Request for Proposal

Mosul – AL Noor Neighborhood
36.366890, 43.183330.

18- FEB - 2021.

To: All Suppliers,

Request For proposal No.: RFP 01MOS21 for the provision of Technical Vocational Skills & Educational Trainings

The Danish Refugee Council (DRC) has received a grant from GIZ for the implementation of a project focusing on resilience of conflict-affected communities in Mosul And TalAfer. The project also includes technical vocational skills and educational training (TVET) to strengthen resilience and income generating opportunities and supporting early recovery and stabilization in areas of return in Iraq. **Therefore, DRC requests bidders to submit proposals for the required vocational training based on the attached DRC bid forms and with reference to the attached ToR – Annex G.**

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	18 FEB-2021
2	Technical Meeting Date	23-FEB-2021 10:00 AM Iraqi Time (GMT 07:00)
3	Closing date for clarifications	25-Feb- 2021 11:00 AM Iraqi Time (GMT 08:00) email for clarifications: Mahmood.Alsaydia@drc.ngo
4	Closing date and time for receipt proposal	02 - Mar -2021. 9:00 AM Iraqi Time (GMT 06:00) proposals shall be submitted to: tender.irq.osm@drc.ngo
5	Tender Opening Location	Iraq-Mosul- Al Noor Neighbourhood Thi AL Noreen Masjed – DRC Office. (without vendor attendance due to people gathering restriction because of COVID19)
6	Proposal Opening Date and time for (Technical and Financial Evaluation)	02 - Mar -2021. 10:00 AM Iraqi Time (GMT 7:00)

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This Tender is divided into two Lots, per location

Lot 1	Mosul
Lot 2	TelAfar

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- Bidders can Bid for one or both of the Lots Advertised.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one service provider.

III. SELECTION AND AWARD CRITERIA

This tender will be awarded to the lowest cost technically and financially compliant bid. The technical evaluation criteria are as per the specifications stated in Annex A and as per criteria mentioned below in section B (Technical Evaluation).

The criteria for awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders DRC defines best value for money as:

For all bids deemed technically compliant as per the specification stipulated in Annex G – Terms of Reference, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	Service Provider profile in line with ToR • Provider should have at least 1 years' previous experience delivering similar service	20%
2	Service Provider Objective in line with DRC objectives • Description of service provider profile shows commitment to DRC shared value and ethos (i.e. humanitarian and recovery assistance to conflict-affected communities), CBOs, no-profit organizations are preferable • Private provider with previous experience working with NGOs, UN and other international organizations will also be accepted.	10%
3	Experience in conducting vocational training for communities in Iraq. Specifically, in Mosul/Nineveh • Experience conducting similar TVET with humanitarian and civil society organizations in Mosul and Nineveh – (Include Sample Course Outline)	20%
4	Proposed methodology and approach proposal are in line with ToR • Proposed methodology and approach should be fully in line with ToR, fully articulated in the proposal, including samples	10%
5	Accreditation from Ministry of Labour and Social Affairs (MOLSA) / Directorate of Education (DoE).	10%
6	MOSLA/DOE certified training courses	10%

7	Implementation Plan is feasible and in line with attached ToR • Implementation plan should be detailed, realistic and within the project timeframe as explained in the ToR –	20%

For each part of the weighted technical Criteria defined in the scoring Matrix, a score between 1 and 10 shall be given on the following basis.

10 = Significantly above Requirement
7 = Slightly above requirement
5 = MEETS REQUIRMENT
4 = Slightly Below Requirement
1 = Does not meet requirement

An Average Technical Score of 5.00 or higher is required to proceed to the Financial Evaluation.

Please note that bids shall respond to all criteria, or their bid may be disqualified.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	A 1.1	Bid Form (Technical)	Provide your Technical Proposal in the Format of Annex A 1.1. Submitted proposal must be stamped and signed.
2	A 1.2	Bid Form (Financial) for Lot 1 and Lot 2	Complete ALL sections in full, sign, stamp and submit **(Financial Proposals Must be submitted on DRC Annex A 1.2 Template For Lot 1 and/or Lot 2).**
3	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign, stamp and submit
4	C	DRC General Conditions of Contract	Complete ALL sections in full, sign, stamp and submit
5	D	Supplier Profile and Registration Form.	Complete ALL sections in full, sign, stamp and submit (DRC Iraq Registered Vendors / Service providers do not need to provide this Form)
6	E	Supplier Code of Conduct	Complete ALL sections in full, sign, stamp and submit
7	F	Past Experiences & References (At least 2 references on past performance on the provision of (TVET)	Complete ALL sections in full, sign, stamp and submit
8	G	ToR for Vocational Training	Sign, stamp and submit

9	NA	Detailed CV of Proposed Team Members	Provide Copies
10	NA	Proof of Registration in Country where Institute / Company is Domiciled	Provide Copies
11	NA	IDs of Owners / Directors of the Institute/ Company	Provide Copies

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to supply this information within 48 hours of the proposal opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as technical evaluation and price information.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

The criteria for the tender are stipulated **in Annex A – DRC Bid Form and Annex G – Terms of Reference**.

Interested bidders are requested to submit:

- Technical proposal with CVs of the proposed team members (see Annex A) and Annex G – The Terms of Reference

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Bid Form (Annex A.1 and A.2)**.

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- Tender & Contract Award Acknowledgment Certificate (Annex B),
- DRC General Conditions of Contract (Annex C),
- Supplier Profile and Registration (Annex D)
- DRC Supplier Code of Conduct (Annex E),
- Experience & reference Form (Annex F),
- VT ToR (Annex G)
- All other documents as requested in section A ; Administrative Evaluation

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation but excluding any pricing information.

Each part shall be placed in a **sealed** envelope, marked as follows:

ITB No: RFP 01MOS21 Technical Vocational Skills & Educational Trainings

TECHNICAL PROPOSAL

Bidder Name:

ITB No.: RFP 01MOS21 Technical Vocational Skills & Educational Trainings

FINANCIAL PROPSAL

Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed and delivered to:

ITB No.: RFP 01MOS21 Technical Vocational Skills & Educational Trainings

Mosul / Al-Noor Neighbourhood,
Close to Thi- Alnoreen Masjed,
36.366956, 43.183317.

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.irq.osm@drc.ngo

When Bids are emailed the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains.**
  - The financial bid shall only contain the financial bid form, Annex A.2
  - The technical bid shall contain all other documents required by the tender but excluding all pricing information.
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways, hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VI. SUBMISSION OF SAMPLES

- Course outlines for each training

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

Any discount offered shall be included in the Bid price. Unless otherwise requested all Bids shall state if the prices quoted are not DDP (Incoterms 2020).

B. Currency

The currency of the Bid shall be in United States Dollar (USD), other currencies will not be accepted.

The Bid Form, and all correspondence and documents related to this RFP shall be in English. Registration documents and price mentioned in DRC Bid Form in Arabic numerical will be considered.

C. Packaging

Packaging shall be of International shipping standard, strong quality, and suitable for shipment as provided in the Bid Form.

D. Presentation

Proposal should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

E. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

F. Split Awards

DRC reserves the right to split awards.

G. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

IX. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

X. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via www.drc.ngo/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: www.drc.ngo/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo.

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XVI. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVII. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Supply chain manager Manger, Mahmood.Alsaydia@drc.ngo.

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall <u>not</u> be sent to the above email**.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: https://www.iraq-businessnews.com/tenders/, https://ngosjobs-bids.com/ And DRC website

XXI. RFP DOCUMENTS

This RFP document contains the following:

1. This covering Letter
2. Annex A1 DRC Bid Form (Technical)
3. Annex A2 DRC Bid Form (Financial)
4. Annex B: Tender and Contract Award Acknowledgment Certificate.
5. Annex C: DRC General Conditions of Contract
6. Annex D: Supplier Profile and Registration
7. Annex E: Supplier Code of conduct.
8. Annex F: Past Experiences & References
9. Annex G: ToR Vocational Training
10. Annex H: DRC Iraq COVID 19 Guidance

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.
Yours sincerely.

DRC Procurement Department