

Annex E – Technical Evaluation Criteria
REQUEST FOR PROPOSAL: UNHCR RFP 285

LOT 1: Construction of New School (12 Classrooms) in Qushtapa, Erbil Governorate
LOT 2: Construction of New School (12 Classrooms) in Baharka, Erbil Governorate

Stage 1: PASS/FAIL Evaluation

#	Items	Mandatory Requirements (Pass/Fail)	Submitted (Yes/NO)
1	Mandatory Site Visit	Attendance of Company engineer with background in either Civil (preferably) or Electrical or Mechanical to the site visit on the mentioned time and date of tender's advertisement. The engineer should bring any proof of Engineering (engineering union ID card, graduation certificate, or any proof of engineering).	
2	Mandatory Bid Security	Submission of a scanned copy of the Bid Security bank cheque or bank letter of guarantee of IQD 10,000,000 or equivalent in USD @ rate 1,310 by 'good for payment cheque/certified cheque' made out in the name of UNHCR covering the offer's validity (180 days). It should be a certified cheque (not personal). The cheque should indicate the RFP number and be issued under the company name. At any stage of evaluation UNHCR may ask the bidders to submit the original cheque/bid security.	
3	Valid Business Registration Certificate	Submission of a registration certificate as a Construction or General Contracting Company in IRAQ (Federal Government or Kurdistan Region) <u>Companies with an age of less than 5 years at the time of the submission will be disqualified.</u> For eligibility of bids submitted under the joint venture scheme, please refer to Annex G attached to this tender.	
4	Tax Registration Certificate	Submission of valid Tax Registration Certificate.	
5	Valid commercial/company bank account	Company business bank account carrying the name of the registered business/company. Bids with a Personal Bank Account will not be accepted. Submission of a letter from the bank showing the company banking information under the company name as evidenced in the Vendor Registration Form.	
6	Acknowledgment of UN Supplier Code of Conduct	Submission of the signed UN Supplier Code of Conduct.	
7	General Conditions of Civil Work	Submission of the signed UNHCR General Conditions of Contracts for Civil Works	

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

Stage 2: Weighted Score

Technical Evaluation				
A percentage distribution of 60% of the total score of technical evaluation has been allocated to the Technical Proposal. Maximum scores are listed in the table below. Failure to achieve a minimum score of 36 points out of 60 points will result in technical non-compliance and elimination from further evaluation.				
Main Criteria	Sub-Criteria	Specific Requirements	Score	
General Company Qualification & experience	Company profile and Capability.	The company has ISO 9001 certification <i>or equivalent</i> recognized certifications. (1 Point)	5	
		Company age from the registration date (min 5 years).		
	Company classification	The company has a valid construction classification ID issued by the Ministry of Planning (Central Government and/or KRI), with a classification range between 1-5 classes.		Classification from 1-3 (2 Points)
				Classification 4-5 (1 point)

	Staff qualifications,	Project Manager (civil engineer) with a bachelor's academic degree in civil engineering (minimum of 10 years of experience) with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (3 Points)	5	
		Electrical Engineer (bachelor's degree) with at least 5 years experience with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (1 Point).		
		Surveyor (diploma in Surveying) with at least 3 years of experience with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (1 Point).		
	Financial Auditing report	The latest 2 consecutive years, financial audit reports for the years (2021-2022-2023). The audit financial reports (including the Balance Sheet) must be certified by the Iraqi Association of Accountants. Minimum cumulative turnover of the total income of IQD 350,000,000 . <u>The bidder will receive zero points if the baseline total income turnover is not demonstrated.</u>	4	
		Does the vendor submit the latest 2 consecutive years' financial audit reports? Yes		(4 Points)
		Does the vendor submit the latest 2 consecutive years' financial audit reports? No		(0 Points):
Total score: 14 points				
Relevant Experiences		Number and relevance of similar projects successfully completed in the past ten (10) years. .Copies of Purchase Orders (POs), contract agreements, or work orders attached with <u>proof of project completion certificate/ performance letter issued by the client (Showing value, time completed, organization or firm for which completed, contact details of the organizations) awarded and served within the past 10 years.</u> The actual copies of POs, contracts, or work orders should relate to similar projects (Construction or rehabilitation works only).	5	
		<ul style="list-style-type: none"> - 5 (and above) Projects = 5 Points - 4 Projects = 4 Points - 3 Projects = 3 Points - 2 Projects = 2 Points - 1 Projects = 1 Point - No project = 0 Points Note: PO or contract amount less than 200,000,000 IQD (equivalent to 150,000 USD) will not be considered.		
		References for similar projects: submission of reference for similar projects performed by contractors (with (project name, client name, project cost, reference contact (phone No. or email)). UNHCR will conduct a reference check per project to be considered.	3	
		<ul style="list-style-type: none"> - 3 or more different references (3 Points) - 2 different references (2 Points) - 1 reference (1 Point) - No list (0 Points) 		
Total score: 8 points				
Technical Specifications of Works		Submission of catalogues, datasheet, or design with confirmation that the specification of the below items comply with the BoQ:		
	<u>Construction & Finishing Materials</u>	<ul style="list-style-type: none"> - Painting (internal & external) (2 Points). - Wooden Composite Doors (2 Points). - Roof treatment (2 points) 	6	
	<u>Sanitation Materials</u>	<ul style="list-style-type: none"> - Western W.C/ Wall Hung (2 Points). - Wash Basin/ Wall Hung (2 Points). - Water mixer and taps (2 Points). - Composite PPR water Pipes (2 Points). - UV-resistant HDPE water tank 1000 liters (2 Points). - PVC sewage pipes (2 Points). 	12	
	<u>Electrical fittings Materials</u>	<ul style="list-style-type: none"> - Led lights 12 W, 18 W, and 72 W (3 Points). - lightning arrestor ESE- sat (3 Points). - Electric Transformer (3 Points). 	9	
27 points (Min. Passing point is 20 Points)				

Work Plan & Method of Implementation	Works plan Detailed and realistic work plan with Work Schedule/ Gantt Chart	- Implement realistic timelines as indicated in the Scope of work, between (345-415) days. Including a Gantt Chart indicating a detailed sequence of activities. (3 Points).		3
		Incomplete Gantt chart, no Gantt Chart, Proposed Gantt chart (less than 345 or more than 415 days), or Project Schedule not indicating a detailed sequence of activities (0 Point).		
	Method of implementation	Submission of the minimum equipment list, which should comprise 1 Truck, 1 Excavator, 1 Pickup, 1 Loader, 1 Compactor, and 1 Concrete Mixture Machine (2 Points)	Full list (6 Equipment)- (2 Points).	2
			Submission of 3 to 6	
			Equipment -Partial list (1 point)	
			Submission of less than 3 Equipment (0 points)	
		The logistics plan includes access to the site and material delivery with the needed workforce (2 Points)	Well-detailed plan (2 points)	2
			Partial plan (1 point)	
			Not Submitted/Irrelevant (0 points)	
		Environmental Impact Assessment Plan should include the specific methods used to assess the impact, the assessment's findings, and recommendations (2 Points)	Well-detailed plan (2 points)	2
Partial plan (1 point)				
Not Submitted/Irrelevant (0 points)				
Submission of detailed risk management plan for ensuring that potential issues are addressed proactively, minimizing their impact on the project's timeline, budget, and quality. The plan should include risk identification, assessment, and analysis, mitigation/traction plan (2 points)	Well-detailed plan (2 points)	2		
	Partial plan (1 point)			
	Not Submitted/Irrelevant (0 points)			
Total score: 11 points				
Total Score for Technical Evaluation 60				

Note: The overall minimum passing score is 36 out of 60, with at least 20 out of 27 points required for Criterion No. 2 Technical Specifications of Works.