

## Clarifications Provided

**HCR/IRQER/2019/RFP-053**

1	<p>In Page 1, Clause 1. REQUIREMENTS, It is stated that "the invitation of the qualified bidder duly registered with government of IRAQ" however, yet XYZ Company is not registered with the government of IRAQ. So is XYZ Company still eligible for participating in the RFP?</p>	<p>For bids to be qualified as technically compliant they must be from companies duly registered with the Government of Iraq or the Kurdistan Region of Iraq authorities. If not such bids will be disqualified.</p>
2	<p>In Page 4, Clause 3.7.2.1 Technical evaluation table, main criteria, experience and qualifications of the proposed personnel, It is stated that "The bidder 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 fulfill the requirements of the TOR" however, It is neither mentioned in the TOR, clause b) scope of works nor clause c) statement of works or clause d) operational modality that it is required to provide a site supervision consulting services!!, Please clarify.</p>	<p>UNHCR requests for bidders to provide the composition of the team and the scope of responsibility of each team member in relation to the work defined in the TOR. The bidders will not be required to provide supervision/monitoring services for the projects they design.</p>
3	<p>On Annex (A), Page (3), you mentioned the following: "Surveying and Investigations to support the design and construction of each project including: •Performing topographical surveying tasks as needed for preparation of civil engineering construction plans. •Carry out soil investigation for UNHCR (if required) to obtain the necessary data for designing foundations of large infrastructure. This might include sounding, core boring, and laboratory test, etc." Should the surveys such as soil tests, material tests and inspections for any structural elements be included in our financial proposal and where should we include them?</p>	<p>Yes all elements of cost should be included in the daily rate except those relating to transportation and accommodation.</p>
4	<p>Annex (A), Page (2), you mentioned the following: "The Design company will be given 10 calendar days from date of receipt of the ToRs to produce the first draft of the project." Is this the standard for all projects regardless of the scope of work and the size of the project? Does this include the time needed to perform related tests (e.g Soil, ultrasonic, etc.)?</p>	<p>Yes. This is the maximum time for providing the first draft of the project. If additional time is required to perform additional tests, UNHCR may agree on a case by case basis.</p>
5	<p>Annex (B), Page (1), You mentioned the following: "The costs related to transportation/accommodation are not included as these costs will be quoted during the definition of the detailed Task Assignment (TA) of any specific project."  Do you mean internal transportation costs between Iraqi governorates? Do these costs include hotel, internal air tickets, and food? Where can we include printing, communication, and security costs? At this stage, should we include indicative costs in our current quote and then discuss the final costs on a meeting with UNHCR depending on the specific requirements for each project?</p>	<p>All elements of cost should be included in the daily rate except those relating to transportation and accommodation.</p> <p>The quoted daily rate will be final and used for any Frame Agreement with UNHCR under this RFP.</p>

6	It is understood from the discussion that only one design company will be appointed the project. Please confirm.	UNHCR intends to enter into Frame Agreement/s with selected vendors. These Frame Agreements may be signed with more than one vendor depending on the needs of UNHCR.
7	Reference to the conference, it is understood that the awarded Consultant will review the current situation of the proposed project and advise the Client on the most suitable solution, yet kindly advise if this Consultant will carry on the design services.	Please note that the selected Company will be involved for the design of New Projects as well as Rehabilitation and Renovation Works. However, majority of the projects would be for new projects, and a few would be related to Rehab and Renovation Works. The selected company will not be involved in projects for which paper work is in progress or on which work is already in progress. The selected company will be involved from the initial stages of the new projects to receive a comprehensive design with all the required details mentioned in the TORs.
8	As understood, the Consultant will provide resumes for the requested key personnel in the RFP, while during the pre-bid conference, it was advised that the Consultant should propose rates as per needed for each sector, only rates will be provided at this stage without resumes, please confirm.	All bidders are required to Submit the CVs of the staff (Project Manager, Civil Engineer, Mechanical Engineer, Electrical Engineer, Surveyor, etc.) who would be involved for the design of Shelter, Road or any other projects.
9	Please advise if Traffic Impact Assessment, Environmental Impact Assessment, or any specialized studies that are not mentioned within the RFP's scope are within the Consultant's scope of work.	<p>The projects that UNHCR is anticipating in 2020 and beyond are not mega projects, therefore Traffic Assessment studies, Environment Impact Studies or any other specialized studies will not be required. However other reports such as soil investigation report etc. as mentioned in the TORs. will be required for the design of building and box culvert/bridge.</p> <p>Further to this in case of Double Dressed Roads or Bitumen Roads (Black Top) roads the design company would be required to Design the project as per the Design Requirements of Government of Iraq commonly known as SORB.</p>
10	We understand that we are required to quote daily rates for our staff for the requested services, however, in some disciplines we need to do field activities (i.e. geotechnical, surveys, etc..) that cannot be quoted in daily rates, these services include other costs like instruments, equipment, vehicles, etc., that cannot be loaded on the daily rate, kindly advise how can we express these in financial terms?	<p>All elements of cost should be included in the daily rate except those relating to transportation and accommodation.</p> <p>The quoted daily rate will be final and used for any Frame Agreement with UNHCR under this RFP.</p>
11	Please provide us with minutes of meeting of the pre bid conference held on 23/10/2019.	Minutes of the meeting are attached.
12	In the pre bid conference you mentioned that a new "Surveyor" position will be added to the Key personnel. Kindly provide us with minimum experience and qualifications required for this position.	The Surveyor should have a diploma in surveying from the Technical institute or University with minimum of three years of practical experience in the field of topographic surveying and related matters.
13	In Annex B (Financial offer form), it is required to provide the daily rate for full team of professionals to complete project design. Please note that estimation of team required for each project and reflect daily rates for full team will be misleading when they are considered as fixed daily rates for other projects, as each project has its own requirements in terms of staff seniority and required specialties (for e.g.: offices, Educational facilities, Health facilities, etc.) , thus, we suggest to add columns for proposed staff for each project , each column shall reflect daily rates for individual staff, and this shall be the base for pricing other projects under this frame agreement, please confirm	UNHCR requires the price per day (daily rate) of engaging the company for providing the deliverables specified in the TOR. The company will be free to decide on the composition of the teams for different projects, but the price per day in the frame agreement will remain constant for the five types of projects (Building, Transport Infrastructure, Power Supply, Water and Sanitation and Other)
14	Please advise how shall we include the fees of topographical surveys and soil investigations in our price, shall we include them as daily rates or per Lm/m2?	All such fees should be included in the daily rate except those relating to transportation and accommodation.

15	Please confirm is the contract will be awarded to one consultant?	UNHCR intends to enter into Frame Agreement/s with selected vendors. These Frame Agreements may be signed with more than one vendor depending on the needs of UNHCR.
16	Can you please advise the allocated budget under this frame agreement?	No budget has been allocated for this. Budgets will be allocated depending on UNHCR's needs for the service from time to time.