

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

DATE: 11/04/2019

REQUEST FOR PROPOSAL: No. HCR/IRQER/2019/RFP015
FOR
UPGRADE OF 660 WASH FACILITIES AND CONSTRUCTION OF 60 SANITATION UNITS IN
DOMIZ 1 REFUGEE CAMP IN DOHUK, IRAQ

CLOSING DATE AND TIME: 09/05/2019 – 23:59 Hrs Iraq 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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 15,000 people in more than 128 countries continues to help about 68 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 www.unhcr.org

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Erbil, invites qualified bidders duly registered with the Government of Iraq to make a firm proposal for the **Upgrade of 660 WASH Facilities and Construction of 60 Sanitation Unit (latrines and showers) in Domiz 1 Refugee Camp in Dohuk, Iraq.**

The required services are detailed in the Scope of Work (SOW) attached as (Annex A).

IMPORTANT:

It is strongly recommended that this Request for Proposal (RFP) document 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 E).

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

2. BIDDING INFORMATION

2.1 RFP Documents

The following annexes form integral part of this Request for Proposal (RFP):

- Annex A: Scope of Work (SOW) and Bill of Quantities (BOQ);
- Annex B: Technical Proposal Form;
- Annex C: Financial Offer Form / **to be submitted as separate file. Please do not mix with Technical Offer**

- Annex D: Vendor Registration Form: You should complete, **sign and submit with your technical** proposal the Vendor Registration Form if you are not already registered vendor with UNHCR. If you are already registered with UNHCR, your vendor ID should be stated.
- Annex E: UNHCR General Conditions of Contracts for Civil Works 2000 / **(must be signed and stamped to confirm its acceptance)**
- Annex F: UNHCR General Conditions of Contracts for the Provision of Mixed Goods and Services- July 2018 / **(must be signed and stamped to confirm its acceptance)**
- Annex G: UN Supplier Code of Conduct / **(it must be signed and Stamped to confirm it acceptance)**

2.2 Acknowledgment

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

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

2.3 Supplier Pre-bid Conference and Site Visit

Interested companies are invited to attend a pre-bid conference and site visit for complete understanding of the Scope of Work prior to sending the formal bid to UNHCR. The pre-bid conference and site visit will be organized on the following dates:

Event : Pre-bid Conference and Site Visit:
Venue : Domiz1 Refugee Camp, Duhok.
Date/Time : 18/04/ 2019 at 12pm Local Iraq Time

Advance notification of attendance including the names and contact details of company representative is required in order to enter the site. Notification should be addressed in writing to gurungd@unhcr.org before **17/04/2019**. *It is the responsibility of the participants to record their names on the attendance sheet.*

After the pre-bid conference and site visit, a Questions & Answers document will be prepared and sent directly to prospective bidders by e-mail and posting/uploading it on UNGM website.

2.4 Requests for clarifications

Bidders are required to submit any request for clarifications in respect of this RFP by e-mail to gurungd@unhcr.org with copy to babikir@unhcr.org with the clear indication of the RFP reference in the subject line. **The deadline for receipt of questions is 21/04/2019 - 17.00 hours Iraqi Local Time.** Bidders are requested to keep all questions concise.

IMPORTANT:

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

UNHCR will compile the questions received and may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.5 Your Offer

Your offer should 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.

2.6 Documents to be submitted with proposal: please see technical proposal form- Annex B.

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 3) of this RFP.

Your offer shall comprise the following two sets of documents (emails/envelopes):

- a. Technical offer
- b. Financial offer

Submission of your technical and financial offers is to be in two separate documents (emails or envelopes).

2.6.1 Content of the Technical Offer (60%)

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 technical component of your proposal should be concisely presented and structured as indicated in **Annex B Technical offer form**, but not necessarily be limited to

IMPORTANT:

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

2.6.2 Content of The Financial Offer

Your separate **Financial Offer** must contain an overall offer in USD (all-inclusive price).

The Financial offer is to be submitted as per the Financial Offer Form (Annex C).

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 award the contract within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Contract. 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 possible related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.7 Bid Evaluation

2.7.1 Supplier Registration

The qualified suppliers 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

2.7.2 Technical and Financial Evaluation

Evaluation shall be made on a technical and financial basis.

2.7.2.1 Technical Evaluation

The Technical Offer will be evaluated in 2 stages:

Stage 1: Mandatory Pre-qualification

#	Precondition	Evaluation Criteria
1	Is vendor registered with the Government of Iraq/KRI? (provide valid registration document)	Yes/No
2	Site Visit: Did the vendor visit the site on the said time and signed his name on the attendance sheet?	Yes/No
3	Has the vendor submitted a Bid Security of USD 5,000.00 in form of a Bank Guarantee or Certified Bankers Cheque made "good for payment" valid for 6 months from tender closing date	Yes/No

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

Stage 2: Technical Evaluation

Percentage distribution of 60% from the total score of both technical and financial offer. Maximum available scores are listed in the table below. Failure to achieve a minimum score of 45 points out the 60 points will result in technical non-compliance and elimination from financial evaluation.

Main criteria	Sub criteria	Points
General Qualification of the Service Provider	- Company profile submitted – 6 points - Not submitted – 0 points	6
Relevant Experience	Proof of relevant experience • List of POs , list of contract agreements, list of work order, etc., showing value, time completed , organization of firm for which completed, contact details of the organizations - List of 5 or more contracts or POs or work orders or mixed or them: submitted -15 points - List of 3 or 4 contracts or POs or work order or a mixed of them : submitted – 10 points - List of 1 or 2 contracts or POs or work order or a mixed of them : submitted – 5 points - Not submitted – 0 points • References/Recommendation letters for relevant completed projects: - 2 or more reference letters submitted – 3 points - 1 reference letter submitted – 2 points - Not submitted – 0 point	18

Quality of the materials & technical solutions offered	• Specification of materials : The contractor should submit a letter clearly confirming that all work will be implemented in accordance with the technical specifications stated I the BoQs , Provided sketches/drawings, time schedule of project and as approved by UNHCR's Technical Engineers - Submitted – 10 points - Not submitted 0 point • Property, plant and equipment deployed (Leased or Owned): In addition to the list of what the contractor owns or leases the contractor should also state if the items are leased or owned : - List of items owned or leased: submitted – 5 points - Not submitted – 0 point	15
Project management, time plan/schedule, method and implementation strategy	• Staffing structure (he company organigram) clearly stating the logistics, procurement department personnel for the project - Organigram submitted – 5 points - Not submitted – 0 point • Staffing list stating educational qualifications and relevant training of the key personnel. The project's staff list should state the project manager, Supervisor, Quality Assurance staff and engineers : - Staff list with requested information: submitted -7 points - Not submitted – 0 points • Method of implementation – Detailed work plan with timing for the project: - Work schedule (Gantt chart): Submitted – 5 points - Not submitted – 0 point • Reporting: daily/weekly report. The contractor should clearly confirm the frequency of progress reports to will submitted to UNHCR. - Progress reporting schedule (Gantt chart: Submitted – 4 points - Not submitted – 0 point	21
	Total points	60 point s

UNHCR may conduct a site-visit to all technically qualified companies before making its decision.

2.7.2.2 Financial Evaluation

The Financial Evaluation 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 amongst those invited firms. All other price offers will receive points in inverse proportion to the lowest bid,

i.e., [Lowest offer amount x [100] / [the offer amount of proposal vendor] = points for other Supplier's Price Component x 40% = the points to count towards overall score.

For arithmetic errors in your offer the total bid price will be corrected by taking the unit rates into account.

3. Submission Of Bid

The offers must bear your official letterhead, clearly identifying your company.

Your bids must clearly bear the following reference:

HCR/IRQER/2019/RFP015: - Upgrade of 660 Wash Facilities and Construction of 60 Sanitation Unit (latrines and showers) in Domiz 1 Refugee Camp in Dohuk, Iraq.

Should be submitted **by email or hand delivery** and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

Your proposal shall comprise separate and clearly labeled email documents as follows indicating number of e-mails that are sent (example: 1/3, 2/3 & 3/3):

a) Name of your firm - Technical Offer for Upgrade of 660 Wash Facilities and Construction of 60 Sanitation Unit (latrines and showers) in Domiz 1 Refugee Camp in Dohuk, Iraq.

b) Name of your firm - Financial Offer for Upgrade of 660 Wash Facilities and Construction of 60 Sanitation Unit (latrines and showers) in Domiz 1 Refugee Camp in Dohuk, Iraq.

The documents should be sent by email to: **IRQERTENDERS@UNHCR.ORG** or Hand Delivered to UNHCR tender box located at the gate of below address:

Two separate envelopes:

One envelope for technical offer and another envelope for financial proposal.
Then both envelopes should be sealed in the third (outer) envelope,

The outer envelope should be addressed to:
Bid Opening Committee

HCR/IRQER/2019/RFP015 - Upgrade of 660 Wash Facilities and Construction of 60 Sanitation Unit (latrines and showers) in Domiz 1 Refugee Camp in Dohuk, Iraq

100m Airport Road
UN Compound Erbil
Or to
Dohuk UNHCR Office
Mazi Compound

Deadline: 09/05/2019– 23.59 hours, Iraq Local Time.

IMPORTANT:

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

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 MB** so it may be necessary to send more than one e-mail for the whole submission.

Both Financial and Technical Offers must be submitted as separate files.

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 necessary for a comprehensive understanding of its offer by UNHCR.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by UNHCR as meeting the technical specifications.

Important Dates to Note for Bid Submission

Tender available to vendors	11/04/2019 to 09/05/2019
Site visit	18/04/2019 at 12pm Local Iraq Time
Last day for Queries	21/04/2019 - 17.00 hours, Iraq Local Time.
Closing date for submission of bids	09/05/2019 - 23.59 Hrs, Iraq Local Time.

4. 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 quantity** 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 Goods.

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, efficiency and best value for money.

5. SOME OF THE REASONS OF DISQUALIFICATION:

- Bidder fails to submit the Technical and Financial proposals in two separate emails/envelopes as specified in the tender documents;
- bid documents are received by email address other than that specified in the tender documents; and/or Bid documents are received at location, or by a person, other than those specified in the tender documents;
- Bid documents are received after the deadline for submission of bids stated in the tender documents
- Bid documents are sent via the correct route after having submitted incorrectly;
- The Bidder's qualification or data are proven to be false and
- The Bidder commits a proven unfair or dishonest act in order to acquire rights for agreement award.

6. UN Global Compact and other factors

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>.

7. Currency And Payment Terms For Purchase Orders

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

8. UNHCR General Conditions of Contracts for Civil Works and UNHCR General Conditions of for the Provision of Mixed Goods and Services

Please note that the General Conditions of Contracts (**Annex E**) 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.

9. Zero Tolerance Policy:

Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gifts, favor, hospitality and commission etc. to UNHCR staff. Any supplier found to be offering gifts, favor, hospitality and commission etc. to UNHCR staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.



YOUR PROPOSAL should be submitted in line with THE following instructions (Failure to do so shall result in disqualification):

There should be two separate emails/envelopes:

Technical folder (Email/envelope A)

1. Technical Offer
- **Earnest Money/Bid Security:** Technical Proposal should be accompanied by the sum of USD 5000 or equivalent in local currency @ USD 1 = IQD 1,170 in the form of a **bank guarantee, bank issued "good for payment" cheque in favour of UNHCR.** Uncertified/personal cheque will **NOT** be accepted. The bid security must be **valid for at least 6 months from the closing date of the tender.**
2. Annex D (Vendor Registration Form) and its attachments:
3. Annex E (Signed General Conditions for Provision of mixed Goods and Services); in addition to General Terms and Conditions for Civil Work.
4. Annex F Supplier's Code of Conduct, signed and stamped

Financial folder (Email/envelope B)

1. Annex C in the attached Financial Proposal Form.