



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 14/06/2018

REQUEST FOR PROPOSAL: No. RFP/UNHCR/IRQ/DHK/2018/L/62

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR PROVISION OF CLEANING SERVICES TO UNHCR DOHUK OFFICE AND SULAIMANIYAH FIELD OFFICE

CLOSING DATE AND TIME: 12/07/2018 – 16:30 local time

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Dohuk Sub Office, invites qualified service providers to make a firm offer for the establishment of Frame Agreement(s) for the provision of cleaning service in Dohuk SO and Sulaimaniyah FO referred to hereinafter as service.

IMPORTANT:

Terms of Reference (TORS) are detailed in Annex A 1 and A 2 of this document.

UNHCR may award Frame Agreement(s) for initial one year potentially extendable for another two years, the successful bidder will be requested to maintain his their quoted price for the duration of Frame Agreements(s).

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex D).

Note: this document is not construed in any way as an offer to contract with your firm.

IMPORTANT:

When a Frame Agreement is awarded; either party can terminate the agreement only upon 90 days (3 months) notice in writing to the other party.

2. BIDDING INFORMATION

2.1. RFP DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A1/ A2: Terms of Reference (TORs)
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Services – 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to irgdund@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to irgdund@unhcr.org. **The deadline for receipt of questions is 16:30 local time on 09/07/2018.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex A 1 and A 2**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Iraq Company Registration Certificate.
- Tax Clearance Document for last financial year.
- Financially sound and stable, evidenced by authentic financial statements for the past two years of operation
- Documentary evidence of a minimum of 2 contracts awarded and served within the past 2 years proving same services.
- The personnel must have training and experience in similar environments; and must not have criminal records or pending court cases against them
- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients;

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

- **Understanding of the requirements for services, proposed approach, solutions, methodology and outputs**

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

- A description of your organization's capacity to provide the service [1 page];
- A description of your organization's experience in providing these services [1 page].

- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex C**).

- **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex D**.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in US Dollars

The financial offer must cover all the services to be provided (price "all inclusive")

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

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

You are requested to hold your offer valid for [90] days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5 **BID EVALUATION**

2.5.1 **Supplier Registration:**

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

2.5.2 **Technical and Financial evaluation:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60 %** from the total score

Tender Evaluation Criteria / Matrix					
Criteria	Overall Weighting	Category	Category Weighting	Element	Element Weighting
Price	40%	Financial	40%	Cost – Competitiveness	Cost Matrix
Quality	60%	Technical	20%	Company's facilities, equipment, resources, offices/agents/ affiliates, network and services	10%
				Resources, provision of sufficient and suitable key personnel	10%
		Service Delivery (NOC)	25%	Presentation clear and the planning logical, realistic and promise efficient implementation to the project.	10%
				Responsiveness to the ToR (Is the scope of task well defined and does it correspond to the TOR?)	10%
				Risk Management plan	5%
		Experience & Expertise	15%	Previous experience with UN agencies or INGO, previous experience in the region	5%
				Relevance of: - Specialized Knowledge - Experience on Similar Work	10%

	100%		100%		
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Remark: The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The bidders shall receive minimum 30% from the total of 60% of the technical evaluation to be considered for financial evaluation.

The **Financial offer** will use the following percentage distribution: **40 %** from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by hand **ONLY** to one of the two addresses below:

1-

UNHCR Tendering Box
1st Floor
Mazi Tower 2 Mazi Str.
Zkaho Road
Dohuk/ KRI_Iraq
Postal Code 1006 AJ

2-

UNHCR Sulaimaniyah Field Office
67 Daban Street, 201 New Bakrajo
Sulaimaniyah, Kurdistan Region, Iraq

The Technical and Financial offers shall be clearly separated.

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Deadline: 12/07/2018 16:30 hrs.

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2.7 BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.


Signature
Ruba Al-Zeghan
Associate Supply Officer
UNHCR Dohuk SO

