

Request For Proposal (RFP) for the Iraqi House Facility, BIAP, Baghdad, Iraq:

- Lot 1: Generators Operation and Maintenance;**
- Lot 2: ACs Packages Operation & Regular Maintenance;**

RFP No. 15-IQOH-RFP-002



Date: 18 Jan 2015

**Request For Proposal
FOR THE Generator Operations and Maintenance
RFP No. 15-IQOH-RFP-002****Section 1: Proposal data**

RFP number: 15-IQOH-RFP-002
Project: Ashraf Camp Project
Procurement official's name: Mr. Yazan Samain
Email: YazanS@unops.org
Issue date: 18 Jan 2015

site visit

Date: 26 January 2015
Time: 11:00 am Baghdad, Iraq local time
Mode: In person at place
Place: BIAP, Baghdad, Iraq

Requests for clarifications due [if applicable]

Date: 1 February 2015
Time: 12:00 pm Amman, Jordan local time

Proposal due

OFFERORS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR PROPOSAL.

Proposed due Date: 8 February 2015
Time: 12:00 pm Amman, Jordan local time

Planned award date

Date: 20 Feb 2015

Planned contract start date / delivery date (on or before)

Date: 1 March 2015

**Request for Proposal
Generators Operations and Maintenance
RFP No. 15-IQOH-RFP-002****Section 2 – RFP letter**

UNOPS plans to procure professional services for the Generators Operation and Maintenance and ACs Packages Operations and Regular maintenance at the Iraqi House Facility, BIAP, Baghdad, Iraq, as defined in accordance with these documents. UNOPS now invites sealed proposals from qualified offerors for providing the requirements as defined in the UNOPS Terms of Reference / Statement of Work attached hereto. Proposals must be received by UNOPS at the address specified not later than 12:00 pm Amman, Jordan local time, on 8 February 2015.

This RFP is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives, issuances, and can be accessed by following the link below. For clarification on specific issues or to learn more details about procurement at UNOPS, offerors are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this RFP and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS RFP consists of six sections and a series of annexes that will be completed by offerors and returned with their proposal:

RFP section 1: Proposal data sheet
RFP section 2: RFP letter (this document)
RFP section 3: Instructions to offerors
RFP section 4: UNOPS terms of reference/statement of work
RFP section 5: UNOPS General Conditions of Contract (goods/services/small services)
RFP section 6: UNOPS Sample contract for services template

Annex A	Proposal/no proposal confirmation form
Annex B	Mandatory requirements/pre-qualification criteria
Annex C	Technical proposal submission form
Annex D	Financial proposal submission form
Annex E	UNGM Vendor Registration Form
Annex F	Price Schedule Form
Annex G	Spare Parts Cost Proposal

Interested offerors may obtain further information by contacting this email address: YazanS@unops.org

Pre-cleared by:

Date:

Nisreen Shunnar, Procurement Specialist

Approved by:

Date:

Bana Kaloti, Director & Representative

Request for Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Section 3: Instructions to offerors

1 Introduction

- 1.1. UNOPS invites qualified firms to submit technical and Financial Proposals to provide services associated with the UNOPS requirement for the Generators Operation and Maintenance of the Generators Located at the Iraqi House Facility, BIAP, at its Baghdad, Iraq office.
- 1.2. A description of the services required is described in RFP section 4 Terms of Reference/Statement of Work.
- 1.3. UNOPS may, at its discretion, cancel the requirement in part or in whole.
- 1.4. Offerors may withdraw the proposal after submission provided that written notice of withdrawal is received by UNOPS prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, UNOPS may solicit the offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this solicitation, all communications must be directed only to UNOPS procurement official, Mr. Yazan Samain by email at YazanS@unops.org. Offerors must not communicate with any other personnel of UNOPS regarding this RFP.

2 Cost of Proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the offerors, regardless of the conduct or outcome of the solicitation process. Proposals must offer the services/goods for the total requirement; proposals offering only part of the services/goods will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the TOR/SOW.

3 Eligibility

Offerors must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which has been engaged by UNOPS to provide consulting services for the preparation of the design, terms of references, and other documents used for the procurement of the services/goods under this Request for Proposal.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

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

4 Clarification of solicitation documents

- a) A prospective offeror requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the RFP 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 published on section 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 offerors that have received the solicitation documents.

5 Amendments to Solicitation Documents

At any time prior to the deadline for submission of proposals, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective offeror, modify the solicitation documents by amendment. All prospective offerors that have received the solicitation documents will be notified in writing of all amendments to the Solicitation documents. For open competitions, all amendments will also be posted on the UNOPS website and UNGM in the business opportunities section.

In order to afford prospective offerors reasonable time in which to take the amendment into account in preparing their proposals, UNOPS may, at its sole discretion, extend the deadline for the submission of proposal.

6 Language of Proposals

The proposals prepared by the offeror and all correspondence and documents relating to the proposal exchanged by the offeror and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the offeror 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 proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the offeror.

7 Submission of Proposal

7.1. Offerors may submit their proposal via email. **Technical and financial proposals must be submitted simultaneously but in separate emails** with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document, Section 1.

7.2. Proposals must be sent ONLY to the email address detailed below. Proposals sent to other addresses or to individuals put offers proposal at risk of being rejected.

7.2.2 Submission in soft copy (by email)

If submission is by email, electronic transmission or a secured fax address, the technical and financial proposals must be sent as two separate emails/transmissions/faxes to the secured email or secured fax address below. Both text bodies should indicate the name and address of the offeror and the description of the proposal (technical or financial). The technical email/electronic transmission/fax should not contain any pricing information; nor should the financial email/electronic transmission/fax contain any components of the technical proposal.

The email/electronic transmission/fax subject line for the technical part should read:

RFP No (14-IQOH-RFP-0096)–(name of offeror) - TECHNICAL PROPOSAL

The email/electronic transmission/fax subject line for the financial part should read:

RFP No (14-IQOH-RFP-0096)–(name of offeror) - FINANCIAL PROPOSAL

All proposals by email shall be sent to:

IQOCProcurementSecureMail@unops.org

Proposals should be received by the date time and means of submission (hard copy and/or email/electronic transmission/fax) stipulated in this RFP. Offerors are responsible for ensuring that UNOPS receives their proposal by the due date and time. Proposals received by UNOPS after the proposed due date and time may be rejected.

In case of submission by email/electronic transmission/fax to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox/fax number. UNOPS shall not be responsible for any delays caused by network problems etc. It is the sole responsibility of offerors to ensure that their proposal is received by UNOPS in the dedicated inbox/fax number on or before the prescribed tender deadline.

- 7.3. The “Certificate of Offeror’s Eligibility and Authority to Sign Proposal” contained in this RFP must be executed by a representative of offeror who is duly authorized to execute contracts and bind the offeror. Signature on the certificate represents that the offeror has read this RFP, understands it and agrees to be bound by its terms and conditions. The offeror’s proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

8 Late Proposals

Any proposals received by UNOPS after the deadline for submission of proposals prescribed in this document, may be rejected.

9 Clarification of Proposals

To assist in the examination, evaluation and comparison of proposals, UNOPS may, at its sole discretion, ask the offeror for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal 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](#).

10 Proposal Currencies

All prices shall be quoted in USD-United States Dollars.

UNOPS reserves the right not to reject any proposals submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept proposals submitted in another currency than stated above if the offeror confirms during clarification of proposals (8) in writing that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of RFP deadline as stated in the RFP letter shall apply.

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

11 Mandatory/Pre-qualification Criteria

- 11.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those offerors with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident ability to satisfy UNOPS requirements and superior customer references for supplying the services envisioned in this RFP will qualify for further consideration. UNOPS

reserves the right to verify any information contained in offeror's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

- 11.2. Offerors will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, offerors must meet all the mandatory requirements/pre-qualification criteria described in this RFP.

12 Special Conditions

Bidders shall make their own arrangements to access the site, Bidders to submit a signed declaration that access to military side of BIAP is granted.

13 Evaluation of Technical and Financial Proposal

13.1. Phase I - Technical Proposal (120points)

- 13.1.1. Only offerors meeting the mandatory criteria will advance to the technical evaluation in which maximum possible (120) points may be determined. An evaluation committee appointed by UNOPS will carry out the technical evaluation applying the evaluation criteria and point's ratings as listed below. In order to advance beyond Phase I of the detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative average score of (75) points.

13.2. PHASE II - FINANCIAL PROPOSAL (45) points

- 13.2.1. Financial proposals will be evaluated following the completion of the technical evaluation. The offeror with the lowest evaluated cost will be awarded 45 points. Financial proposals from other offerors will receive pro-rated points based on the relationship of the offeror's prices to that of the lowest evaluated cost.

13.2.1.1. Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

Example: Offeror A's price is the lowest at \$10.00. Offeror A receives 45 points
Offeror B's price is \$20.00. Offeror B receives $(\$10.00/\$20.00) \times 45$
points = 22.5 points

14 Preparation of Proposal

- 14.1. The offeror is expected to examine all terms and instructions included in the solicitation documents. Failure to provide all requested information will be at the offeror's own risk, and may result in rejection of the offeror's proposal.
- 14.2. The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement, and indicate that the offeror understands and confirms acceptance of UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.
- 14.3. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 14.4. The terms of reference/statement of work in this document provides a general overview of the current operation. If the offeror wishes to propose alternatives or equivalents, the offeror must demonstrate that any such proposed change is equivalent or superior to UNOPS established requirements. Acceptance of such changes is at the sole discretion of UNOPS.

- 14.5. Proposals must offer services for the total requirement, unless otherwise permitted in the solicitation document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the solicitation document.
- 14.6. The offeror's proposal shall include all of the following labelled annexes:

RFP Submission (on or before proposal due date):

As a minimum, offerors shall complete and return the below listed documents (Annexes to this RFP) as an integral part of their proposal. Offerors may add additional documentation to their proposals as they deem appropriate.

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

Part of proposal	Mandatory Requirements/pre-qualification criteria (Annex B hereto)
Part of proposal	Technical Proposal Submission Form (Annex C hereto)
Part of proposal	Financial Proposal Submission Form (Annex D hereto) Sealed in a separate envelope/sent in a separate email!

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

Pre-submission:

Offerors shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline, indicating whether they do or do not intend to submit a proposal.

Stand-alone document	Proposal/no proposal confirmation form (Annex A hereto)
----------------------	---

15 Format and Signing of Proposal

The proposal shall be typed and signed in indelible ink by the offeror or a person or persons duly authorized to bind the offeror to the contract.

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

16 Award

- 16.1. The Award will be made to the responsible and responsive offeror with the highest evaluated proposal following negotiation of an acceptable contract. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. The award will be in effect only after acceptance by the selected offeror of the terms and conditions and the terms of reference/statement of work. **The contract will reflect the name of the firm whose financials were provided in response to this RFP.** Upon execution of the contract, UNOPS will promptly notify the unsuccessful offerors.
- 16.2. The selected contractor is expected to commence providing services as of the date and time stipulated in this RFP, or as agreed with UNOPS at the time of Award.

- 16.3. The Award will be for a contract with an original term of one year and, with the option to be renewed under the same terms and conditions for an additional period or periods as indicated by UNOPS.

Request For Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Section 4: UNOPS Terms Of Reference

Terms of Reference

Lot 1: Preventive maintenance, routine maintenance and repair of the generators located at the Iraqi House

- Background Introduction: “UNOPS plays a critical role in providing management services for our life-saving, peace building, humanitarian and development operations.” -Ban Ki-moon, <i>United Nations Secretary-General</i> UNOPS mission is to expand the capacity of the UN system and its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness. UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel. By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground. Requirement overview: The purpose of this contract is to secure for the United Nations Office for Project Services (UNOPS) for the period of 12 months contract (with the possibility of Extension) for preventive maintenance, routine maintenance and repair of the generators located at the Iraqi House, located in the vicinity of Baghdad International Airport (BIAP), Baghdad, Iraq. Three main tasks are included in this contract: (a) First task is preventive maintenance and cleaning of the generators in all designated areas, which covers all standards requirements for preventive maintenance and cleaning works; and (b) Second task is routine maintenance for all generators; and (c) Third task is to provide one Site Manager and two technicians for full support for the generators. i. The works include the supply of all materials, fixtures, fittings, equipment and labour necessary for the completion of the services required. After a complete site investigation, the vendor is requested to submit a firm fixed priced proposal for the services he proposes to present according to the contract. ii. Provide all necessary safety barricades, signage, paraphernalia and protection against damage to property and/or to any person. iii. Maintain a maintenance logbook recording all activities, materials, tools, equipment, manpower, including any on-site problems and corrective measures that are undertaken. Such logbook shall be regularly updated by the successful vendor and shall be presented periodically to UNOPS authorized representative for proper monitoring; and, Secure acceptance from UNOPS authorized representative of all the works done, who shall then maintain record for billing purposes. iv. UNOPS requires that all works should be completed in the shortest time possible whenever

services are requested or called for. Vendor should allow for extended working days, which will include seven-day working weeks if applicable.

A. Terms of Reference/Statement of Work

2.0.0 Specifications and Scope of Works Required.

2.1.0 Power generation system as mentioned in this document shall include but not limited to the following

- 2.1.1 All installed generators at the compound and connection from the generators to the DMC panel.
- 2.1.2 All preventive maintenance, cleaning, routine maintenance, emergency service repair for generators, whenever required or requested including all spare parts needed.
- 2.1.3 Provide the required technicians to operate the designated generators and provide training (when requested). All Technicians are to be technically qualified and competent to conduct the required tasks, furthermore they should be fluent in Arabic and English Languages
- 2.1.4 All works shall be done strictly in accordance with the engine manufacturer's specifications and only Genuine Spare Parts to be used.
- 2.1.5 Technicians may be requested by the Facilities Manager to conduct other tasks as needed and deemed necessary on site.

2.2.0 The main elements of this contract can be scheduled as the following tasks:

Task 1– Daily Preventive maintenance and cleaning of the generators.

- a) Provide daily routine pre start checks on all generators.
- b) Perform routine running repairs, as and when required.

Task 2– Routine maintenance for all generators.

- a) Provide services for the Generators (listed below in Item 2.7.0)

Task 3 – Provide one Site Manager and two technicians for full support to the Generators at the Iraqi House location.

- a) Monitor and maintain all on site spare parts.
- b) Ordering of replacement parts/consumables as required.
- c) Maintain a generator logbook and generators historical form for each generator for the tasks above as recommended by the manufacture and approved by UNOPS.

Task 4 – Emergency Repair of the Generators

- a) Provide the required mechanics/technicians to successfully repair the generators to its acceptable manufacture's recommended operational standards.
- b) As mentioned in Task 3 (b).

2.3.0 Task 1 – Preventive maintenance and cleaning of the generators.

This shall include but not limited to the following:

Lubrication:

Check engine crankcase oil level.

Clean crankcase breather.

Lubricate generator bearing – Front.

Lubricate generator bearing – Rear.

Cooling System:

Check engine coolant level.

Clean radiator core (external).

Inspect coolant connections and hoses (tighten if loose).
 Check fan/alternator belt tension and wear.
 Check cooling system inhibitor.
 Inspect coolant pump.
 Check water jacket heater(s) for correct operation.
 Check motor operated louvers.
 Fuel System:
 Check sediment bowls and open drains.
 Inspect all fuel system components for evidence of water, sludge and rust.
 Check fuel level in day tank.
 Inspect and test fuel level floats switches.
 Inspect and test containment alarm (if applicable).
 Inspect and test transfer pump.
 Air Induction & Exhaust:
 Check air cleaner service indicator.
 Check/Clean dust collector cap.
 Inspect manifold and air piping for leaks.
 Check all intake system hoses and connections (tighten).
 Open condensation drains.
 Electrical System:
 Check battery electrolyte.
 Clean terminals and check/adjust connections for proper torque.
 Check condition of battery (ies) and add water as needed (if applicable).
 Inspect alternator drive belt.
 Check shutoff controls.
 Inspect starter.
 Check cold weather starting aids (if applicable)..
 Engine safety controls – check gauges and switches.
 Control Panel – vacuum and clean.
 Switchgear & Emergency Source Feeders:
 Operate generator circuit breaker manually.
 Check automatic transfer switch (ATS).
 Clean contacts.
 Lubricate moving components when necessary.
 Check/Clean synchronize pane
 Pressure Washing
 The generators shall be pressure wash to ensure no build up of grease, oil, dirt and/or grime to ensure an optimum heat transfer and observation for inspection.

General:

Visually check engine mounts, tighten if loose

Visually check integrity of entire unit.

When the generator set is running, check for mechanical problems that could create unsafe or hazardous conditions. Following are several areas that should be inspected frequently to maintain safe and reliable operation.

- Exhaust system: With the generator set operating, inspect the entire exhaust system including the exhaust manifold, muffler and exhaust pipe. Check for leaks at all connections, welds, gaskets and joints, and make sure that the exhaust pipes are not heating surrounding areas excessively. Repair any leaks immediately.
- Fuel system: With the generator set operating, inspect the fuel supply lines, return lines, filters and fittings for cracks or abrasions. Make sure the lines are not rubbing against anything that could cause an eventual breakage. Repair any leaks or alter line routing to eliminate wear immediately.
- DC electrical system: Check the terminals on the starting batteries for clean and tight connections. Loose or corroded connections create resistance which can hinder starting.
- AC electrical system: Check and monitor voltage, frequency, stability of the power and load currents.
- Engine: Monitor fluid levels, oil pressure and coolant temperatures frequently. Most engine problems give an early warning. Look and listen for changes in engine performance, sound, or

appearance that will indicate that service or repair is needed. Be alert for misfires, vibration, excessive exhaust smoke, and loss of power or increases in oil or fuel consumption.

The vendor shall provide only brand new genuine spare parts as per Annex-II-B for replacing the defective parts found.

The Contractor will always keep required spare parts in the Iraqi House premises for smooth maintenance of generators to avoid wasting time in bringing the spares from market for attending any defect. The Contractor will provide a list of spare parts to UNOPS for review, modify or make a new list and issue a Release order to supply such Spare parts within the UNOPS management system. The Contractor will supply the spares within 7 days otherwise UNOPS will have right to purchase the parts from open market and charge to the Contractor.

All works shall be done strictly in accordance with the engine manufacturer's specifications.

A complete inventory of Spare Parts and tools used has to be submitted.

2.4.0 Task 2 – Routine maintenance for all generators.

2.4.1 This shall cover and include all tasks in Task 1 above plus the following:

General:

Change crankcase oil.

Change oil filter(s).

Change fuel filter(s).

Change water filter(s).

Replace air filter(s)

2.4.2 The contractor shall carry out routine/ scheduled maintenance according to the following:

2.4.2.1 Manufacture's Authorized Operations and Maintenance Technical Manual

2.4.2.2 DPKO Guidelines on Generator Maintenance for UN Field Mission dated 30 June 2007.

2.4.2.3 under the supervision of UNOPS Facility Manager.

2.4.3 All replaced parts and used fluids must be disposed of properly to avoid environmental damage or liability as per the guidance of the municipality of Baghdad and the host Government Environmental laws, rules, and regulations.

2.4.4 The contractor shall provide only brand new genuine maintenance spare parts as per Annex-II-B for replacing the changed parts and consumables authorized under the manufacture's authorized operations and maintenance manual.

2.4.5 All works shall be done strictly in accordance with the engine manufacturer's specifications.

2.5.0 Task 3 – Provide one Site Manager and two technicians for 10 hour support (7am – 5 pm) per day – (5 days a week), and as requested on 24/7 / on call Basis

This task shall provide one (1) Site Manager and two (2) generator mechanics/ technicians at the Iraqi House Facility, who are authorized to operate, maintain, repair, and troubleshoot the designated generators located at the UN facilities,. Their duties shall include, but limited to the requirements listed in 2.2.0, specifically ensuring ample spare parts and consumable are available for normal maintenance and running repairs. The technicians shall be available for repairs and replacements of all parts and electrical troubleshooting on the generators. The Site Manager is requested to report to the Facilities Manager the Technicians presence at the Facility at all times.

All Technicians are to be technically qualified and competent to conduct the required tasks, furthermore they should be fluent in Arabic and English Languages

2.6.0 Task 4 - Emergency repairs of the generators.

The contractor shall repair the generators, as defined in 2.1.0 and 2.2.0.

2.7.0 Specifications and Capacity of the Generators at the Iraq House Facility.

Generator Make	GENSET MODEL	RATED KW/KVA	Year of Manufacture	Notes
CUMMINS	C1675 D5A Standard Open set	1500 KVA	2008	Runtime 4,540 hrs
FG Wilson	P1375E3	1375 KVA	2008	Runtime 2,100 hrs
FG Wison	P550-1	500 KVA	2014	Runtime 400 hrs* estimated
FG Wilson	P250H2	250 KVA	2009	Runtime 3,930 hrs

B. Performance

The period of contract shall be effective for 12 months subject to an annual extension for additional period provided the contract shall maintain the same terms & conditions and price. Extension of contract will be offered only if contractor executes the work to the satisfaction of UNOPS.

C. Sustainability

UNOPS is committed to progressively streamline sustainability in all its operations, with due considerations for local market conditions and local capacity development. UNOPS expects its suppliers to adhere to the principles of the United Nations Global Compact, and to continuously strive to improve their social and environmental performance.

D. Metrics

- UNOPS Facility Manager or his/her designated representative will be responsible for performing UNOPS Quality Assurance functions for all equipment, supplies and services furnished under this Contract. Contractor's performance is subject to review by UNOPS Facility Manager. Other designated UNOPS personnel may observe or inspect Contractor's operations during the performance of this Contract, as designated by the UNOPS Facility Manager. UNOPS will communicate the identity of the UNOPS Facility Manager and his/her designated representative, their duties and authority to the Contractor upon Contract Award.

- Performance Review Meeting (PRM)

a. The Schedule for the Performance Review Meeting (PRM) shall be the following:

- .1. Monthly for the first three (3) months of the Contract;
- .2. Quarterly (i.e. every three months) from the 4th (fourth) month since Contract inception and until Contract expiration.

b. The Contractor shall be required to meet with the UNOPS Facility Manager, and/or their

designated representative for Performance Review Meeting as hereinbefore outlined in the PRM Schedule (any other ad-hoc meetings shall be arranged as/when required).

E. Special Conditions

Bidders shall make their own arrangements to access the site, Bidders to submit a signed declaration that access to military side of BIAP is granted

Terms of Reference**Lot 2: Preventive and routine maintenance and repair of the Air Conditioning System located at the Iraqi House.**

- **Background**

- The purpose of this contract is to secure for the United Nations Office for Project Services (UNOPS) for the period of 10 months contract (with the possibility of Extension) for preventive and routine maintenance and repair of the Air Conditioning System located at the Iraqi House. The location is in the vicinity of Baghdad International Airport (BIAP), Baghdad, Iraq. Three main tasks are included in this contract: (a) First task is preventive maintenance and cleaning of all air conditioners on site in all designated areas, which covers all standards requirements for preventive maintenance and cleaning works. (b) Second task is providing a qualified technician for full support for the air conditioners electrical and mechanical, fluent in Arabic and English Languages.
- The works include the supply of all materials, fixtures, fittings, equipment and labour necessary for the completion of the preventive maintenance required. After a complete site investigation, the vendor is requested to submit a firm fixed priced proposal for the services he proposes to present according to the contract.
- The vendor will maintain a maintenance logbook recording all activities, materials, tools, equipment, manpower, including any on-site problems and corrective measures that are undertaken. Such logbook shall be regularly updated by the successful vendor and shall be presented periodically to UNOPS authorized representative for proper monitoring and secure acceptance from UNOPS authorized representative of all the works done.
- UNOPS requires that all works should be completed in the shortest time possible whenever services are requested or called for. The vendor should allow for extended working days, which will include seven-day working weeks if applicable.

Requirement overview:

- The Contractor shall provide the required materials and services for the preventive maintenance, in accordance with manufacturers manuals and specifications, and the use genuine parts whenever requested by UNOPS.
- The vendor shall be deemed to have visited and inspected the site and to have examined all air conditioners and control panels to include all units and brands before pricing and to have adequately acquainted himself with local conditions, accessibility and nature of the services- site and conditions affecting labour. The availability and supply of materials that may be required, all those are in relation to the execution of the services
- The contractor shall provide all the tools and test equipment necessary to perform all maintenance requirements including any electrical or mechanical trouble shooting and to supply any software or laptops needed. Furthermore all necessary testing equipment has to be supplied.
- The compound is controlled by UN who has in place various security measures. The vendor is required to comply with all security measures that may be initiated at any time. This may include Vehicle and Personnel searches.
- All persons engaged in these works including suppliers of material shall be in Possession of a valid ID card or driving license, which may have to be surrendered on entering the compound.
- Access / Day-to-day work: Access to the site can be obtained after special arrangements are made with the UN. A list of all workers including their national ID numbers and vehicle

registration numbers shall be supplied. Similar information is required from the contractor suppliers with at least 24 hours' notice.

F. Terms of Reference/Statement of Work

Specifications and Scope of Works Required:

1.1 The main elements of this contract can be scheduled as the following tasks:

- Task 1 Daily Preventive maintenance and cleaning of the ACs Packages/units
- c) Provide daily routine pre start checks on all Units.
 - d) Perform routine running repairs, as and when required.
- Task 2 Routine maintenance for all ACs Packages.
- b) Provide services for the ACs units listed below
- Task 3 Provide one qualified technician for full support for the air conditioners electrical and mechanical systems
- d) Monitor and maintain all on site spare parts.
 - e) Ordering of replacement parts/consumables as required.
 - f) Maintain a maintenance logbook
- Task 4 Emergency Repair of the ACs packages/units

All works shall be done strictly in accordance with the manufacturer's specifications.

1.2 Specification and Capacity of the ACs packages/units at the Iraqi House

REF .No	Model	Compressor	Name Plat of Compressor	Model	floor
A/C 1	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C2	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C3	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C4	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C5	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C6	Petra	2 Compressor 20 Ton	Sy240a4abb	pph 530	Ground floor
A/C7	Petra	2 Compressor 20 Ton	Sy240a4abb	pph 530	Ground floor
A/C8	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C9	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor
A/C10	Petra	Without Compressor	Sy300a4abb	pph 530	Ground floor

A/C11	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	Ground floor	
A/C12	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	First floor	
A/C13	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	First floor	
A/C14	Petra	2 Compressor 25 Ton	Sy300a4abb	pph 530	First floor	
A/C15	Petra	2 Compressor 12 Ton	Jt335d-ye	pph 300	First floor	
A/C u1	LG	1 Compressor 5Ton	c-sbx215h38n	TB- H608RSS0	Server room	
A/C u2	LG	1 Compressor 5Ton	c-sbx215h38n	TB- H608RSS0	Server room	

1.3 General Maintenance requirements

The Contractor shall conduct the following preventive maintenance each calendar month:

1. General Cleaning for the units and checking refrigerant Level and heating mechanisms.
2. Check HVAC filter conditions and ensure that filters are changed periodically.
3. Conduct Pressure Test to ensure adequate gas levels and replenish gas if necessary with an immediate response to UNOPS emergency calls in case of unexpected malfunctions.
4. Check Fan units –expansion vales-gas levels-timers-phase and control units-contactors-filters and dryers-and belts.
5. Check for any unusual noises and inspect any potential failures.
6. Inspect any unusual odours fluids or leakages around the units and report to UNOPS
7. Maintain a record of regular monthly service and specify when it was last serviced.

G. Performance

The period of contract shall be effective for 12 months subject to an annual extension for additional period provided the contract shall maintain the same terms & conditions and price. Extension of contract will be offered only if contractor executes the work to the satisfaction of UNOPS.

H. Sustainability

UNOPS is committed to progressively streamline sustainability in all its operations, with due considerations for local market conditions and local capacity development. UNOPS expects its suppliers to adhere to the principles of the United Nations Global Compact, and to continuously strive to improve their social and environmental performance.

I. Commissioning

The contractor shall fully commission and certify all services completed. Certification must be signed by the nominated Site Manager

J. General Conditions

- a. Vendor shall provide a certificate of one year warranty for spare parts and workmanship whenever applicable.
- b. The Contractor will not replace workers without approval of UNOPS Facility Manager, he will supervise the work by regular visit to the premises, a fortnight progress meeting shall be held in UNOPS. The Contractor will replace the manpower immediately in case any worker is not found fit for work, or he is not regularly attending his duty, or he misbehaves or does not follow the instruction of UNOPS staff members.

K. Contractor Performance/Quality Assurance

All services performed by the contractor will be constantly reviewed by UNOPS against performance. If the performance does not meet the standards required, the Contractor will be formally notified of deficiencies and, if appropriate, will be given the opportunity to rectify it, within the timeframe as determined by UNOPS.

L. Quality Assurance

- UNOPS Facility Manager or his/her designated representative will be responsible for performing UNOPS Quality Assurance functions for all equipment, supplies and services furnished under this Contract. Contractor's performance is subject to review by UNOPS Facility Manager. Other designated UNOPS personnel may observe or inspect Contractor's operations during the performance of this Contract, as designated by the UNOPS Facility Manager. UNOPS will communicate the identity of the UNOPS Facility Manager and his/her designated representative, their duties and authority to the Contractor upon Contract Award.
- Performance Review Meeting (PRM):
 - ❖ The Schedule for the Performance Review Meeting (PRM) shall be the following:
 - Monthly for the first three (3) months of the Contract;
 - Quarterly (i.e. every three months) from the 4th (fourth) month since Contract inception and until Contract expiration.
 - ❖ The Contractor shall be required to meet with the UNOPS Facility Manager, and/or their designated representative for Performance Review Meeting as hereinbefore outlined in the PRM Schedule (any other ad-hoc meetings shall be arranged as/when required).

M. Special Conditions

Bidders shall make their own arrangements to access the site, Bidders to submit a signed declaration that access to military side of BIAP is granted

Request For Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Section 5: UNOPS General Conditions of Contract

In the event of an order, the following contract will apply:

- I. [UNOPS General Conditions of Contract for services](#)

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

Request For Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Section 6: UNOPS Contract form for services

Contract for Services

Dear Sir/Madam,

Ref.: 15/IQOH/IRQ/CO/005 – 00083125, Ashraf Camp Project

The United Nations Office for Project Services (hereinafter referred to as "UNOPS"), wishes to engage your [company/organization/institution], duly incorporated under the Laws of [insert name of country] (hereinafter referred to as the "Consultant") in order to perform consulting services in respect on the Generators Operation and Maintenance, and ACs Packages Operations and Regular maintenance (hereinafter referred to as the "Services"), in accordance with the following Contract:

17 Contract documents

- 1.1 This Contract is subject to the UNOPS General Conditions for Professional Services, Rev. 08, 16 June 1997, attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Consultant and UNOPS also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - a) this letter;
 - b) UNOPS' Request for Proposal, reference 15-IQOH-RFP-002, dated [insert reference date], and subsequent amendments and clarifications, assumed to be known to both parties, including the Statement of Work / Terms of Reference, attached hereto as Annex II;
 - c) the Consultant's technical proposal [reference [insert reference number], dated [insert reference date], documents not attached hereto but known to and in the possession of both parties.
- 1.3 All the above shall form the Contract between the Consultant and UNOPS, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

18 Obligations of the consultant

- 18.1. The Consultant shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 18.2. The Consultant shall provide the services of the following key personnel:

Name	Specialization	Nationality	Period of service
[insert name]	[insert specialization]	[insert nationality]	[insert period of service]
[insert name]	[insert specialization]	[insert nationality]	[insert period of service]

18.3. Any changes in the above key personnel shall require prior written approval of the Director, [insert name of Director] RO/OC UNOPS.

18.4. The Consultant shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

18.5. All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Consultant by [MAIL, COURIER AND/OR FAX] to the address specified in 9.1 below.

18.6. The Consultant represents and warrants the accuracy of any information or data provided to UNOPS for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

19 Price and payment

19.1. In full consideration for the complete and satisfactory performance of the Services under this Contract, UNOPS shall pay the Consultant a fixed contract price of [insert currency and amount in figures and words].

19.2. The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Consultant in the performance of the Contract.

19.3. Payments effected by UNOPS to the Consultant shall be deemed neither to relieve the Consultant of its obligations under this Contract nor as acceptance by UNOPS of the Consultant's performance of the Services.

19.4. UNOPS shall effect payments to the Consultant after acceptance by UNOPS of the invoices submitted by the Consultant to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

Milestone	Amount	Target date
[insert milestone]	[insert amount]	[insert date]
[insert milestone]	[insert amount]	[insert date]

20 Special conditions

20.1. No special conditions shall apply.

21 Submission of invoices

21.1. An original invoice shall be submitted by mail by the Consultant for each payment under the Contract to the following address:

FSB UNAMI Compound
Attention. Mr. Mitri Baramki
BIAP, Baghdad, Iraq

21.2. Invoices submitted by fax shall not be accepted by UNOPS.

22 Time and manner of payment

22.1. Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNOPS.

22.2. All payments shall be made by UNOPS to the following Bank account of the Consultant:

[Name of the bank]
[Account number]
[Address of the bank]

23 Entry into force. Time limits.

23.1. The Contract shall enter into force upon its signature by both parties.

23.2. The Consultant shall commence the performance of the Services not later than 1st March 2015 and shall complete the Services within 28 February 2016 of such commencement.

23.3. All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

24 Modifications

24.1. Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Consultant and the Director, [.....] UNOPS.

25 Notifications

25.1. For the purpose of notifications under the Contract, the addresses of UNOPS and the Consultant are as follows:

For UNOPS:

Bana Kaloti
Director & Representative
UNOPS
Address
Ref. 15/IQOH/IRQ/CO/005

For the Consultant:

[Insert name, address, phone, and fax/email]

26 Good faith

26.1. The Parties undertake to act in good faith with respect to each other's rights and obligations under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

Bana Kaloti
Director & Representative
UNOPS, IQOH

For [Insert name of the company/organization]

Agreed and Accepted:

Signature _____

Name _____

Title _____

Date _____

ANNEX I**UNOPS General conditions of contract for professional services**

<https://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>

ANNEX II

STATEMENT OF WORK

[The Statement of Work should be prepared in accordance with the instructions contained in the UNOPS Procurement Manual]

ANNEX III

BREAKDOWN OF COSTS

[A model breakdown of costs is under development]

ANNEX A

Request For Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Proposal/No Proposal Confirmation Form

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

Date:

To: UNOPS
IQOH

Email: yazans@unops.org

From: _____

Subject RFP-15-IQOH-RFP-002

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above mentioned Request for

Proposal due to the reason(s) listed below:

- ☐ The requested products are not within our range of services/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 terms of reference
- ☐ We cannot offer the requested type of packing
- ☐ We can only offer FCA prices
- ☐ The information provided for quotation purposes is insufficient
- ☐ Your RFP 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 do not export
- ☐ Our production capacity is currently full
- ☐ We are closed during the holiday season
- ☐ We had to give priority to other clients' requests
- ☐ We do not sell directly but through distributors
- ☐ We have no after-sales service available
- ☐ The person handling the proposals is away from the office
- ☐ Other (please provide reasons) _____
- ☐ _____
- ☐ We would like to receive future RFPs for this type of services/goods
- ☐ We don't want to receive RFPs for this type of services/goods

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

ANNEX B

Request For Proposal

Generators Operations and Maintenance

RFP No. 15-IQOH-RFP-002

Mandatory Requirements/Pre-qualification Criteria

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

Offerors will receive a pass/fail rating on this section. In order to be considered for Phase I, offerors must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UNOPS reserves the right to verify any information contained in the offeror's response, or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions, will affect the evaluation of proposals.

Mandatory requirements/pre-qualification criteria	Offerors' response
Offeror must submit a complete set of audited financials for the previous two fiscal years that demonstrates it has been operating in a positive position (i.e. generated an operating profit in both of the last two fiscal years).]	Yes/No
Offeror must agree to a site visit at a customer location in the location.	Yes/No
Technical and financial offers submitted in separate sealed envelopes	Yes/No
Proposal submission form is completed correctly and has been properly signed and stamped	Yes/No
The offer validity is in accordance with the requirements	Yes/No
Documentation confirming eligibility of the Offeror is included in the Technical Proposal [Letter of incorporation, statement confirming absence of litigation or disputes with UN, etc]	Yes/No
Documentation confirming Offeror's qualifications provided in the Technical proposal	Yes/No
CVs of proposed team members provided	Yes/No
Technical Proposal	Yes/No

ANNEX C

Request For Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Technical Proposal Submission Form

1. This Technical Proposal Submission Form must be completed in its entirety.
2. This Technical Proposal Submission Form consists of this cover page, the Certificate of the Offeror's Eligibility and Authority to sign the Proposal, and the Technical Proposal itself.
3. The entire Technical Proposal and all required and optional documentation related to the technical component of the proposal, must be placed in an envelope pre-addressed and marked:

RFP No 15-IQOH-RFP002 – Generators Operations and Maintenance – Technical proposal- (name and address of Offeror)

If submitted by email, the email subject line should read:

RFP No 15-IQOH-RFP002 - (Name of Offeror) - Technical proposal

4. The Technical Proposal envelope / the Technical Proposal email is herewith submitted in accordance with the instructions given in the Request for Proposal.
5. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this offer), together with any other supporting documentation submitted in accordance with this RFP and/or voluntarily constitutes the offeror's Technical Proposal and fully responds to the Request for Proposal No (xx-xxx)

Offeror Eligibility Confirmation and Information	Offeror's Response
a. What year was your firm/organization established?	
b. In what province/state/country is your firm/organization established?	
c. Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	Yes ____; No ____
d. Have you ever been terminated for non-performance on a contract? If YES, describe in detail.	Yes ____; No ____
e. Have you ever been suspended or debarred by any government, a UN agency or other international organization? If YES, provide details, including date of reinstatement, if applicable.	
f. It is UNOPS policy to require that offerors and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a offeror or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. In pursuance of this policy, UNOPS: (a) defines, for the purposes of this provision, the terms set forth below as follows: (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;	Confirm Yes ____; No ____

Offeror Eligibility Confirmation and Information	Offeror's Response
(ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation; (iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; (iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; (v) "obstructive practice" is (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or (bb) acts intended to materially impede the exercise of UNOPS' inspection and audit rights. Confirm that the offeror and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this solicitation.	
Officials not to benefit: Confirm that no official of UNOPS has received or will be offered by the offeror or its sub-contractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.	Confirm Yes ____; No ____
Confirm that the offeror supports the principles of the United Nations Global Compact, which includes respecting fundamental human- and labour rights and advancing environmental responsibility.	Confirm Yes ____; No ____
Confirm that the offeror is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.	Confirm Yes ____; No ____
Confirm that the offeror and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this solicitation.	Confirm Yes ____; No ____
a. UNOPS policy restricts companies from bidding on or receiving UNOPS contracts if a UNOPS staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNOPS staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the offeror or its sub-contractors.	Confirm Yes ____; No ____

I, _____ (name of signing official), certify that I am
_____ (position) of _____ (legal name of company); that by
signing this RFP bid for and on behalf of _____ (legal name of company) I am certifying
that all information contained herein is accurate and truthful and that the signing of this bid is within the
scope of my powers.

(Signature)_____
(Name)_____
(Title)_____
(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ (date) Must be at least ☒ (X) daysCurrency of offer: (state currency) Payment terms 30 days accepted: ☐Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: _____

Technical Proposal Submission Form

The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement, and indicate that the offeror confirms acceptance of, and understands UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.

Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the offeror must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNOPS of such proposal.

Section		Offerors response
Weight 30%	Past performance Demonstrate how you provided satisfactory performance in providing similar goods or services through prior experience.	
a.	Organizational capability, size, general reputation(Valid registration)	
b.	Relevant experience in similar tasks	
c.	Similar tasks for other major clients	
d.	Experience with UN/International standards for regular and ad-ho maintenance	
Weight 35%	Capability to perform tasks Demonstrate an understanding of the engagement by supplying primary procedures and applicable documents to meet objectives of the contract. (List specific requirements from the SOW / Terms of Reference that will require an Offeror's response – e.g. proposed execution plans, personnel issues, etc.)	
•	To what degree does the Offeror understand the task?	
•	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	
Weight 15%	Management Identify your management plan and methodology to be used to perform and complete tasks	
Weight 10%	Key performance indicators Provide evidence of your ability to meet the deliverables in the specified time frame. Provide measurable milestones to ensure completeness of deliverables	
Weight 20%	Personnel Identify the level of experience and qualifications of Key Personnel. Identify how you propose to supply an appropriately qualified organization team, including subcontractors, to deliver the primary tasks identified. Labour type contracts required specific questions in this section, consult with the GSDPR Institutional Services Team.	
Weight 10%	Quality assurance Indicate a plan for Quality Assurance to ensure confidentiality	

Section		Offerors response
	and security and to demonstrate adequate procedures and methods for administration and control of contract goods and services requirements	

ANNEX D

Request For Proposal Generators Operations and Maintenance RFP No. 15-IQOH-RFP-002

Financial Proposal Submission Form

- 5 This Financial Proposal Submission Form must be completed in its entirety.
- 6 Financial proposals must be submitted in: USD
- 7 The entire Price Proposal must be placed in a separate envelope pre-addressed and marked as according to the instructions listed in section 7, Submission of Proposal:

DO NOT OPEN! - RFP No 14-IQOH-RFP-002 – Generators Operations and Maintenance – FINANCIAL PROPOSAL – (name and address of offeror)

If submitted by email, the email subject line should read:

RFP No RFP No 14-IQOH-RFP-002 – (name of offeror) – FINANCIAL PROPOSAL

- 8 The completed Financial Proposal Submission Form constitutes Offeror's Financial Proposal and fully responds to Request for Proposal No _____. I commit my Offer to be bound by this Financial Proposal for carrying out the range of services as specified in the solicitation package.

In compliance with this RFP the undersigned, propose to furnish all labour, materials and equipment in order to provide goods and services as stipulated in the RFP. This shall be done at the price set in this Schedule and in accordance with the Contract terms in this RFP.

(Signature)

(Name)

(Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ (date) Must be at least ☒ (X) days

Currency of offer: (state currency) Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: _____

Financial proposal submission form - Price Schedule Form

Lot 1: “Generators Operations and Maintenance”

Item	Description	Unit	Unit Price \$	Quantity	Price in \$
1	Monthly fee for (a) one manager and (b) preventive maintenance, running repairs and cleaning with providing two generator mechanics/technicians for 10 hour support / 5 days a week (to start and shutdown the Generations) and as requested 24 hour support / 7 days a week to provide labour and expertise in task 1, 2, and 3 in the TOR 2.3.0	MONTHLY		12	
2	Cost to perform services at every 250 working hours <u>to include all parts (replacement and consumables). 1</u>	PER GENERATOR			
2.1	CUMMINS - C1500 D5A	1		10	
2.2	FG Wilson - P1375E3	1		10	
2.3	FG-Wilson – P550	1		12	
2.4	FG Wilson - P250H2	1		6	
3	Cost to perform services at every 500 (which includes the 250 working hours services) working hours <u>to include all parts (replacement and consumables). 1</u>	PER GENERATOR			
3.1	CUMMINS - C1500 D5A	1		5	
3.2	FG Wilson - P1375E3	1		5	
3.3	FG-Wilson – P550	1		6	
3.4	FG Wilson - P250H2	1		3	
4	Cost to perform services at every 1,500(which includes the 6th 250 working hours services) working hours <u>to include all parts (replacement and consumables). 1</u>	PER GENERATOR			
4.1	CUMMINS - C1500 D5A	1		2	
4.2	FG Wilson - P1375E3	1		2	
4.3	FG-Wilson – P550	1		3	
4.4	FG Wilson - P250H2	1		2	
5	Cost to perform services at every 3,000 (which includes the 250 hour; 1,500 hour services) working hours <u>to include all parts (replacement and consumables). 1</u>	PER GENERATOR			
5.1	CUMMINS - C1500 D5A	1		1	
5.2	FG Wilson - P1375E3	1		1	
5.3	FG-Wilson – P550	1		1	
5.4	FG Wilson - P250H2	1		1	
6	Cost to perform services at every 6,000 (which includes the 250 hour; 1,500 hour; and 3,000 hour services) working hours <u>to include all parts (replacement and consumables). 1</u>	PER GENERATOR			
6.1	CUMMINS - C1500 D5A	1		1	

6.2	FG Wilson - P1375E3	1		1	
6.3	FG-Wilson – P550	1		1	
6.4	FG Wilson - P250H2	1		1	
7	Supply and install all of spare parts, <u>on as required basis</u> , in accordance with the Spare parts list.	2LOT			
	TOTAL for Item (1 to 6)				

- Spare Parts Cost Proposal PARE

The offerror shall need to fill out the below for **each generator type** at the Iraqi House Facility , identified in UNOPS Terms of Reference mentioned above.

LINE ITEM #	DESCRIPTION / MAKE	P/N	Price/one Unit
1	Genset management control module		
2	Seal O ring		
3	Valve, Exhaust		
4	Valve, intake		
5	Plug, Expansion		
6	Guide, Valve stem		
7	Bushing		
9	Bushing		
10	Bushing		
11	Plug, Expansion		
12	Gasket, cylinder head		
13	Camshaft		
14	Camshaft		
15	Injectors		
16	Turbocharger		
17	Turbocharger, kit		
18	Noise isolator		
19	Nozzle, piston cooling		
20	Screw, Hex flange head cap		
21	Rod, Engine connection		
22	Rod, Engine connection		
23	Screw, connection Rod Cap		

24	Dowel, Ring		
25	Bushing		
26	Bearing, Connection Rod		
27	Bearing, Connection Rod		
28	Pin, Piston		
29	Piston, Engine		
30	Ring, Retaining		
31	Ring, compression Piston		
32	Ring, compression Piston		
33	Ring, Oil Piston		
34	Set, Rod Bearing		
35	Set, Piston Ring		
36	Kit, Engine Piston		
37	Resistor, Corrosion		
38	Gasket, Valve Cover		
39	Gasket, Thermostat Housing		
40	Gasket, Thermostat Housing Cover		
41	Seal, Thermostat		
42	Sensor pressure temperature		
43	Sensor pressure temperature		
44	Sensor temperature		
45	Sensor Pressure		
46	Sensor Piston		
47	Fuel Filter (when not included in the servicing)		
48	Air filter (when not included in the servicing)		
49	OIL Filter (when not included in the servicing)		
50	Electronic control		
51	Drive Belt		
52	Crankshaft Breather		
53	Fuel Pump		

54	Radiator		
55	Coolant Filter		
56	Alternator		
57	Fan Belt		
58	Inlet pipe		
59	Outlet Pipe		
60	Starter Motor		
61	Water Pump		
62	Crankshaft Engine		
63	Thermostat		
64	Belt, V Ribbed		
65	Oil Pump, Kit		
66	Oil Pump		
67	Gasket, Oil pan		
68	Coolant (when not included in the servicing)		
69	Fan Coolant System Oil Seal		

Lot 2: “ACs Packages Operation & Regular Maintenance”

	Description of Activity / item	Qty Months	Cost per month (USD)	Total Cost
		(a)	(b)	T=(a)x(b)
1	Provide Operation and preventive and routine maintenance and repair for the AC Packages System & Provide 1 Technician on site	12 months		



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark



Tel: +45 45 33 75 00
Fax: +45 45 33 75 01