

Prequalification for Renovation/Rehabilitation Works



Ref: EOI-IQ001/17

Date: 29 January 2017

Conflict in Iraq since 2014 led to a huge displacement of Iraqis which is currently estimated at around 3 million Internally Displaced People (IDPs). Since then, some progress has been made by Peshmerga, Iraqi Security Forces and Popular Mobilization Forces supporting the Government of Iraq. In recognition of the need for an immediate response to the needs of its people in this fragile period, when attempts are made to recruit disenfranchised populations - especially youth, the Iraqi Government, with support from an international coalition of partners, has started planning for the immediate stabilization of newly accessible areas which will allow the displaced population to return to their home areas.

UNDP supported rapid assessment of damages and response to priority needs is undertaken as soon as possible after the 'liberation' of contested areas. In addition, UNDP is supporting stabilization/recovery needs in various newly accessible areas, under the leadership of local authorities with funding from various donors under recently established Funding Facility for Immediate Stabilization (FFIS) Project.

United Nations Development Programme in Iraq invites potential and experienced construction firms/companies to submit prequalification applications for providing civil works services in newly liberated areas in Salah Aldin, Diyala, Ninawa and Anbar Governorates. The Pre-qualification will be for a period of two years and as and when required by UNDP. Upon completion of the evaluation of the prequalification, UNDP will include the selected firms/companies in the list of prequalified vendor's pool. Below list provides the brief details about the nature and types of renovation/rehabilitation activities/projects that UNDP will undertake while implementing its projects, these are indicative activities and UNDP may include additional activities as it may require:

1. Rehabilitation of water stations and provision of supplies for rehabilitation of water networks/treatment plants;
2. Rehabilitation of the electrical Grid/network;
3. Renovation of schools;
4. Rehabilitation of primary health care centers and other health facilities;
5. Rehabilitation of police stations and other public facilities/offices in various location;

UNDP works in all areas of Iraq however the main priority areas will be in Rabia, Sinjar, Sinnui, Tikrit, Al Dour, Mkeishifa, Al Hajaj, Al-Sadiya, Ramadi, Baiji and encourages the construction firms/companies from all Governorate to submit the Application for Prequalification (PreQ).

Prequalification Application Process

1. Interested companies and/or associations/joint ventures must fill in the UNDP Pre-Qualification Application and submit relevant documentation/information as to demonstrate that they are eligible and qualified to perform renovation/rehabilitation services/works as and when required by UNDP. In principle, UNDP intends to use the outcome of this exercise for pre-qualification purposes in the context of procurement actions/opportunities that may arise in the next two years starting from April 2017 till May 2019.

2. Completed applications as per the requirements stated in the Data Sheet (DS) should be submitted electronically via email before or on 1 March 2017 to bids.iraq@undp.org
3. Applications received after the above deadline will not be considered. Documents sent by hand will not be accepted.

Please ensure to mention PREQ reference number in the email subject line as stated in the solicitation document e.g. [Ref: EOI-IQ001/17]. PREQ received without reference number in the subject line will not be entertained and may result in the rejection of submission.

4. At any time prior to the deadline for submission of Prequalification Document, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by Applicants, modify the Prequalification Application and its attachments by amendment, including through provision of supplementary information. The amendment will be posted on the UNDP website.
5. If you need to request additional information, please write to benjamin.arthur@undp.org or The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of PREQ. All/any query regarding the submission of PREQ may be sent prior to the deadline at the e-mail mentioned above.
6. Any requests for clarification about the contents of the Prequalification Application shall be sent no later than **25 February 2017**. No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP web pages, and other web pages, on which this PREQ is posted.
7. Completion of the Prequalification Application and submission of relevant documentation is compulsory as indicated in the Data Sheet. Applications with incomplete submissions shall be disregarded.
8. All applicants are required to comply with Local Government Regulations.

Your Sincerely



Mohammed Mudawi
Operations Manager/Head of Service Centre



Instructions to Applicants

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the PREQ, the following are also to be considered during the submission.

A. General

1. **Scope of Application:** UNDP IRAQ Procuring entity (The Employer) issues this PREQ to applicants interested in bidding for Renovation & Rehabilitation activities for the period of next two years (2017-2019).
2. **Eligible Applicants:**
 - a) An applicant shall be a Joint Venture or legally established firms/companies. Maximum allowable JV partners shall not exceed more than three partners. Real persons are not eligible to apply in their individual capacities.
 - b) Only construction firms/companies who are registered with Ministry of Trade (Directorate of Registration of Companies in Iraq) can submit prequalification documents.
3. **Contents of PREQ:** The document for the PreQ consists of the annexes indicated below, and should be read in conjunction with any Addendum that may be issued by the UNDP.
 - Check list as part of Application;
 - Annex 1 - Application Submission Form;
 - Annex 2 - Joint Venture Form;
 - Annex 3 - General Information;
 - Annex 4 - Details of Contracts of Similar Nature and Complexity;
 - Annex 5 - Personnel Capabilities/CVs of required personnel;
 - Annex 6 - Equipment Capabilities;
 - Annex 7- Litigation History;
 - Annex 8 -Detailed Evaluation Criteria;
4. **Amendment of PREQ:**
 - a) At any time prior to the deadline for submission of applications, the UNDP may amend the Pre-qualification by issuing an addendum.
 - b) Any addendum issued shall be part of the PREQ and shall be communicated in writing by posting the addendum to the web page(s) on which the Pre-Qualification Application is posted.
 - c) To give prospective applicants reasonable time to take an addendum into account in preparing their applications, UNDP may, at its discretion, extend the deadline for the submission of applications.

B. Preparation of Applications

- a) **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

- b) **Language of Application:** The application prepared by the Applicant and all correspondence and documents relating to the application exchanged by the Applicant and UNDP shall be in the **English** language. In case of other language, the firms/companies should provide the English translation version along with the documents.

C. Submission of Applications

Applications shall be submitted to bids.iraq@undp.org. Applicants may send as many e-mails as needed; however, the size of each e-mail should not exceed five megabytes (5 MB). As an e-mail can take some time to arrive after it is sent, we advise all Applicants to send e-mail submissions well before the deadline. The Applicants should ensure that submitted applications DO NOT contain viruses and/or corrupted files; such applications will be rejected.

Late submitted applications shall be rejected.

D. Procedures for Evaluation of Applications

Clarification of Applications

- a) To assist in the evaluation of applications, UNDP may, at its discretion, request in writing any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time.
- b) If an Applicant does not provide clarifications of the information requested by the date and time set in UNDP's request for clarification, its application will not be considered for further evaluation.

E. Evaluation of Applications

- a) UNDP shall use the factors, methods, criteria, and requirements defined in the Data Sheet as well as Evaluation Criteria attached at Annex-8 to evaluate the qualification of the Applicants.
- b) Pre-qualification will be based on the Applicant's General Experience, Personnel Capabilities, Equipment Capabilities and Financial Position as demonstrated by the Applicant's responses in the forms attached to this Pre-Qualification document. UNDP reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture similar experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

F. Solicitation Process for Prequalified Construction Companies:

- a) After the notification of the results of the PreQ for successful bidders, UNDP shall invite bids from the Applicants that have been considered qualified to undertake renovation/rehabilitation activities according to the category the firm/company is pre-qualified.
- b) Bidders may be required to provide a Bid Security and Bank Guarantee acceptable to the UNDP in the form and an amount to be specified in the Bidding Documents on case to case basis, and the successful Bidder shall be required to provide a Performance Security as specified in the Bidding Documents.

- c) Each Applicant is requested to mention the geographical areas the firm/company interested to be pre-qualified. The bidders will only be pre-qualified for the area where the bidder has shown his interest. The bidder will only be invited to submit bid for that specific area. (Please see Annex-3 for further details).

G. Confidentiality of information

The pre-qualification applications submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

H. Other

- a) UNDP may carry out the verification of accuracy, correctness and authenticity of the information provided by the bidder on the documents submitted;
- b) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; if required.
- c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; if required.
- d) UNDP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to UNDP, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant.

Introduction		
	Minimum document requirements for all Applicants;	☒ Copy of certificate of Registration with Ministry of Trade (Directorate of Registration of Companies in Iraq); ☒ Company Profile; ☒ Years of experience in the civil work activities; (for details please see Annex-8 for each category for year of experience); ☒ List and value of similar contracts (renovation/rehabilitation) successfully completed by the applicant as the prime contractor (For details please see Annex-8) ☒ Minimum requirements of key personnel as per each category mentioned in Annex-8; ☒ Minimum Equipment Required as per each category as per Annex-8; ☒ Copy of the last three years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report. (2013-2014-15); ☒ Dun & Bradstreet (D&B) Comprehensive Report ☒ Satisfactory performance certificates from top three clients with value of contracts and name of client for renovation/rehabilitation activities. ☒ All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. - All pending litigation shall in total not be more than 50% of the average annual turnover and shall be treated as resolved in favor of Applicant; ☒ History of Non-Performing Contracts. Non-performance on a contract did not occur in the last 3 years. ☒ Registration with Income Tax Department;

INSERT CHECK LIST AS PART OF APPLICATION FOR BELOW MINIMUM REQUIREMENT:

- ☐ Registration certificate with Ministry of Trade (Directorate of Registration of Companies in Iraq).
- ☐ Minimum Requirements of Key Personnel along with detailed CVs of all the personnel required for each category.
- ☐ Minimum requirements of Equipment for each category.
- ☐ Copy of last three years Audited Accounts with detailed summary from Auditor (2013-2014-2015).
- ☐ Dun & Bradstreet (D&B) Comprehensive Report.
- ☐ Performance Certificates from the top three clients with value and details.
- ☐ All information regarding any pass and current litigation during the last three (3) years, in which the bidder is involved, indication the parties concerned, the subject of litigation, the Amounted involve and the final resolution if already concluded.
- ☐ List of all pending litigation shall in total not be more than 50% of the average annual turnover and shall be treated as resolved in favor of the Applicant.
- ☐ History of Non-Performing Contracts. Non-performance on a contract did not occur in the last 3 years.

Note: The firms/companies are encouraged to submit the English translated version of the all the required documents

ANNEX 1

Application Submission Form

(to be printed on company letterhead, signed, dated and stamped)

Date: [insert day, month, year]

To: UNDP Iraq

We, the undersigned, apply to be prequalified for the referenced PREQ and declare that:

(a) We have examined and have no reservations to the Prequalification Application, including any Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with Instructions to Applicants.

(b) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

(c) We are not associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design, BOQs, specifications, and other documents to be used for the renovation/rehabilitation services to be procured.

(d) *All the information and statements made in this PREQ are true and we accept that any misrepresentation contained in it may lead to our disqualification;*

(e) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;

(f) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and we do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

(d) The following information shall be used by UNDP to notify us:

Name
Title
Address:
Tel:
Fax:
E mail:

Best regards,

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

ANNEX 2

JOINT VENTURE DECLARATION

We have entered into a private joint venture in order to submit joint application for the Pre-qualification by **United Nations Development Programme (UNDP) Iraq**. If we are prequalified and awarded the contract in the future, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead partner of our joint venture shall be *[Indicate name of the lead partner]* until the completion of work.

If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract. Please note that the maximum JV partners shall not exceed more than three.

No	Name of the Partner in the JV	Percentage Share ¹
1		50%
2		25%
3		25%

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

1. Particular Experience Record of Lead Partner: (Renovation & Rehabilitation)

S.No.	Description of Projects	Lead partner	Amount	Year

2. Particular Experience Record of Partner/s: (Renovation & Rehabilitation)

S.No.	Description of Projects	Lead partner	Amount	Year

¹ Lead partner's share cannot be less than 50%
Share of the remaining partner(s) shall not be less than 25%

To prequalify, each partner in JV shall be required to pass the specified Minimum Qualifying Criteria applicable to this form, as set out in Annex-8 of this document. The partner having less qualification/resources will not be considered.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

ANNEX 3

General Information

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the Iraqi Bye-Laws as a Partnership/Joint Venture.

1.	Name of Firm		
2.	Head Office Address		
3.	Telephone	Contact Person: Name: Title:	
4.	Fax/ Telex:	e-mail:	
5.	Place of Incorporation/Registration	Year of incorporation/registration	
A. NATIONALITY OF OWNERS			
	NAME	NATIONALITY	
1.			
2.			

B. GEOGRAPHICAL AREA OF PREFERENCE (Note: The bidders are required to check the box/s where they are interested to be pre-qualified.)			
1.	Ninewa Governorate	☐	Rabia, Sinjar, Sinnui, Mosul
2.	Salah Al Din Governorate	☐	Tikrit, Al-Dour, Mkeishifa, Al-Hajaj, Baiji etc.
3	Diyala Governorate	☐	Al-Sadiya etc.
4	Anbar Governorate	☐	Ramadi etc. Fallujah, Karma
C. CATEGORY FOR WHICH APPLIED FOR PRE-QUALIFICATION			
1.	Cateogry- 1	☐	US\$=>250,000/-
2.	Category-2	☐	US\$=>750,000/-
3.	Category-3	☐	US\$1,250,000/-

Note: The bidders can apply for ONE category or ALL depending upon the experience, qualification and demonstration of availability of resources as listed in the Annesx-8 for each category.

ANNEX 4

Details of Contracts of Similar Nature and Complexity (Renovation & Rehabilitation)

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Name of Contract
	Country:
2.	Name of Employer:
3.	Employer Address:
4.	Category of works for which the Applicant wishes to prequalify:
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub- Contractor (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award; 1. 2. 3. 4.
7.	Equivalent in US\$
8.	Date of Award:
9.	Date of Completion:
10.	Contract Duration (Years and Months) ____ Years ____ Months

ANNEX 5

Personnel Capabilities/CVs of the Personnel:

Name of Applicant or partner of a joint venture

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate.

1.	Title of Position (Team Leader)
	Name:
	Years of Experience:
2.	Title of Position (Civil Engineer)
	Name of Prime Candidate:
	Number of Years of Experience:
3.	Title of Position (Electrical Engineer)
	Name of Prime Candidate:
	Number of Years of Experience:
4.	Title of Position (Mechanical Engineer)
	Name of Prime Candidate
	Years of Experience:
5.	Title of Position (Quantity Surveyor/s)
	Name of Prime Candidate
	Years of Experience:

Note: All Firms/Contractors are required to submit the complete CVs of Team Leader, all Engineers (Civil/Electrical/Mechanical and all Technical Staff)

ANNEX 6

Equipment Capabilities:

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for all items of equipment listed in evaluation criteria (Annex-8) against each category the bidder is applying for.

Note: Please fill out the below Form for all Equipment the bidders have owned/rented as per the minimum requirements in the PreQ. (Please see equipment details as listed in each category in Annex-8)

S.No.	Description of Equipment	On Company's strength	Model/Power/Year of manufacture	Current Location	Current Status
i)	Concrete Mixer (Truck Mounted)				☐ Owned ☐ Rented
ii)	Concrete Mixer (Medium)				☐ Owned ☐ Rented
iii)	Dump Truck				☐ Owned ☐ Rented
iv)	Water Truck				☐ Owned ☐ Rented
v)	Excavator				☐ Owned ☐ Rented
vi)	Concrete Vibrator				☐ Owned ☐ Rented
vii)	Steel Roller				☐ Owned ☐ Rented
viii)	Generator				☐ Owned ☐ Rented
ix)	Bulldozer				☐ Owned ☐ Rented
(x)	Generators with capacity				☐ Owned ☐ Rented
	Others (Specify)				

**ANNEX 7
LITIGATION**

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution. A separate sheet should be used for each partner of joint venture.

A. Litigation History

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value US\$ or equivalent)	Blacklist status (if any)

B. Pending litigation: (All pending litigation shall in total not be more than 50% of the average annual turnover and shall be treated as resolved against the Applicant)

Year	Name of Company/Organization	Disputed value in US\$	Current Status,	Remarks

C. History of Non-Performing Contracts (Non-performance on a contract did not occur in the last 3 years)

Year	Name of Company/Organization	Amount of the Contract	Duration of the Contract (From-To)	Status

This is to certify that our firm is neither in the Consolidated list of Individuals and Entities with Association to Terrorist Organizations nor in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

ANNEX 8

QUALIFYING CRITERIA – PRE-QUALIFICATION OF CONSTRUCTION FIRMS/COMPANIES

Important Note:

The bidders will be classified in any of the three below categories based on required number of years of experience, qualifications of available personnel, equipment and financial capabilities. The qualification will be based on pass/fail criteria.

Sr. No	Category – 1 =>US\$250,000/-	Category – 2 =>US\$750,000/-	Category – 3 =>US\$1,250,000/-
1.	Eligibility		
i)	Registered with Ministry of Trade (Directorate of Registration of Companies in Iraq)	Must meet requirement	Must meet requirement
ii)	Minimum years of experience in construction activities in general	5 years	10 years
iii)	Registration with Income Tax Department (proof of registration)	Required	Required
iv)	Pending litigation All pending litigation shall in total not be more than 50% of the average annual turnover and shall be treated as resolved in favor of the Applicant	Must meet requirement	Must meet requirement
v)	History of Non-Performing Contracts Non-performance on a contract did not occur in the last 3 years.	Must meet requirement	Must meet requirement
2.	Financial Situation		
i)	Submission of audited balance sheets or other financial statements from the past three years (2013-14-2015) to demonstrate financial soundness Average Annual Turnover (over a period of last two years). Formula will be utilized: $\text{Average annual turnover} = \frac{(\text{TOY1}) + (\text{TOY2}) + (\text{TOY3})}{3}$	= >US\$250,000/-	= >US\$1,250,000/-
ii)	D&B Report duly certified	Must meet requirement	Must meet requirement
3.	Experience:		

i)	Minimum 3 similar contracts (renovation/rehabilitation) completed with a value within the band of the category applied as the prime contractor. (Please provide copies of previous contracts for the last five years)	Must meet requirement	Must meet requirement	Must meet requirement
ii)	Statement of Satisfactory Performance from the Top 3 Clients with a value within the band of the category applied over the last 5 years	Must meet requirement	Must meet requirement	Must meet requirement
4	Personnel Capacity:			
i)	Team Leader(s)/Project Manager(s) employed with stated minimum years of experience in handling and supervising the renovation/rehabilitation/construction work	5 years experience	7 years experience	10 years experience
ii)	Number of technical staff with minimum years of experience employed by the firm: (a) Civil Engineers (b) Electrical Engineers (c) Mechanical Engineers (d) Quantity Surveyors (Associate Engineers)	(a) 2 with 3 years experience; (b) 2 with 3 years experience; (c) 1 with 3 years experience; (d) 1 Quantity Surveyor with 3 Years experience;	(a) 3 with 5 years experience; (b) 3 with 5 years experience; (c) 2 with 5 years experience; (d) 2 Quantity Surveyor with 5 Years experience;	(a) 4 with 7 years experience; (b) 4 with 7 years experience; (c) 3 with 7 years experience; (d) 3 Quantity Surveyor with 7 Years experience;
5.	Equipment Capabilities:			
i)	Concrete Mixer (Truck Mounted)	2 units	3 units	4 units
ii)	Concrete Mixer (Medium)	2 units	3 units	4 units
iv)	Water Truck	2 units	3 units	4 units
v)	Excavator	1 unit	2 units	3 units
vi)	Concrete Vibrator	1 unit	2 units	3 units
vii)	Steel Roller	1 unit	2 units	3 units
viii)	Generator	1 unit 50 KVA	2 units 75-100 KVA	2 units 100-150 KVA