

TRAIN STOP NO. 1

COVER PAGE

REQUEST FOR PROPOSAL: UNHCR RFP 571

Rehabilitation and Expansion works of Sipan School in ZAKHO DISTRICT, Duhok Governorate, Iraq

- Annex A: Scope of Works (SOW).
- Annex B: Bill of Quantities (BOQs).
- Annex C: Drawings (Architectural, Electrical, Structure, Mechanical).
- Annex D: Financial Offer Form *(to be filled in, stamped, and signed and submitted on both PDF and Excel version)*.
- Annex E: Technical Evaluation criteria.
- Annex F: Vendor Registration Form *(to be filled in, stamped and signed)*.
- Annex G: Eligibility of Joint Ventures for Suppliers *(to be filled in, stamped and signed if applicable)*.
- Annex H: UNHCR's General Conditions of Contracts for Civil works *(to be stamped and signed)*.
- Annex I: UN Supplier Code of Conduct Rev.06 – December 2017 *(to be stamped and signed)*.
- Annex J: Guidelines ERP Manual for Suppliers to use the online portal.
- Annex K: How to Join Microsoft Teams without account.

RFP KEY DATES:

| | |
|--------------------------------------|---|
| RFP Issue Date | 16/10/2024 |
| Site Visit Date | 22/10/2024 at 10:30 Iraq standard time |
| Pre-bid conference date | 23/10/2024 at 11:00 Iraq standard time |
| Questions submission deadline | 23/10/2024 at 15:00 Iraq standard time |
| RFP Submission deadline | 05/11/2024 at 15:00 HRS Iraq standard time |

TRAIN STOP NO. 2

OVERVIEW

REQUEST FOR PROPOSAL: UNHCR RFP

Rehabilitation and Expansion works of Sipan School in ZAKHO DISTRICT, Duhok Governorate, Iraq

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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Iraq Operations, invites qualified Companies to submit their proposals for the **Rehabilitation and Expansion works of Sipan School Zakho District, Duhok Governate, Iraq.**

RFP SUBMISSION

We would appreciate receiving your submission on or before the deadline specified in the Overview Section. Please note that bidding must be submitted directly in the online portal, responding to the questions, and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bidding received outside the online portal, for any reason, will not be considered for evaluation. Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

Ensure that your bidding remains valid for at least **180 days**. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR.

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by the Cloud ERP portal using **messaging** functionality before the **23rd of October 2024 at 15:00 PM Iraq local time**. Bidders are requested to keep all questions concise. UNHCR will reply to the questions received as soon as possible by the system. Answering the queries or resolving the technical issue would take time and UNHCR will not be held liable for any delays. UNHCR will respond during official business hours.

SITE VISIT:

UNHCR will organize a **Mandatory site visit on the 22nd of October 2024 at 10:30 AM Iraq Local Time.**

All the participating construction companies/contractors are required to send the company engineer to attend the mandatory site visit to inspect the construction site before submitting their offer. A maximum of one representative per Company is allowed. Name and contact details of the Company's representatives must be provided, at least one

working day in advance, by e-mail to IRQDUTND@unhcr.org CC: SAADIS@unhcr.org. The company engineer should bring any proof of Engineering (engineering union ID card, graduation certificate, or any proof of engineering).

Location/GPS for Site Visit: Zakho Directorate of Education, GPS Coordinates: 37.147072, 42.679526

PRE-BID CONFERENCE:

UNHCR will organize a supplier pre-bid conference on MS Teams, on the **23rd of October 2024 at 11:00 AM Iraq Local Time**. A maximum of one representative per Company is allowed. Name and contact details of the Company's representatives must be provided, at least one working day in advance, by e-mail to IRQDUTND@unhcr.org CC: SAADIS@unhcr.org.

Participation to the pre-bid conference is **STRONGLY RECOMMENDED** given the complexity of the requirements. However, after the supplier conference, a Questions & Answers document will be prepared and posted on UNGM and/or distributed by email to all invited bidders.

IMPORTANT: Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

ENVIRONMENTAL POLICY

UNHCR's policy is to purchase products and services with the least negative impact on the environment. Environmental considerations, including manufacture, transport, packaging, use, and disposal of goods, are integral to UNHCR's evaluation and selection process.

ZERO TOLERANCE POLICY

Note that UNHCR strictly adhered to a zero-tolerance policy, advising its Suppliers not to offer any gifts, favors, hospitality, commission, etc. to any UNHCR Staff. Any Supplier found engaging in such activities may face sanctions from UNHCR and other UN agencies.

SUPPLIER REGISTRATION

If you have never registered before, register a profile using the registration link shared via the procurement notice or following the instructions in guides available on the UNHCR website: [How to become a supplier | UNHCR](#).

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

ELIGIBILITY CHECK

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: <https://www.un.org/securitycouncil/#entities>.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (Annex F) and supporting documents.

Supplier Registration:

The qualified company (s) 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;
- Core business;
- Track record;
- Contract capacity;

BID ACCEPTANCE

This project will be awarded on all or nothing basis. UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not accept a change to the rates submitted. Any such increase or decrease in the contract duration would be notified the successful bidder as part of the finalization of the Purchase Orders for the Services.

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 and efficiency and best value for money.

Important: Any missing cost for a line in Financial Offer will be considered invalid.

Thank you, and we look forward to receiving your proposals.

TRAIN STOP NO. 3

REQUIREMENTS

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the requested information may result in disqualification of your offer from further evaluation.

TECHNICAL OFFER:

A. Description of the company and the company's qualifications

A description of your company with the following information and document:

- Company profile, registration certificate, qualifications (including ISO 9001 certificate *or equivalent*), company management structure.
- Year founded.
- If multi-location company, specify headquarters location.
- Number and description of similar projects currently underway and successfully completed in the past ten (10) years. Please submit copies (extracts) of contracts or purchase orders with proof of project completion. These documents must detail the project value, completion time, and the organization or firm for which the work was completed including contract details. Note: PO or contract amount less than **20,000,000 IQD (equivalent to 15,000 USD)** will not be considered.
- Total number of clients (previous and current).
- References letters for similar projects performed by contractor with contacts details (name/title, email).
- Audit reports for the last consecutive 2 years (2021-2022-2023) including balance sheets. Average minimum turnover to be IQD **30,000,000**. The audit financial reports (including the Balance Sheet) must be certified by the Iraqi Association of Accountants
- Scanned copy of the **bid security** valued at **IQD 2,000,000** (or equivalent to USD at UN Official Rate 1,310), form of a (good for payment) certified bank cheque or bank letter of guarantee. The bid security shall be issued in the name of UNHCR, carrying this ITB reference #, and with validity of 180 days after the closing date of the tender. The bid security shall show that the document is not personal but under the company name. The awarded company may be requested to submit the original of the bid security.
- Submission of **Bank letter** with the company banking information under the company name as evidenced in the Vendor Registration Form.
- **Valid tax registration certificate.**
- **Valid Registration Certificate in Construction or General Contracting in IRAQ** (Federal Government or Kurdistan Region). 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. Company with less than 3 years of business from the date of registration/incorporation will not be considered for evaluation. Eligibility of bidders participating under a joint Venture scheme is attached as annex G to this tender.

Offers without the above-mentioned certificates and bid security may not be further assessed.

B. Understanding of the requirements of the services requested in the solicitation documents such as proposed approach, methodology, and outputs.

Your Company Proposal should include the following information and documents:

- Organization's understanding of the requirement – i.e., description of methodology and approach to address the published in Annex A, B and C (including the proposed implementation time for the works and warranty terms).

- Submission of the list of Equipment that will be mobilized by the bidder for the execution of works described in Annex A, B and C.
- Submission of the catalogues with datasheets of project equipment's as well as catalogues with technical specifications of the construction, finishing, sanitation and electrical materials as described in Annex B.
- Submission of the detailed work plan for execution of the project (**180-200 calendar days**) including the main project milestones, work schedules and Gantt Charts as indicated in the Scope of works.
- Submission of the logistics plan includes access to the site and material delivery with the needed workforce.
- Submission of Environmental Impact Assessment Plan should include the specific methods used to assess the impact, the assessment's findings, and recommendations.
- Submission of a detailed risk management plan to ensure 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.
- Project assumptions and constraints based on your understanding of the project.
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A and B

C. Proposed personnel:

- CV of Project Manager (civil engineer) with a bachelor's academic degree in civil engineering (minimum of 10 years of experience) with proof of graduation (Graduation certificate, syndicate ID, Union ID).
- CV of Electrical Engineer (bachelor's degree) with at least 5 years' experience with proof of graduation (Graduation certificate, syndicate ID, Union ID).
- CV of Surveyor (diploma in Surveying) with at least 3 years of experience with proof of graduation (Graduation certificate, syndicate ID, Union ID).

D. Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the Vendor Registration Form (Annex F). If your company is registered, please submit an empty Vendor Registration Form clearly indicating your supplier/vendor ID.

FINANCIAL OFFER

Your separate Financial Offer must contain an overall offer in Iraqi Dinar (IQD). The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified.

The Financial Offer is to be submitted as per the **Financial Offer Form (Annex D)**. Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regard, **price has to be given without VAT.**

You are requested to hold your offer valid for a minimum of **180 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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 related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery and acceptance of services by

UNHCR in shape of a partial or substantial works completion certificate issued by the designated Project Manager / Engineer.

The Payment terms are as follows:

- 1st payment of 30 % after completing 35 % of the scope of work.
- 2nd payment of 30 % after completing 65% of the scope of work.
- 3rd Payment of 30 % after completing 100% of the scope of work.
- Final payment Retention is 10 % after completing the defect liability period of 180 days.

IMPORTANT: Bidders are required to submit the financial offer both in PDF (stamped, dated and signed) and Excel version.

Please Note: UNHCR accepts only Commercial Bank Account carrying the name of the registered business/company. Bids with Personal Bank Account will not be accepted.

Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis.

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 valued at IQD 2,000,000 (or equivalent to USD at UN Official Rate 1,310), form of a (good for payment) certified bank cheque or bank letter of guarantee. The bid security shall be issued in the name of UNHCR, carrying this ITB reference #, and with validity of 180 days after the closing date of the tender. The bid security shall show that the document is not personal but under the company name. The awarded company may be requested to submit the original of the 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 3 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 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's Code of Conduct. | |
| 7 | General Conditions of Civil Work | Submission of the signed UNHCR's General Conditions of Contracts for Civil Works | |

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

Weighted Evaluation:

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 or equivalent recognized certifications. (1 Point) | 1 | |
| | | Company age from the registration date (min 3 years). | From 3-10 years (1 point) | 2 |
| | | | More than 10 years (2 points) | |
| | 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) | 2 |
| | | | 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) | | 3 |
| | | | Electrical Engineer (bachelor's degree) with at least 5 years' experience with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (1 Point). | 1 |
| | | | Surveyor (diploma in Surveying) with at least 3 years of experience with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (1 Point). | 1 |
| | 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 30,000,000 . <u>The bidder will receive zero point 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 Point) | | |

Total score: 14 points

| | | | |
|--|---|--|----|
| Relevant Experiences | Proof of relevant | 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 <u>with 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 Point Note: PO or contract amount less than 20,000,000 IQD (equivalent to 15,000 USD) will not be considered. | |
| | Past experience with clients | References of similar projects showing (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 clients' reference (3 Points) - 2 different clients' reference (2 Points) - 1 client's reference (1 Point) - No list/reference (0 Point) | |
| Total score: 8 points | | | |
| Technical Specifications of Works | | Submission of catalogues, Datasheet, or design with confirmation that the specification of the below items complies with the published BoQ: | |
| | Construction & Finishing Materials | <ul style="list-style-type: none"> - Painting (1 Points). - Aluminum Door (2 Points). - PVC Windows (2 points) - False plastic Ceiling (2 points). | 7 |
| | Sanitation Materials | <ul style="list-style-type: none"> - Eastern Latrine (2 Points). - Water mixer and taps (2 Points). - PVC Pipes (2 Points). - UV-resistant HDPE water tank 1500 liters (2 Points). | 8 |
| | Electrical fittings Materials | <ul style="list-style-type: none"> - Spotlight panel led type (72-96) watts (2 Points). - Electric sockets and plugs (3 Points). - Sound System (2 points) - Monitoring Camera CCTV (2 points). - AC 24,000 BTU (3 points) | 12 |
| 27 points (Min. Passing point is 20 Points) | | | |
| Work Plan & Method of Implementation | Works plan Detailed and realistic work plan with Work | - Implement realistic timelines as indicated in the Scope of work, between (180-200) 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 180 or more than 200 days), or Project Schedule not indicating a detailed sequence of activities (0 Point). | |

| Schedule/ Gantt Chart | | | |
|--|--|--|---|
| Method of implementation | Submission of the minimum equipment list, which should comprise 1 Truck, 1 Pickup, 1 Excavator, 1 Pickup, 1 Loader, 1 Compactor, and 1 Concrete Mixture Machine (2 Points) | Full list (7 Equipment)- (2 Points). | 2 |
| | | Submission of 3 to 6 Equipment -Partial list (1 point) | |
| | | Submission of less than 3 Equipment (0 point) | |
| | 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 point) | |
| | 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 point) | |
| | 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. | Well-detailed plan (2 points) | 2 |
| | | Partial plan (1 point) | |
| | | Not Submitted/Irrelevant (0 point) | |
| Total score: 11 points | | | |
| Total Score for Technical Evaluation 60 | | | |

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 above. The cut-off points for submissions to be considered technically compliant is 36 points out of the 60 overall scores assigned to the technical component and a minimum **20 out of 27 points** for “2. **Technical Specifications of Works:** (Catalogs, Datasheet, or design Confirming that the specification of the below items complies with the BoQ)”.

Financial Evaluation

The Financial offer will use the following percentage distribution: 40% from the total score. The financial component will be analyzed only for those suppliers that pass the technical evaluation.

Important: Kindly upload financial proposal documents in the financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

Clarifications of Proposals:

Bidders are required to submit any request for clarification or any question in respect of this RFP by the Cloud ERP portal using messaging functionality before **23rd of October 2024 at 15:00 HRS Iraq standard time**. Bidders are requested to keep all questions concise. UNHCR will reply to the questions received as soon as possible by the system. Answering the queries or resolving the technical issue would take time and UNHCR will not be held liable for any delay.

