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| **Fill in your response below and attach all necessary documentation as indicated. Please note that the given space under each section should not limit your response, please type more if required** |
| **COMPANY NAME:** |  |
| **MANDATORY CRITERIA** | Please include proof of the document:

|  |  |  |
| --- | --- | --- |
| **Document** | **Attached**  | **Indicate the attached file name** |
| A scanned copy of the Bid Security | [ ]   |  |
| Copy of valid Business Registration Certificate  | [ ]   |  |
| Valid company business bank account (as per para 2.4.2) | [ ]   | As evidenced in the Vendor Registration Form |
| Copy of Tax ID Certificate  | [ ]   |  |

 |
| **EVALUATION CRITERIA** | 1. **GENERAL COMPANY QUALIFICATION &EXPERIENCE**

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| **Company profile and Capability and company classification** |
| **Description** | **Information (to be filled by the Bidder)** | **Comments** |
| **Company profile** | Please state core business, year founded, all office locations, qualifications, number of clients, number of employees and company’s management structure |  |
| **Company qualifications** | Provide ISO 9001 certification or equivalent recognized certifications |  |
| **Registration Type (Company/Contractor etc.)**(Company age from the registration date) |  E.g. Construction/general contracting Company with appropriate Registration as a company in IRAQ (Federal Government or Kurdistan Region) |   *Provide document* |
| Registration number |   |   |
| If multi location company, specify the headquarters location |   |   |
| Valid construction classification ID issued by the Ministry of Planning (Central Government and/or KRI), with a classification range between 1-5 classes. |  Provide certified copies |   |
| Expiry Date of Certifications and/or Grading  |   | *Provide certified copies* |
| **Legal Status**  | e.g. Limited Company/Public Limited Company etc.   | *Provide certified copies of the Registration* |
| **VAT Registration Number** |  (If applicable) |   |

**STAFF QUALIFICATION AND EXPERIENCE:** Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs of all proposed staff must accompany the submission and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNHCR. A detailed organization chart of the company including the location and staffing of existing offices must also be attached to the offer.

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| **Construction Project Management Staff** |
| **A. Key Professionals** |
| Name | Position | Task |
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|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **B. Support Staff** |
| Name | Position | Task |
|   |   |   |
|   |   |   |
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|   |   |   |

The CVs of all staff listed above must be provided in line with the requirement in the RFP and a reference to the page number must be made for each staff cv in the technical Proposal.  **FINANCIAL INFORMATION:**

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| **Financial audit report (Last two consecutive years)** |
| **Year** | **Turn-over in IQD** | **Remarks** |
| 2021-2022 |   |   |
| 2022-2023 |   |   |

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| 1. **RELEVANT SIMILAR EXPERIENCES**

**SIMILAR CONSTRUCTION WORKS EXECUTED IN THE LAST 10 YEARS**

|  |
| --- |
| **Construction Experience in the last 10 years** |
| **Year** | **Employer name & contact details** | **Description of Works/Services** | **Amount** | **Attached proof of contracts, such as copy of contracts or POs – YES/NO** |
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|   |   |   |   |   |
| **Total USD:** |   |   |

Make a reference to the page number in your technical Proposal for the corresponding documents (1. Contract/PO (2). Date of Project Site Handover (3). Substantial Completion Certificate). All documents must be provided in your technical Proposal.**SIMILAR CONSTRUCTION WORKS IN HAND** (Ongoing Projects)

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| --- | --- |
| **Works in Hand** |  |
| **Employer name & contact details** | **Description of Works/Services** | **Start date** | **End date** | **Amount** | **Attached proof of contracts, such as copies of contracts or POs – YES/NO** |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
| **Total USD**  |   |  |

Make a reference to the page number in your technical Proposal for the corresponding documents: (1). Contract/PO (2). Date of Project Site Handover. All documents must be provided in your technical Proposal. **PAST EXPERIENCE WITH CLIENTS**

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| --- |
| **Past experience with clients** |
| **Client name** | **Reference contact details (Phone No or Email)** | **Description of Works/project name** | **Project cost** |
|   |   |   |   |
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Make a reference to the clients you have worked with previously. |
| 1. **TECHNICAL SPECIFICATIONS OF WORKS**

**Provide Catalogue with data sheets/technical specifications** confirming that specifications comply with the BoQ.

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| --- | --- | --- |
| **Item**  | **Item Description** | **Indicate the attached file name** *(catalogs, or datasheet)* |
| Acrylic Painting (internal & external)  |  |  |
| Aluminum windows  |  |  |
| Composite Wood Doors  |  |  |
| Western W.C  |  |  |
| Water mixer  |  |  |
| Provide specifications for both PVC and PPR Pipes  |  |  |
| Water tank 1000 liters  |  |  |
| Electrical transformer  |  |  |
| Fire alarm system  |  |  |
| Air Conditioner (AC)  |  |  |
| Sockets and switches  |  |  |
| Glazed Solar Panel of Active Continuous Flow |  |  |
| CCTV system  |  |  |

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| *Make a reference to the page number in your technical Proposal for the corresponding documents.*1. **WORK PLAN & METHOD OF IMPLEMENTATION**

**PROPOSED WORK PLAN AND SCHEDULE OF ACTIVITIES**The bidder shall submit the proposed strategy/methodology and approach to address the published SOW and BOQ.A description of your organization’s understanding of the requirement proposed work plan and schedule of activities must be submitted with this Proposal. The work plan and schedule should be prepared in detail to the extent possible and include the time allocated. This Proposal must include a proposed timeline in a Gantt / Bar chart format. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.**LIST OF EQUIPMENT**The **list** of equipment must be submitted with this Proposal in line with the requirement in the RFP. Please also submit a **catalogue** with technical specifications of the tools/equipment.**LOGISTIC PLAN**This proposal shall include information on the logistics plan that includes access to the site and material delivery with the needed workforce.*Make a reference to the page number in your technical Proposal for the corresponding documents on the logistic plan.***THE ENVIRONMENTAL IMPACT ASSESSMENT PLAN**This proposal shall include information on the Environmental Impact Assessment Plan and it should include the specific methods used to assess the impact, the assessment's findings, and recommendations *Make a reference to the page number in your technical Proposal for the corresponding documents on the* *environmental impact assessment plan.***THE RISK MITIGATION PLAN**This proposal shall include information on the risk mitigation plan and it should include risk identification, analysis, and traction plan.*Make a reference to the page number in your technical Proposal for the corresponding documents on the risk mitigation plan.* |
| **INFORMATION ON ANY CURRENT LITIGATION IN WHICH THE FIRM(S) IS INVOLVED.**

|  |  |  |
| --- | --- | --- |
| **Other Party(ies)** | **Cause of Dispute** | **Amount Involved** |
|   |   |   |
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| **AWARD AND BANK GUARANTEE:** The Firm that submitted the successful Proposal will be notified by letter of the award prior to the expiration of the validity period. The letter, referred to as the "Letter of Award" will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized. The Contract must be signed within 14 days of the issue of the Letter of Acceptance. The successful bidder will be required to furnish us with 10% Bank Guarantee of the contract sum from a reputable bank in the next 7 days, valid for the entire period of the contract works. Name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp |

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| **I confirm that the following documents have been attached to our company technical proposal:**  | **Indicate** **Yes or No**(Next to each listed doc.) |
| * Copy of the required valid licenses, qualifications, certificates, bid security
* Financial statements and audit reports
* Filled in and signed the Technical Offer Form
* Proof of current/former projects
* Brochures/catalogues with technical specifications
* CV’s of the proposed account manager/engineer and CVs of proposed project staff.
* Filled in and signed Vendor Registration Form
* Acknowledged UN Code of Conduct
* Acknowledged UNHCR General Conditions of Contracts and UNHCR’s General Conditions of Contracts for Civil works
* If applicable: joint venture form

***In separate document/envelope:*** * Filled Financial Offer Form clearly marked and submitted separate from technical offer
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