

Invitation to bid (ITB) for services

Distribution of solar lamp and mobile phone charging kits to IDPs in the Kurdistan Region of Iraq

ITB number 14-IQOH-ITB-0060

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Section 1: Bid data sheet

Bid number: 14-IQOH-ITB-0060
Project: Increasing Access to Electricity for IDPs and Host Communities
Procurement official's name: Mazen Kaloti
Email: mazenk@unops.org
Telephone number: +964 751 014 9244
Issue date: 22 October 2014

Pre-bid conference

Date: 29 October 2014
Time: 15:00 Erbil time
Mode: In person and by Skype (see ITB Section 3, Part 5(b))
Place: UNOPS Conference Room, UN Compound, 100 Metre Road, Erbil, IRAQ

Requests for clarifications due

Date: 30 October 2014
Time: 23:30 Erbil time

UNOPS clarifications to bidders due

Date: 31 October 2014
Time: 23:30 Erbil time

Bid due

Date: 6 November 2014
Time: 15:00 Erbil time

Planned award date

Date: 13 November 2014

Planned contract start delivery date (on or before)

Date: 20 November 2014

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Section 2: ITB letter

UNOPS plans to procure **service providers for the distribution of solar lamp and mobile phone charging kits in the Kurdistan Region of Iraq** as defined in accordance with these documents. UNOPS now invites sealed bids from qualified bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS at the address specified not later than **15:00 on 6 November 2014, Erbil time**.

The UNOPS project “Increasing Access to Electricity for IDPs and Host Communities” will utilize solar energy to provide lighting and electricity to internally-displaced persons (IDPs) and host communities in the Kurdistan Region of Iraq (KR-I).

As part of this project, UNOPS is distributing 125,000 solar lamp and mobile phone charging kits to approximately 60,000 families throughout the KR-I. Kits will be distributed approximately as follows:

Lot #	Location	Approximate Number of Kits
1	Erbil governorate	25,000
2	Sulaymaniyah governorate	21,000
3	Dahuk governorate (Semel and Zakho districts)	42,600
4	Dahuk governorate (Amedi, Akre, Dohuk, and Shikhan districts)	36,400

Distributions must begin by 1 December 2014 and must be completed by 28 February 2015. To be eligible, bidders must be non-profit organizations or consortiums of non-profit organizations with previous experience conducting distributions of food and/or non-food items to IDPs or refugees in Iraq.

Bidders may submit offers to conduct distributions for one, two, three, or all four lots/locations.

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail. The UNOPS Procurement Manual is available online at: <http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>.

This UNOPS ITB consists of six sections and four annexes that must be completed by bidders and returned with their bid:

ITB section 1: Bid data sheet
ITB section 2: ITB letter (this document)
ITB section 3: Instructions to bidders
ITB section 4: Terms of reference
ITB section 5: UNOPS General Conditions of Contract
ITB section 6: UNOPS Special Conditions for Services

Returnable ITB forms:

Annex A: Bid/no bid confirmation form
Annex B: Checklist form
Annex C: Bid submission, technical and price schedule offer form
Annex D: UNGM vendor registration form

Interested bidders may obtain further information by contacting this email address:
mazenk@unops.org.

Sincerely,

Pre-cleared by:

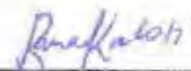


Mazen Kaloti
Chief Engineer and Project Officer
UNOPS Erbil Office

22 Oct 2014

Date

Approved by:



Bana Kaloti
Sub-Regional Hub Director and Representative
UNOPS Hub in Amman

29. Oct. 2014

Date

Invitation to bid (ITB) for services

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Section 3: Instructions to bidders

1. Introduction

UNOPS means the United Nations Office for Project Services – Erbil office, located in the UN Compound, 100 Meter Road, Erbil, Iraq. UNOPS has offices located in more than 80 countries worldwide.

Effective with the release of this ITB, all communications must be directed only to UNOPS Erbil office Chief Engineer and Project Officer Mazen Kaloti by email at mazenk@unops.org. Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

2. Eligibility and pre-qualification criteria

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation to bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

The bidder must have the required and relevant experience and financial and production capability necessary to perform the contract as specified in the UNOPS terms of reference (section 4 of this ITB).

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

3. Cost of bid

The bidder shall bear all costs associated with the preparation and submission of its Bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

4. Content of solicitation documents

The services required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in the cover section, invitation to bid.

Bids must offer services for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the services may be rejected unless permitted otherwise in the solicitation document. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the bidder's risk and may affect the evaluation of the bid.

5. Clarification of solicitation documents and pre-bid conference

- a. A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the ITB by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the solicitation documents.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

- b. **A pre-bid conference will be held at UNOPS offices on 29 October 2014 starting at 15:00 Erbil time at the UN Compound, 100 Meter Road, Erbil, Iraq.** The pre-bid conference will be simultaneously held via Skype for any individuals who cannot attend in person. Attendance to the pre-bid conference will be limited to two (2) representatives from each bidder who must notify Tariq Yousif, Administrative and Logistics Officer, at tariqy@unops.org of their intent to attend the conference. **Attendance at the pre-bid conference is strongly recommended.**

Minutes of the pre-bid conference, listing questions and the related clarifications of the solicitation documents will be sent to all bidders who attended the pre-bid conference/site visit and published in the tender notice on the UNOPS website.

6. Amendments of solicitation documents

At any time prior to the deadline for submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the solicitation documents by amendment.

All prospective bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

7. Language of bids

The bids prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and UNOPS, shall be written in English. Supporting documents and

printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the bidder.

8. Documents comprising the bid

Bidders shall not submit more than one bid per bidder in this ITB process, with the exception of alternative offers if so provided for in ITB Section 4.

The bid prepared by the bidder shall comprise the following components:

ITB Submission (on or before bid due date):

As a minimum, bidders shall complete and return the below listed documents (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the below listed documents as part of the bid may result in bid rejection.

Part of bid	Checklist form (Annex B hereto)
Part of bid	Signed bid submission, technical and price schedule offer form (Annex C hereto)
Part of bid	UNGM vendor registration form (Annex D hereto)

If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission (before bid due date):

Bidders shall complete and return the Bid/No Bid Confirmation Form prior to the submission deadline indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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9. Bid prices

The bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the services/goods it proposes to supply under the contract.

Fixed price: Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

10. Bid currencies

All prices shall be quoted in United States dollars (USD).

UNOPS reserves the right not reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms in writing during clarification of bids (18) that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

11. Bid security

Does not apply to this ITB.

12. Period of validity of bids

Bids shall remain valid for ninety (90) days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security.

13. Format and signing of bids

The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

14. Sealing and marking of bids

The bidder shall send the submission e-mail or e-mails, subject to size, as detailed below.

- Any email should have the subject line "ITB number 14-IQOH-ITB-0060" and in the email body be addressed as follows:

UNOPS
Attention: Bid opening panel
IQOCProcurementSecureMail@unops.org.

In case of bid submission by email to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox. UNOPS shall not be responsible for any delays caused by network problems etc. It is

the sole responsibility of bidders to ensure that their bid is received by UNOPS in the dedicated inbox on or before the prescribed tender deadline.

15. Deadline for submission of bids

Bids must be received by UNOPS at the email address specified under clause 14 (sealing and marking of bids) not later than 15:00 Erbil time on 6 November 2014. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause 6 (amendment of solicitation documents), in which case all rights and obligations of UNOPS and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late bid

Any bids received by UNOPS after the deadline for submission of bids prescribed by UNOPS, pursuant to clause 15 (deadline for submission of bids), may be rejected. Where a bid security was requested any such bid security will be returned to the bidder after contract award has been made.

17. Modification and withdrawal of bids

The bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for submission of bids.

The bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 15 (deadline for submission of bids). No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

18. Clarification of bids

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

19. Preliminary examination

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

20. Determination of compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

21. Evaluation steps

All bids found substantially compliant with the formal criteria under clause 19 (preliminary examination) will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the terms of reference as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the services quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

22. Award criteria

Bidders must meet all the mandatory business criteria outlined in Annex C (bid submission, technical and price schedule offer form). The qualifications will be evaluated by UNOPS and bidders determined to have met all mandatory requirements will be considered for award.

UNOPS will award the contract to the best qualified contractor whose bid substantially conforms to the requirements set forth in the solicitation documents and offers the lowest overall cost to UNOPS. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNOPS action.

23. UNOPS right to vary quantities at time of award

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4 provided this does not exceed the percentages specified in Section 4 and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

24. Notification of Award

Prior to the expiration of the period of bid validity, UNOPS will notify the successful bidder in writing by email or letter that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the bidder will be required to complete registration on the UNGM prior to the signature and finalization of the contract.

25. Signing of Contract

At the same time as UNOPS notifies a successful bidder that its bid has been accepted, UNOPS will invite the bidder, provided the bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.

Invitation to bid (ITB) for services

Distribution of solar lamps and mobile phone charging kits to IDPs in the Kurdistan Region of Iraq

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Section 4: Terms of reference

Background

The UNOPS project “Increasing Access to Electricity for IDPs and Host Communities” will utilize solar energy to provide lighting and electricity to internally-displaced persons (IDPs) and host communities in the Kurdistan Region of Iraq (KR-I).

As part of this project, UNOPS is distributing approximately 125,000 solar lamp and mobile phone charging kits to over 60,000 IDP families throughout the KR-I. The solar lamp kits are easy-to-use portable devices that contain two detachable lights and a mobile phone charging attachment.

By placing these kits in sunlight, IDP families can recharge the lights and charge their mobile devices. The lights will provide up to 60 hours of light on a full charge (depending on usage).



Each kit measures approximately 29cm long x 13cm wide x 29cm high and weighs about 2.6kg, making the kits very easy to carry and transport by an individual of average strength.

UNOPS now seeks one or more NGO partners to distribute solar kits to IDPs in the KR-I. Based on current available data, we expect to be able to reach close to 95% of the IDP families currently sheltering in the KR-I and 100% of the most vulnerable families (i.e. families headed by women or children). The solar lamp and mobile phone charging kits will be distributed approximately as follows:

Location	Approximate distribution
Erbil governorate	25,000 kits
Sulaymaniyah governorate	21,000 kits
Dahuk governorate (Semel and Zakho districts)	42,600 kits
Dahuk governorate (Amedi, Akre, Dohuk, and Shikhan districts)	36,400 kits

Pre-qualification and eligibility criteria

In order to be eligible to bid under this ITB, you must be a non-profit organization or consortium of non-profit organizations licensed by the Kurdistan Regional Government NGOs Directorate to conduct operations in the KR-I. In addition, your organization (or each individual member of a consortium) must have a minimum of three years of demonstrated experience in the distribution of food or non-food items to refugees and/or IDPs in Iraq.

Activities

The primary activity under this ITB is the distribution of solar lamp and mobile phone charging kits in one, two, three, or all four of the locations described above.

IDPs are currently sheltering in camps, unfinished buildings, schools, open fields, and a number of other areas throughout the KR-I. Bidders must therefore be willing and able to conduct distributions at all IDP sites in a given geographical location, and will be required to coordinate the distributions with UNOPS, other UN agencies and humanitarian organizations, and local government officials.

Distribution service providers will be required to conduct orderly and efficient distributions at each site, and report back to UNOPS:

- The name of the individual accepting the distribution;
- The number of men, women, boys, and girls in the individual recipient's family;
- The location of the distribution; and
- The date and time of the distribution.

Bidders will also be required to provide signed proof of distribution for each kit.

Multiple Lots Permissible

Prospective bidders may submit bids to distribute solar lamp kits in one, two, three, or all four locations. Clearly specify on your bid submission which lot or lots you are bidding for.

Lot #	Location	Approximate distribution
1	Erbil governorate	25,000 kits
2	Sulaymaniyah governorate	21,000 kits
3	Dahuk governorate (Semel and Zakho districts)	42,600 kits
4	Dahuk governorate (Amedi, Akre, Dohuk, and Shikhan districts)	36,400 kits

UNOPS has the right to award the contract to the supplier offering the best offer for all lots or per lot. Where a service provider bidder does not meet all pre-qualification / eligibility criteria to perform all lots for which it is lowest priced substantially compliant, UNOPS will award each of the affected lots in a manner which achieves the best overall value for money combination for UNOPS.

Inputs

UNOPS will procure 125,000 solar lamp kits and will establish a warehouse in Erbil to serve as the central storage location for the delivered kits. Distribution service provider(s) will be required to collect the kits from the warehouse ahead of any distribution, transport the kits to the distribution location, and distribute the kits in the given location.

UNOPS will coordinate and agree with the distribution service provider(s) on each week's distribution locations ahead of time, and locations may change based on the evolving situation on the ground and/or our mutual assessment of the needs.

Outputs / Reporting

Distribution service provider(s) will be required to provide to UNOPS a weekly summary report on an Excel spreadsheet detailing the date, time, and location (GPS coordinates) of each week's distributions, as well as the number of kits distributed and the number of men, women, boys, and girls benefiting from such distribution.

In addition, the service provider(s) will be required to submit signed proof of distribution for each kit on a weekly basis.

Timing

Distributions must begin no later than 1 December and must be complete by 28 February 2015. Absolutely no extensions of time will be granted.

Evaluation Criteria

If your organization meets the pre-qualification and eligibility criteria outlined above, UNOPS will evaluate your bid based on the following criteria:

- Capacity to conduct food and/or non-food item distribution to refugees and/or IDPs in Iraq as demonstrated through similar projects conducted over the previous three years;
- Staff capacity, including the availability of enough staff to conduct distributions in multiple locations on the same day and the availability of staff who can communicate in Arabic, Kurdish, and English;
- Existing relationships with IDPs and host communities in the KR-I as demonstrated through outlines of previous non-profit activities in the area(s) of distribution;
- Financial capability as attested to by previous grants or contracts with UN agencies and/or international donors;
- Reporting capability as attested to by submission of one or more reports from previous food or non-food item distributions in Iraq;
- Willingness to utilize IDPs and/or host communities in implementation of project activities;
- Ability to implement delivery programme within the available timeframe as demonstrated through submission of a realistic and well-designed implementation plan; and
- Value for money (that is, lowest price offer(s) substantially complying with above-mentioned requirements).

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Section 5: UNOPS General Conditions of Contract (GCC)

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> under “Opportunities” > “Suppliers” > “How we procure” > “UNOPS General Conditions for Contracts for Professional Services”. If your company is unable to access the document, please send an email request to mazenk@unops.org and the UNOPS General Conditions will be sent to you electronically.

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Section 6: UNOPS Special Conditions for Services (SCS)

The following Special Conditions for Services (SCS) shall supplement and/or amend the General Conditions of Contract (GCC).

Whenever there is a conflict, the provisions in the GCC shall prevail.

NONE APPLICABLE

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ANNEX A: Bid/no bid confirmation form

Date:

To: UNOPS
Mazen Kaloti
Chief Engineer and Project Officer
mazenk@unops.org

From:

Subject: ITB number 14-IQOH-ITB-0060

☐ YES, we intend to submit an offer for (select all that apply) ☐ Lot 1 – Erbil governorate; ☐ Lot 2 – Sulaymaniyah governorate, ☐ Lot 3 – Dahuk governorate (Semel and Zakho districts), ☐ Lot 4 – Dahuk governorate (Amedi, Akre, Dohuk, and Shikhan districts)

☐ NO, we are unable to submit a bid in response to the above mentioned Invitation to bid due to the reason(s) listed below:

- ☐ The requested products are not within our range of supply
- ☐ We are unable to submit a competitive offer for the requested products at the moment
- ☐ The requested products are not available at the moment
- ☐ We cannot meet the requested specifications
- ☐ The information provided for quotation purposes is insufficient
- ☐ Your ITB is too complicated
- ☐ Insufficient time is allowed to prepare a quotation
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ We are closed during the holiday season
- ☐ We had to give priority to other clients' requests
- ☐ The person handling the bids is away from the office
- ☐ Other (please provide reasons): _____

☐ We would like to receive future ITBs for this type of goods

☐ We don't want to receive ITBs for this type of goods

If UNOPS has questions to the bidder concerning this NO BID, UNOPS should contact Mr./Ms. _____, at the phone/email _____, who will be able to assist.

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ANNEX B: Checklist form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes / No / Not Applicable	Page Number of Bid	Remarks
Have you duly completed all the bidding forms provided in the instructions to bidders?			
- Bid/no bid confirmation			
- Bid submission, technical and price schedule offer form			
- UNGM vendor registration (desired, not required)			
Have you provided the required information for qualification purposes as contained in ITB section 4 (terms of reference) including:			
- Documentation of previous food and/or non-food item distributions in Iraq conducted over the previous three years, including submission of at least one "final report" for an external donor			
- Documentation attesting to staff capacity, including number of staff available for distributions; numbers of staff able to communicate in Arabic, Kurdish, and English; and ability to hire IDPs and/or host community representatives to assist in distribution			
- Documentation on previous non-profit activities conducted in the distribution area(s)			
- Financial capability related documents, including lists of previous grants or contracts with UN agencies and/or international donors			
- A detailed and realistic implementation plan taking into consideration the number of kits to be distributed in the area(s) you will be working in			

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ANNEX C: Bid submission, technical and price schedule offer form**(I) Cover page**

Bidders are requested to complete this form and return it as part of their bid submission.

This cover page, the specification / statement of work form and the price schedule form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: (Insert date (as day, month and year) of bid submission)

ITB number: 14-IQOH-ITB-0060

To: IQOCProcurementSecureMail@unops.org

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents;
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in ITB section 4 (terms of reference);
- c. The total price of our bid is: (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with Instructions to Bidders Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Clause 44 and GCC Clause 12 for the due performance of the Contract;
- f. We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- g. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to bidders Sub-Clause 4.3;
- h. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

- i. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

Signed: (Insert signature of person whose name and capacity are shown)

In the capacity of: (Insert legal capacity of person signing the Bid Submission Form)

Name: (Insert complete name of person signing the Bid Submission Form)

Duly authorized to sign the bid for and on behalf of: (Insert complete name of bidder)

Dated on _____ day of _____, 2014

(II) Bid submission, technical and price schedule offer form

Bidders are requested to complete this form and return it as part of their bid submission.

Bidders shall fill in the enclosed forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall reflect the list of services specified by UNOPS in the terms of reference.

The bidder shall indicate in the Price Schedule Form the unit prices and total bid prices of the services it proposes to supply under the contract. To this end, bidders may submit bids for any one or more lots specified in the Terms of Reference. However, bidders shall quote for the complete requirement of services specified under each lot on a single responsibility basis, failing which such bids will not be taken into account for evaluation and will not be considered for award.

Alternate bids will not be acceptable. In the event of a supplier submitting more than one bid, all bids marked alternative bids will be rejected and only the basic bid will be evaluated.

(II)(a) Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text. Be sure to include as attachments or as free text in this section:

- Documentation of previous food and/or non-food item distributions in Iraq conducted over the previous three years, including submission of at least one “final report” for an external donor;
- Documentation attesting to staff capacity, including number of staff available for distributions; numbers of staff able to communicate in Arabic, Kurdish, and English; and ability to hire IDPs and/or host community representatives to assist in distribution;
- Documentation on previous non-profit activities conducted in the distribution area(s);
- Financial capability related documents, including lists of previous grants or contracts with UN agencies and/or international donors; and
- A detailed and realistic implementation plan taking into consideration the number of kits to be distributed in the area(s) you will be working in.

(II)(b) Comparative data table

To establish compliance of their bid with the UNOPS terms of reference, bidders should complete the right column of the below table and the compliance confirmation statement:

Lot No 1: Distribution of solar lamp and mobile phone charging kits in Erbil governorate

UNOPS' minimum technical requirements	Quantity	Bidders to fill-in: Compliant (Yes / No)
Distribution of solar lamp kits to IDP families in Erbil governorate during the period of 1 December 2014 – 28 February 2015	25,000 kits	

Lot No 2: Distribution of solar lamp and mobile phone charging kits in Sulaymaniyah governorate

UNOPS' minimum technical requirements	Quantity	Bidders to fill-in: Compliant (Yes / No)
Distribution of solar lamp kits to IDP families in Sulaymaniyah governorate during the period of 1 December 2014 – 28 February 2015	21,000 kits	

Lot No 3: Distribution of solar lamp and mobile phone charging kits in Dahuk governorate (Semel and Zakho districts)

UNOPS' minimum technical requirements	Quantity	Bidders to fill-in: Compliant (Yes / No)
Distribution of solar lamp kits to IDP families in Dahuk governorate (Semel and Zakho districts) during the period of 1 December 2014 – 28 February 2015	42,600 kits	

Lot No 4: Distribution of solar lamp and mobile phone charging kits in Dahuk governorate (Amedi, Akre, Dohuk, and Shikhan districts)

UNOPS' minimum technical requirements	Quantity	Bidders to fill-in: Compliant (Yes / No)
Distribution of solar lamp kits to IDP families in Dahuk governorate (Amedi, Akre, Dohuk, and Shikhan districts) during the period of 1 December 2014 – 28 February 2015	36,400 kits	

The offered products are in accordance with the required specifications and technical requirements:

YES

NO

(II)(d) Bid prices

Bidders to submit their financial bid by completing the price schedules.

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Services specified by UNOPS in the Terms of Reference.

Lot	Description of the services	Quantity	Currency	Price
1	Erbil distribution	25,000	USD	
2	Sulaymaniyah distribution	21,000	USD	
3	Dahuk distribution 1	42,600	USD	
4	Dahuk distribution 2	36,400	USD	

Bidders should break down the price schedule in the following itemized budget.

Item	Unit (Description)	Units (Number)	Unit Cost	Total
A. Personnel Costs				
(insert or delete rows as necessary)				
Subtotal Personnel Costs				
B. Equipment and Supplies				
(insert or delete rows as necessary)				
Subtotal Equipment and Supplies				
C. Travel and Transportation				
(insert or delete rows as necessary)				
Subtotal Travel				
D. Communications				
(insert or delete rows as necessary)				
Subtotal Communications				
E. Administrative and Other Costs				
(insert or delete rows as necessary)				
Subtotal Administrative and Other Costs				
Total Budget				

(III) Bid summary**Bidder's total prices (price entered by bidder):**

Total firm price services

USD

Invitation to bid (ITB) for services

Distribution of solar lamps and mobile phone charging kits to IDPs in the Kurdistan Region of Iraq

ITB number 14-IQOH-ITB-0060

ANNEX D: UNGM vendor registration form

As part of the bid, it is desired that the bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the bidder is already registered with UNGM, please provide your UNGM registration number (). Please ensure that your firm's information on UNGM is current.

Bidders need to familiarize themselves with the [United Nations Supplier Code of Conduct](#). UNOPS encourages all suppliers to subscribe to the [United Nations Global Compact](#).

The bidder may still bid even if not registered with the UNGM. However, if the bidder is selected for contract award, the bidder must register on the UNGM prior to contract signature.



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