

DATE: 23 JANUARY 2022

INVITATION TO BID: No. HCR/IRQER//2022/ITB-004

FOR

Extra Works for Installation of Refugee Housing Units (RHUs) for Community Centers in East Mosul Camps (EMCs), Erbil Governorate, Iraq.

CLOSING DATE AND TIME: 13 February 2022 - 23:59 HOURS IRAQ LOCAL TIME.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on 14 December 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 15,000 people in more than 128 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 environments, 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) in Erbil invites qualified suppliers duly registered with the Government of KR-I and Iraq to make a firm offer for **Extra Works for Installation of RHUs for Community Centers in EMC, Erbil.**

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

IMPORTANT:

It is strongly recommended that this Invitation to Bid (ITB) 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 F & G)

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

Other United Nations Agencies, Fund, Programmes and authorized humanitarian organizations shall be entitled to the same price and terms as those contained in the proposal of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

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

2. BIDDING INFORMATION

2.1. ITB Documents

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

- Annex A: Calendar of Activities
- Annex B: Technical Requirements Form *(to be submitted as part of Technical proposal and it must be signed and stamped to confirm its acceptance)*
- Annex C: Scope of Work (SOW) *(to be submitted as part of Technical proposal (it must be signed and stamped to confirm its acceptance)*
- Annex D: Financial Offer Form / BOQ *(to be submitted as Financial proposal) (Bidders are kindly required to submit both signed and stamped PDF version along with filled excel sheet)*
- Annex E: Vendor Registration Form *(to be submitted as part of Technical proposal, if you are not registered with UNHCR)*
- Annex F: UNHCR General Conditions of Contracts for Civil Works
- Annex G: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018
- Annex H: UN Supplier Code of Conduct
- Annex I: **e-Tender Box Supplier user manual**

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of contracts of civil works, UNHCR's General Conditions of contract for the provision of goods & services and UN supplier code of conduct. [Signed copies of Annexes F, G, H]

ملاحظة:

تعتبر مشاركتكم في هذه المناقصة قبولاً تاماً للشروط العامة للمفاضلة فيما يتعلق بالعقود وكذلك مدونة قواعد السلوك للموردين والمتعاقدين مع الأمم المتحدة.

2.2 Acknowledgment

We would appreciate you informing us of receipt of this ITB by return e-mail to IRQERPROC@unhcr.org as to:

- Your confirmation of receipt of this ITB
- Whether or not you will be submitting a proposal
- The source where you have acquired this tender document (e.g., E-Mail, Chamber of Commerce, UNGM website, printed media etc.)

2.3 Supplier Pre-bid conference and Site Visit

Interested companies are invited to attend a pre-bid conference / site visit for complete understanding of the technical requirements prior to sending the formal proposal to UNHCR. The pre-bid conference and site visit will be organized on the following date:

Venue: Camp Management Office, Hasan sham U2

Date/Time: 31/01/2022, 11:00 AM Iraq Local Time

A maximum of two representative per company is allowed. Names and contact details of the company's representative must be provided, at least 2 working days in advance in order to arrange entrance of the site/premises. Notification should be addressed in writing to IRQERPROC@unhcr.org by or before **30-January-2022.**

Participation to the pre-tender conference shall be on the bidder's own expenses. There will be no reimbursement from UNHCR.

Please note that, site visit is one of the mandatory requirements for bidder to qualify in the technical evaluation process. It is the responsibility of bidder to request and sign the attendance sheet at site and fill all the requirements like Company name, contact name etc. Company name should correspond to the same name in which the bid is being submitted and UNHCR will not be responsible for any omissions.

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 will be uploaded on UNGM website.

2.4 Requests for clarifications

Bidders are required to submit any request for clarifications in respect of this ITB by e-mail to IRQERPROC@unhcr.org with the clear indication of the ITB reference in the subject line. The deadline for receipt of questions is **02-February-2022 – 23:59 hours, Iraq 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 address.

UNHCR will compile the questions received through mail and during the site visit and may, at its discretion, copy any reply to all other invited bidders at once and will upload on UNGM Website by or before **06-February-2022**

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.

2.5.1 Documents to be submitted with Offer: as per Technical Requirements 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 Website of eTenderBox.unhcr.org will result in disqualification of the offer. Please submit your bid directly to the eTenderBox.unhcr.org in the "Submission of Bid" section 4) of this ITB.

Your offer shall comprise the following two sets of documents (through eTenderBox.unhcr.org website):

- a. Technical offer
- b. Financial offer

Please carefully read the e-Tender box user manual attached as Annex-I for submission of your technical and financial proposals – Offers submitted by any other manner will be disqualified.

2.5.2 Content of the Technical Proposal

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 proposal form, the below listed documents should be submitted with your proposal which are required to assess the legal status, capacity, prior experience etc. of your company.**

Companies not submitting them with their proposal may be contacted by UNHCR and given one more opportunity to submit them. Should these companies still not submit the missing documents, they will then be disqualified.

- **Submission of Registration Certificate and Company Profile**
- **Proof of Relevant Experience:** The Bidder MUST submit at least 3 POs or Contracts of similar nature (Constructions / Renovation / Rehabilitation works) during the last 5 Years.
- **Project Duration:** The bidder shall provide the realistic work plan / Gantt Chart of the project.

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

2.5.3 Content of the Financial Offer

Your separate **Financial Proposal** must contain an overall offer in USD (all-inclusive price). The Financial offer is to be submitted as per the **Financial Offer Form (Annex D)**.

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

You are requested to hold your offer valid for **180 days** from the deadline for submission. UNHCR will makes its best effort to award the contract within this period. The pricing model quoted in the Supplier's proposal has to 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.

2.6. Bid Evaluation

2.6.1 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

2.6.2 Technical and Financial Evaluation

Evaluation shall be made on a technical and financial basis.

2.6.2.1 Technical Evaluation

The technical component of the submission will be evaluated as **PASS/FAIL** using the criteria **YES or NO** as shown below:

#	Criteria Name	Criteria Description	Yes / No
1	Site Visit	Did the vendor visit the site on the said date and time and signed their company's name on the attendance sheet?	Yes / No
2	Registration	The bidder has registered its business with Iraq or KRI and have submitted the company profile.	Yes / No

3	Bidder's Eligibility	The bidder is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions, and neither on the EU sanctions list.	Yes / No
4	Proof of Relevant Experience	Has the vendor submitted proof of experience? (minimum three (3) Pos / Contracts / Work Order of similar nature (Constructions / Renovation / Rehabilitation works) during the last five (5) years.	Yes / No
5	Project Duration	The bidder has provided the realistic work plan / Gantt Chart of the project.	Yes / No
Bidder's Qualification (PASS / FAIL)			

The above listed documents should be submitted with your proposal which are required to assess the capacity and 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.

IMPORTANT:

Please note that, to qualify in the technical evaluation process, the bidder must obtain "Yes" in all above-mentioned criteria's, in order for their bids to be considered for further evaluation.

2.6.2.2 Financial Evaluation

The **Financial offers** will be evaluated using lowest price offered.

3. 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>

4. SUBMISSION OF BID

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

Please submit your proposal through an online eTenderBox Tool, which can be accessed through <http://etenderbox.unhcr.org>

To submit a proposal against UNHCR tender, the bidder needs to register in **eTenderbox system**. Please refer to the eTenderbox user manual for bidders at Annex-I. You are requested to get familiar with this tool and create login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the "tender reference number", the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done.

It is the bidder's responsibility to upload only technical documentation under "Technical" category and Financial documentation under "Financial" category. Failure to do so will result in disqualification.

Note: The official submission of the selected files for upload is done by clicking the ‘Save & Submit’ button, therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier’s responsibility to ensure that all files of the final offer are submitted before the tender expiration deadline. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however **it is preferable to upload PDF files**. Executable files (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. **The maximum size limit per file is 10MB.**

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 proposal by UNHCR.

IMPORTANT:

The Financial proposal will only be opened for evaluation if the supplier’s technical proposal has passed the technical evaluation and has been considered by UNHCR as technically responsive.

Important Dates to Note for Bid Submission:

Tender available to vendors	23/01/2022 – 13/02/2022
Site visit and bidders conference	31/01/2022 – 11:00 hrs Iraqi Local Time
Last day for Queries	02/02/2022, 23:59 hrs Iraq Local Time
Q&A Upload on UNGM	06/02/2022
Closing date for submission of bids	13/02/2022 23:59 hrs Iraq Local Time

5. 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 before signing agreement.

UNHCR may, at its discretion, extend the **deadline for the submission of bids**, by notifying all prospective suppliers in writing or by uploading the Addendum on UNGM website and eTenderbox tool. 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 the most responsive to the need, as well as conforming to UNHCR’s general principles, including economy, efficiency and best value for money.

6. SOME OF THE REASONS OF DISQUALIFICATION

- Bidder fails to upload technical documentation in “Technical” category and Financial documentation in a “Financial Category”.

- Financial proposal was also uploaded in the “Technical” Category of eTenderbox system.
- Bid documents are uploaded at the last minute of the tender closing time and it took a while for uploading while the deadline is over.
- Bid documents are uploaded after the deadline for submission of bids stated in the tender documents. *Proposals received any time after 23:59 hours Iraqi time is a late submission and will be disqualified.*
- The Bidder’s qualification or data are proven to be false and
- The Bidder commits a proven false or dishonest act in anticipation of award of a contract.

7. 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, labour and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>.

8. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

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

9. UNHCR GENERAL CONDITIONS FOR THE PROVISION OF GOODS AND SERVICE AND CONSTRUCTION WORKS

Please note that the General Conditions (**Annexes F & G**) will be strictly adhered to for the purpose of any future contract.

10. ZERO TOLERANCE POLICY

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

11. ALL TENDER DOCUMENTS FROM UNHCR ARE AVAILABLE FREE OF CHARGE.

Supply Unit

**Supply Officer
UNHCR Sub-Office, Erbil-Iraq**