FOR
DEVELOPMENT OF DESIGNS FOR SHELTER AND INFRASTRUCTURE RELATED PROJECTS IN IRAQ

CLOSING DATE AND TIME: 06/11/2019 – 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 **Development of Designs for Shelter and Infrastructure Related Projects In Iraq**.

2. DURATION

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 bidder(s) will be requested to maintain their quoted price model for the duration of agreement.

The required services are detailed in the Terms of Reference (TOR) attached as Annex A.

Other United Nations Agencies, Funds, Programmes and authorized humanitarian organizations shall be entitled to the same prices and terms as those contained in the proposals of the successful bidders and could form the basis for Frame Agreements with them.

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 D).

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

3. BIDDING INFORMATION

3.1 RFP Documents

The following annexes form integral part of this Request for Proposal (RFP):

Annex A: Terms of Reference (ToR);

Annex B: Financial Offer Form / **to be submitted alone as a separate email or in a separate envelope.**

- Annex C: 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 D: UNHCR General Conditions of Contracts - Provision of Services - Jul 2018 (**sign and stamped to confirm its acceptance**)
- Annex E: UN Supplier Code of Conduct / (**sign and stamp to confirm its acceptance**)

3.2 Acknowledgment

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

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

3.3 Supplier Pre-bid Conference

Interested companies are invited to attend a pre-bid conference for understanding of the Scope of Work prior to sending the formal bid to UNHCR. The pre-bid conference will be organized on the following date:

Venue : UNHCR Erbil Conference Room, UN Compound, 100m Airport Road, Erbil, Iraq.
Date/Time : 23/10/2019 at 10:30 am Iraq Local Time.

The Pre-bid conference will be made accessible via audio web conferencing. Advance notification of attendance including the names and contact details of company representative is required in order to enter the venue. Notification should be addressed in writing to georgesz@unhcr.org before **21/10/2019**.

Only a limited number of participants could be accommodated via audio web conferencing. UNHCR requests companies to participate in person as much as possible to benefit from the direct communication. Please write to georgesz@unhcr.org before **21/10/2019** to receive details of connecting.

3.4 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 29/10/2019 - 17.00 hours Iraqi Local 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. A Questions & Answers document will be prepared for all clarifications received, will be prepared and sent directly to prospective bidders by e-mail and posted/uploaded to tender notice page on UNGM website.

3.5 Your Offer

Your offer should 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.

3.6 Documents to be submitted with proposal:

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 4) of this RFP; **IRQERTENDERS@UNHCR.ORG**

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

- a. Technical proposal
- b. Financial proposal

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

3.6.1 Content of the Technical Proposal (70%)

IMPORTANT:

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

The technical component of your proposal should be concisely presented and structured. 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 once 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

3.6.2 Content of The Financial Offer

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

The Financial offer is to be submitted as per the Financial Offer Form (Annex B).

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 enter into the Frame Agreement within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

It should be noted that the quoted price should remain valid for the duration of the Frame Agreement. Companies who cannot maintain the quoted price for the duration of the Frame Agreement need not apply as prices cannot be increased once the proposal is submitted.

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.

3.7 Bid Evaluation

3.7.1 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:

4. Financial standing
5. Core business
6. Track record
7. Contract capacity

3.7.2 Technical and Financial Evaluation

Evaluation shall be made on a technical and financial basis.

3.7.2.1 Technical Evaluation

Percentage distribution of 70% 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 70 points will result in technical non-compliance and elimination from financial evaluation.

The technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information. The scoring will be based on the details, accuracy, clarity of the information provided.

Main Criteria	Sub-Criteria	Obtainable Scores
Description of the company and the company's qualifications	<p>Bidders shall demonstrate their technical qualifications and capabilities to provide the services. The bidder shall attach 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 . (10 points).</p> <ul style="list-style-type: none"> • Description of company activities and main clients = 4 points • Required documentation provided = 6 points 	10
Company experience and performance	<p>Bidders shall demonstrate their technical experience in similar projects (as defined in the TORs) in Iraq. In addition, bidders shall demonstrate their local knowledge of laws and standards and experience in similar projects done in or Iraq. The bidder shall attach the actual copies of POs, or contract agreements, or work order, etc., awarded and served within the past 10 years. These documents should show the value, time completed, organization of firm for which completed, contact details of the organizations (10 points).</p> <ul style="list-style-type: none"> • 3 (and above) POs, or contracts, or work orders = 10 points • 2 PO or contract or work order = 6 points. • 1 PO or contract or work order = 3 points. • No PO, or contract or work order = 0 point. 	10
Experience and qualifications of the proposed personnel	<p>The bidders must show that they can provide the adequately skilled people to assume the responsibilities and perform the full range of tasks included in the TORs.</p> <p>The bidders shall provide a clear composition of the team and the work tasks (including supervisory) which will be assigned to each member of the team to fulfil the requirements of the TOR. An Organigram illustrating the reporting lines, together with a description of such organization of the team structure, shall support the proposal.</p> <p>Key Staff list and CV attached, stating educational qualifications and relevant training of the key personnel (30 points).</p> <ul style="list-style-type: none"> • 1 Project Manager; 10 years = 5 points • 1 Architect; 10 years = 5 points • 1 Civil Engineer (Team Leader); 10 years = 5 points • 1 Mechanical Engineer; 10 years = 5 points • 1 Electrical Engineer; 10 years = 5 points • 1 CAD Technician; 3 years = 5 points 	30
Understanding of the requirements for services, proposed approach, solutions, methodology, quality and risks management plans, as well as outputs	<p>The bidders shall provide an executive summary that defines the overall approach to manage and operate all of the required services. The bidders shall describe the equipment and logistics that they will use in support of their proposals.</p> <p>In addition, the bidders are requested to provide their health and safety measure plans with details and their Quality Control method and Quality Certifications. (20 points).</p> <ul style="list-style-type: none"> • Overall understanding and approach to deliver the services = 10 points • Equipment and logistics = 4 points • Quality Control method and Quality Certifications = 3 points • Health and safety measure plans = 3 points 	20
Total scores		60

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

3.7.3 Financial Evaluation

The Financial Evaluation will use the following percentage distribution: 30% from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared amongst those invited firms. All other price offers will receive points in inverse proportion to the lowest bid, i.e., $[\text{Lowest offer amount} \times [100] / [\text{the offer amount of proposal vendor}] = \text{points for other Supplier's Price Component} \times 30\% = \text{the points to count towards overall score.}$

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

4. Submission Of Bid

The offers must bear your official letterhead, clearly identifying your company. **Your bids must clearly bear the following reference:**

HCR/IRQER/2019/RFP053 - Development of designs for shelter and infrastructure related projects in Iraq.

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 Offer for Development of designs for shelter and infrastructure related projects in Iraq.

b) Envelope 2:

Name of your firm - Financial Offer for Development of designs for shelter and infrastructure related projects in Iraq.

The hand delivery documents should be delivered to UNHCR tender box located at the gate of below address. Such documents can only be accepted from 9.00 am to 4.30 pm on working days (Sunday to Thursday).

The outer envelope should be addressed to:

Bid Opening Committee
UNHCR
HCR/IRQER/2019/RFP053 - Development of designs for shelter and infrastructure related projects in Iraq.
100m Airport Road
UN Compound
Erbil, Iraq
((Please note envelopes can be received only between 9.00 am and 4.00 pm on UN working days))

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.

Name of your firm - Technical Proposal for Development of designs for shelter and infrastructure related projects in Iraq.

(The email should be clearly labeled indicating number of e-mails that are sent (example: 1of1, 2of1, 3of1 and so on))

Name of your firm - Financial Proposal for Development of designs for shelter and infrastructure related projects in Iraq.

(The email should be clearly labeled indicating number of e-mails that are sent (example: 1of2, 2of2, 3of2 and so on))

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: 06/11/2019– 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.

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	07/10/2019 to 06/11/2019
Pre-bid conference	23/10/2019 - 10.30 hours, Iraqi Time.
Last day for Queries	29/10/2019 - 17.00 hours, Iraqi Time.
Closing date for submission of bids	06/11/2019 – 23.59 hrs. Iraq Local Time.

5. Bid Acceptance

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

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.

6. 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.

7. 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>.

8. 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.

9. UNHCR General Conditions of for the Provision of 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.

10. 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



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. Company profile.
2. Registration documents.
3. List and copies of POs, or Contracts, or Work Orders from previous experience
4. Annex C (Vendor Registration Form) and its attachments:
5. Annex D (Signed General Conditions for Provision of Services).
6. Annex E Supplier's Code of Conduct, signed and stamped
7. Any other documents required as per this RFP.

Financial folder (Email/envelope B)

1. Annex B in the attached Financial Proposal Form.

A handwritten signature in blue ink, located at the bottom right corner of the page.