

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 02 December 2019****REQUEST FOR PROPOSAL: HCR/IRQ/BGD/2019/SUP/RFP/477****For installation of Accommodation Caravans for UNHCR Mosul Office in Bartella****CLOSING DATE AND TIME: 30 December 2019, 23:59 Baghdad Time**

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**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) in Baghdad, Iraq invites qualified companies to make a firm proposal for installation of accommodation caravans for UNHCR Mosul Office in Bartella.

**IMPORTANT:**

Bill of Quantities (BOQs) and related drawings/sketches are attached as Annex B and Annex C1, C2 and C3 of this document.

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.

Note: this document is not 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:

Annex A: Calendar of Activities;

Annex B: BOQ for installation of Accommodation Caravans for UNHCR Mosul Office in Bartella

Annex C1: Drawing for Accommodation Caravans

Annex C2: Layout of UNHCR Mosul Office in Bartella

Annex C3: Drawing/Sketch for Water Tank

Annex D: Financial Offer Form for installation of Accommodation Caravans for UNHCR Mosul Office in Bartella

Annex E: General Conditions of Contract for the Provision of Goods and Services (2018) (English);

Annex E1: General Conditions of Contract for the Provision of Goods and Services (2018) (Arabic);

Annex F: General Conditions of Contract for Civil Works (2000);

Annex G: UN Supplier Code of Conduct;

Annex H: Vendor Registration Form.

## **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return e-mail to [IRQBASUP@unhcr.org](mailto:IRQBASUP@unhcr.org) as to:

- Your confirmation of receipt of this request for proposal
- Whether or not you will be submitting a bid

## **2.3 SITE VISIT AND REQUESTS FOR CLARIFICATION**

### **- Request for Clarifications**

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to the Supply Unit, at [IRQBASUP@unhcr.org](mailto:IRQBASUP@unhcr.org)

The deadline for receipt of questions is **23:59 hrs Baghdad time on 15 December 2019**. Bidders are requested to keep all questions concise.

The email subject should read “HCR/IRQ/BGD/2019/SUP/RFP/477 – Request for Clarification”.

### **IMPORTANT:**

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

UNHCR will compile the questions received. UNHCR will 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 Bill of Quantities and related drawings/sketches can be found as **Annexes B and Annexes C1 to C3 respectively**.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information:

- Company profile, valid company registration documents with Iraqi government;
- Valid ID from Ministry of Planning stating the level;
- Copies of audited financial reports for the last 1 year (2018);
- List of current projects;
- Proof of experience and strong track record in rehabilitation/construction works, minimum 2 contracts/purchase order/work orders or mixed of it proving the experience in similar works with UN or other international organizations;
- Schedule of Work/Implementation Plan – Gantt Chart;
- CVs of qualified engineer(s) who will supervise the works;
- Duly completed UNHCR vendor registration form if your company is not registered with UNHCR. If registered, please provide only your company Vendor Registration ID with UNHCR.

#### **2.4.2 CONTENT OF THE FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in Iraqi Dinars (IQD)

The financial offer must cover all the services to be provided (price “all inclusive”).

The Financial Offer is to be submitted as per Financial Offer Forms (Annex D). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price must 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 PROPOSAL 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 Evaluation (60%):

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.

#### Evaluation Criteria

	Documents to be submitted	Criteria
<b>1- Mandatory Criteria</b>		
<b>Valid Registration</b>	Registration with relevant entities of Government of Iraq	Yes/No
<b>Ministry of Planning ID</b>	Valid ID from Ministry of Planning stating the level	Yes/No
<p>The above listed documents should be submitted with your offer which are required to assess the legal status of your company. Companies which didn't submit the above listed documents with their technical offer will be contacted by UNHCR and given one more opportunity to submit them. In case if the documents are still not submitted, the company will then be disqualified.</p>		
<b>2- Technical Evaluation Criteria</b>		
	Documents to be submitted	Points obtainable
<b>Financial Soundness</b>	Copies of audited financial reports for last 1 year (2018): Submitted – 10 points Not Submitted – 0 points	10
<b>Relevant Experience</b>	<p>Minimum 2 contracts/purchase orders/work orders or a mixed of it proving the experience in rehabilitation/construction services with UN, international or national organizations:</p> <p>5 and more contracts/PO/WO or a mixed of it – 30 points 4 contracts/PO/WO or a mixed of it – 24 points 3 contracts/PO/WO or a mixed of it – 18 points 2 contracts/PO/WO or a mixed of it – 12 points Less than 2 or not submitted – <b>the offer will be technically disqualified (which means that bidder doesn't meet the requirement of minimum relevant experience).</b></p>	30

<b>Gantt Chart</b>	Work Schedule/Implementation Plan - Gantt Chart  45 calendar days and less – 8 points;  From 46 and up to 60 calendar days – 5 points;  More than 60 calendar days - 0 point;	8
<b>Personnel</b>	Qualified engineer to supervise the works:  1) CV of Team Leader submitted – 6 points Not submitted – 0 points  2) CV of Civil/Site Engineer submitted – 6 points Not submitted – 0 points	12
<b>Total:</b>		<b>60</b>

Suppliers must obtain **at least 30 points** out of the 60 points to be considered technically compliant and be evaluated financially.

The obtainable number of points specified and the weight for each evaluation criterion indicates the relative significance of the item in the overall implementation of the project.

### **2.5.3 Financial Evaluation (40%):**

The financial evaluation will be conducted only for companies who are technically compliant meaning securing at least 30 points out of 60 points in technical evaluation.

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., [total Price Component] x [IQD lowest] \ [IQD other] = points for other supplier's Price Component.

Technical points secured by the compliant bidders will be combined with financial scores and based on highest combines scores obtained, the contract(s)/purchase order(s) will be awarded.

**Retention Fee:** For each purchase order issued to respective winning contractor(s), there will be a 5% performance retention on the payment which will be released 6 months after project completion to observe any defects or liabilities.

## **2.6 SUBMISSION OF BID**

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

Bids should be submitted by e-mail 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.).

The Technical and Financial offers shall be clearly separated.

**Bid must be sent by e-mail ONLY to: [IRQBABIDS@unhcr.org](mailto:IRQBABIDS@unhcr.org)**

**IMPORTANT:**

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

**Deadline: 30 December 2019, 23:59 Baghdad Time**

**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.

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.

Please indicate in e-mail subject field:

- Bid HCR/IRQ/BGD/2019/SUP/RFP/477
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

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 proposal.

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 LIQUIDATED DAMAGES**

2.9.1 Please note during the implementation of the Frame Agreement or a Purchase Order, should the Contractor be late beyond the agreed upon date to deliver goods or services, without prejudice to UNHCR's other rights and remedies, UNHCR will charge liquidated damages for each day's delay, in an amount equal to 0.10% for each day of the delay beyond the date upon which the goods or services were due to be delivered. The compensation for delay at the rate of 0.10% applies to the total value of the goods or services that is subject to the delay.

2.9.2 Vendors who do not agree to comply with the provision of liquidation damages as mentioned above need not submit any offers or proposals to UNHCR. Vendors who submit offers or proposals in response to UNHCR formal tenders will be committing to comply with the provision of liquidation damage clause automatically.

## **2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS**

Please note that the General Conditions of Contracts (**Annex E, E1, F**) will be strictly adhered to for the purpose of any future contract.

## **2.11 ENVIRONMENTAL POLICY**

UNHCR's policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use and disposal of goods form part of UNHCR's evaluation and selection criteria.

## **2.12 ZERO TOLERANCE POLICY**

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

Sincerely,  
  
Levon Hovsepyan  
Senior Supply Officer  
UNHCR Iraq

