



DATE: 27 October 2021

REQUEST FOR PROPOSAL: HCR/IRQ/BGD/2021/SUP/RFP/234**REHABILITATION OF ALBU OBEAD AL FAEADH WTP (200 M3/HR) IN AL ZAGAREED VILLAGE IN SAQALWIYAHA SUBDISTRICT – ANBAR GOVERNORATE, IRAQ****CLOSING DATE AND TIME: 24 Nov 2021, 23:59Hrs Baghdad 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 coordinate 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 16,803 people in more than 134 countries continues to help 70.8 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 invites qualified companies to make a firm proposal for the rehabilitation of Albu Obead Al Faeadh Water Treatment Plant (WTP) (200 m3/hr) in (Al Zagareed Village) in (Saqalwiyaha Subdistrict) – Anbar Governorate, Iraq.

IMPORTANT:

Bill of Quantities (BOQs) are detailed in Annex B and Scope of Work (SOW) are detailed in Annex C.1 .

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 the rehabilitation of Albu Obead Al Faeadh WTP
Annex C.1:	Scope of Works (SOW) for the rehabilitation of Albu Obead Al Faeadh WTP
Annex C.2:	Side channel drawing
Annex D:	Site Visit Certificate
Annex E:	General Conditions of Contract for Civil Works (2000);
Annex F:	UN Supplier Code of Conduct
Annex G:	e-Tender Box Supplier User Manual
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 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

Mandatory Pre-Bid Site Visit:

A mandatory pre-bid site visit will be organized on 9 November 2021 from 11:00 to 13:00 Hrs Iraq time, at the project site, in order to give an opportunity to the interested bidders to see the actual site conditions. During the visit, UNHCR engineers and/or representatives will illustrate clearly all details about the preparation and submission of the tender proposal, as well as addressing all technical and contractual questions raised by bidders.

Participation is mandatory, as no variation in price and/or schedule will be authorized due to lack of knowledge of the site condition. Bidders shall consider their participation to the mandatory pre-bid site visit as “cost of business”. Subsequently, UNHCR will not reimburse any attendance costs. Contract person for organizing the Mandatory Pre-Bid Site Visit is:

Mr. Ammar Musa
Email Address: musaam@unhcr.org
Mobile: +964 780 195 3142

The bidders are required to conduct the physical site visit and, consequently, attach the Site Visit Certificate (**Annex D**) duly signed, as part of their technical proposal. Absence of a duly signed Annex D in the proposal will lead to an outright disqualification of the bidder.

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

The deadline for receipt of questions is on 11 November 2021 at 23:59 Hrs Iraq time. Bidders are requested to keep all questions concise.

The email subject should read “HCR/IRQ/BGD/2021/SUP/RFP/234 – Request for Clarification”.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above. Bid submissions sent directly to the e-mail address above will result in disqualification of the proposal.

UNHCR will reply to the questions received as soon as possible by means of publication on UNGM website at www.ungm.org.

2.4 YOUR PROPOSAL

Your proposal shall be prepared in English only.

Please submit your proposal using the forms provided in the Annexes. Proposals not conforming to the requested formats may not be taken into consideration.

IMPORTANT:

Please send your bid by uploading your **‘Technical’ & ‘Financial’ offers, separately**, using the UNHCR’s eTenderBox online tool **as clarified in the “Submission of Bid” (section 2.6) and Annex G (eTenderBox Supplier User Manual)** of this RFP which requires the Bidder’s registration and submission of bids by separate links for technical and financial proposals. Inclusion of copies of your proposal with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than submission through eTenderBox will result in disqualification of the proposal

Your proposal 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.

Your technical offer should clearly state whether or not the services you are offering are fully conforming to the technical specification given. Clearly state and disclose any discrepancies with the given specifications.

The **Bill of Quantity (BOQ)** and **Scope of Work (SOW)** for this project can be found in **Annex B** and **Annex C.1**, 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:** the bidder shall provide complete company profile containing copies of:
 - Valid ID from Ministry of Planning stating the level issued by Iraq/KRI Government
 - Proof of bidder’s capacity and experience in similar projects; a minimum of 2 previously completed / ongoing POs/contracts/Work orders of the relevant works. All documents must be credible and in the letter heads and/or stamps of issuing organization.
- **Vendor Registration Form:** You should complete sign and submit with your company technical proposal the Vendor Registration Form (**Annex H**) if your company is not already registered vendor with UNHCR. If your company is already registered with UNHCR, only your vendor ID and name should be stated in the form, signed, dated, stamped and submitted to UNHCR along with your Technical Proposal.
- **UNHCR General Conditions of Contract for Civil Works (2000):** Your technical offer should include a signed & stamped copy of the UNHCR General Conditions of Contract for Civil Works (2000) (**Annex E**) as your acknowledgment.

- **Signed copy of Site Visit Certificate - Annex D.** Your Technical proposal must include a signed copy of Annex D confirming attendance to the mandatory pre-bid sites visit.

2.4.2 CONTENT OF THE FINANCIAL OFFER

Your separate **Financial Proposals** must contain an overall proposal in Iraqi Dinar (IQD).

The financial proposal must be comprehensive and cover all fees for the services to be provided (price “all inclusive”).

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

You are requested to hold your proposal valid for **90** days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

The standard payment terms are by bank transfer net thirty (**30**) days after acceptance of contractor’s invoice and delivery and acceptance of the services by UNHCR.

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:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 Supplier Registration:

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

- Financial standing;
- Core business;
- Track record;
- Contract capacity.
- Sanctions checks etc.

2.5.2 Technical and Financial evaluation

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

Technical Evaluation (60%):

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

a) Mandatory Criteria		
	Documents to be submitted	Criteria
Ministry of Planning ID	Valid ID from Ministry of Planning stating the level issued by the government of Iraq/KRI.	Yes/No
Mandatory Site Visit	Duly signed Site Visit Certificate	Yes/No
<p>Important: The above listed documents should be submitted with your proposal which are required to assess the legal status of your company. Companies which won't submit the above listed documents with their technical proposal will be contacted by UNHCR and given one more opportunity to submit them. In case the documents are still not submitted, within 2 working days of UNHCR's request, the company will then be disqualified.</p>		
2- Technical Evaluation Criteria		
	Documents to be submitted	Points obtainable
Financial Soundness	Copies of audited financial reports for last 1 year (2020): <ul style="list-style-type: none"> Submitted – 5 points Not Submitted – 0 points 	5
Relevant Experience	Minimum 2 contracts, purchase / work orders, or a mixed of both including work completion certificate ; proving the experience in rehabilitation services with UN, international or national organizations: 5 and more contracts/PO/WO or a mix of these – 35 points 4 contracts/PO/WO or a mix of these – 28 points 3 contracts/PO/WO or a mix of these – 21 points 2 contracts/PO/WO or a mix of these – 14 points Less than 2 or not submitted – the offer will be technically disqualified (which means that bidder doesn't possess the requirement of minimum relevant experience).	35
Gantt Chart	Work Schedule/Implementation Plan - Gantt Chart Proper Work Schedule/Chart is provided showing how the company will implement the works within 60 Days Submitted– 8 points Not submitted - 0 points	8
Technical Staff CVs	5 years' experience qualified Civil engineer & mechanical engineer. <ul style="list-style-type: none"> Submitted - 6 points Not submitted – the offer will be technically disqualified (which means that bidder doesn't possess the requirement of minimum technical staffing) 	6
Team Leader/Supervisor CV	5 years' experience qualified team leader/Supervisor with engineering background: <ul style="list-style-type: none"> Submitted 6 Points Not submitted the offer will be technically disqualified (which means that bidder doesn't possess the requirement of minimum technical staffing) 	6
Total:		60

Clarifications: To assist in the examination, evaluation, and comparison of proposals UNHCR may at its discretion ask the bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, proposed or accepted.

Financial Evaluation (40%):

The financial evaluation will be conducted only for companies who are technically compliant, meaning, securing at least 35 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, the contract(s)/purchase order(s) will be awarded to the respective suppliers based on highest combined scores obtained.

2.6 SUBMISSION OF BID (through e TenderBox online tool):

The proposals must bear your official letter head clearly identifying your company. The Technical and Financial proposals shall be clearly separated by uploading them in **separate attachments under "Technical Offer" & "Financial Offer" links** on the eTenderBox.

Bids should be submitted by/through eTenderBox and all attachments should be in PDF format. The eTenderBox is an online registration tool by which Suppliers can globally submit their applications to tenders published by UNHCR. The system offers an advanced solution for reviewing open tenders, submitting offers and managing uploaded documents. The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org>

To submit an offer for this tender via the eTenderBox online tool, the Supplier need to register in the eTenderBox system. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. For registration, Suppliers need to have an active email account by which they will be identified in the system.

Detailed guidance on how to register to, and make use of, eTendeBox is provided in the attached **Annex G (eTenderBox Supplier User Manual)**.

IMPORTANT:

The technical proposal and financial proposal are to be uploaded in separate documents, under separate links for 'Technical' & 'Financial' Offers on eTenderBox. Failure to do so may result in disqualification.

Deadline: 24 Nov 2021, 23:59Hrs Baghdad Time

IMPORTANT: The eTenderBox system will not permit submission / receipt of any bid after this date. Any bid sent to UNHCR through any other address or means 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 your documents have been uploaded properly on the eTenderBox before the deadline. Please be aware of the fact that the eTenderBox policy

employed by UNHCR limits the size of each single attachment to a maximum of 10 Mb so it may be necessary to send more than one document for a file larger than 10 Mb (clearly marked as part/s 1, 2, 3 etc of the same document).

Please read thoroughly and follow the guidance provided in **Annex G (eTenderBox Supplier User Manual)** to ensure successful eTenderBox registration and bid submission.

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 proposal.

2.7 BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this tender.

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 proposing 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.

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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

IMPORTANT:

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in IQD (Iraq Dinar). Payment will be made in accordance to the General Conditions of Contracts (**Annex E**) and as per the PO issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner. No advance payment will be applicable for this project.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS

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.

2.10 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, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

2.11 VENDORS ON UN, UNGM, EU SANCTION LIST

Companies/vendors who are currently on the list of ineligibles (blacklisted) vendors in any of the above sanction lists need not submit offers/proposals against any of UNHCR's Request for Proposals or Invitation to Bid or Request for Quotation as they will not be accepted but disqualified outright. We advise companies/vendors in such lists not to waste their time and that of UNHCR by submitting any offers/proposals

Sincerely,

John C. Melkenbeek
Senior Supply Officer
UNHCR Country Office, Baghdad

Grouping of the documents must be uploaded as shown below (see next page);

Failure to do so may result in disqualification.

Proposal

Technical Offer link of eTenderBox (attachments not exceeding 10 Mb per document)

1. **Annex H** (Vendor Registration Form) and its attachments:
2. Company profile
3. Valid Ministry of Planning ID issued by government of Iraq/KRI
4. Proof of vendor's capacity and experience in similar projects (at least 2 Contracts/ POs/ Work orders) with **work completion certificates**
5. **Annex E** (Signed General Conditions of Contracts)
6. **Annex F** (Signed supplier Code of Conduct);
7. Audited Financial Report for the year 2020
8. CVs of the qualified civil engineer & Mechanical engineer
9. CV of the Qualified Team Leader with engineering background
10. Gantt chart showing the works implementation Plan
11. Signed **Annex D** – Site Visit Certificate

Financial Offer link of eTenderBox (one attachment)

1. Completed, dated, signed and stamped **Annex B** (uploaded in the financial link).