

DATE: 24/07/2022

REQUEST FOR PROPOSAL: No. HCR/IRQER/2022/RFP-044

Construction of Sector-G in Gawilan Refugee Camp, Duhok Governorate, Iraq, Four (4) LOTs.

CLOSING DATE AND TIME: 20 August 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 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) in Erbil invites qualified bidders duly registered with the Government of KR-I and Iraq to make a firm offer for **Construction Services in Gawilan Refugee Camp (Sector G) in, Duhok Governorate, Iraq. The required construction services are divided into FOUR (4) LOTs.**

The details of the construction services are provided in the Attached Annex – A Scope of Work (SOW) & Drawings.

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 F).

Note: This document is not to be construed in any way as an offer to contract 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) & Drawing (**SOW to be submitted as part of Technical Proposal and it must be signed and stamped to confirm its acceptance**)
- Annex B: Technical Proposal Form.
- Annex C: BOQs / Financial Proposal Form (4 LOTs) (**to be submitted as Financial Proposal in both PDF format (signed & stamped) and in a soft copy as an Excel document**)
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for Civil Works - 2000
- Annex F: UNHCR General Conditions of Contracts for the Provision of Mixed Goods and Services - July 2018
- Annex G: UN Supplier Code of Conduct
- Annex H: **e-Tender Box Supplier user manual**

Please note that submitting an offer is considered as full acceptance of UNHCR's General Conditions for civil works, mixed goods and services and UN supplier code of conduct. [Signed copy of Annexes E, F & G are not required at this stage.]

2.2 Acknowledgment

We would appreciate you informing us of the receipt of this RFP by a return e-mail to irqerproc@unhcr.org with cc: sdeeq@unhcr.org

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

IMPORTANT:

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

2.3 Requests for Clarifications

Bidders are required to submit any request for clarifications in respect of this RFP by e-mail to irqerproc@unhcr.org with CC: sdeeq@unhcr.org

UNHCR may, at its discretion, copy any reply to a question to all other invited firms. The deadline for receipt of questions is **09 August 2022 - 17.00** hours, Iraq Local Time. Bidders are requested to keep all questions concise.

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

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT TO REPLY.

Email Subject Line to be used for any queries related to this tender: HCR/IRQER/2022/RFP-044 - Query

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

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

2.3.1 Supplier Pre-bid conference and Site Visit

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

Venue: Gawilan Refugee Camp in Duhok.

Date/Time: 07/08/2022 at 11.00 AM, Iraq Local Time.

For location information, please contact Engineer Ali Mubashar at mobile number: 07504906358

Advance notification of attendance including the names and contact details of the company representative (Engineer) is required in order to enter the site/premises. Notification should be addressed in writing to irqerproc@unhcr.org with CC: sdeeq@unhcr.org before: **07/08/2022**.

IMPORTANT: Participation to the pre-tender site visit is mandatory given the complexity of the 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. The company representative must be an Engineer.

Participation in the pre-tender site visit shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

After the pre-bid conference and site visit, a Questions & Answers document will be prepared and sent directly to bidders who attended the site visit, by e-mail and will also be uploaded on UNGM website.

2.4 Your Offer

IMPORTANT: Cancellation of Solicitation: UHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer should be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be 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 - tendering address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 4) of this RFP.

Your offer shall comprise the following two sets of documents:

- a. **Technical offer**
- b. **Financial offer**

2.4.1 Content of the TECHNICAL OFFER (60% Weightage)

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.

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

The Bill of Quantities for Construction of Sector-G in Gawilan Refugee Camp, Duhok Governorate, Iraq, divided into Four (4) LOTs, can be found in Annex A – Scope of works and drawings.

The technical component of your proposal should be concisely presented and structured as indicated in **Annex-B Technical Proposal Form**, but not necessarily be limited to.

The below-listed documents should be submitted with your proposal which is required to assess the legal status, capacity and prior experience, etc. of your company.

- Submission of the Vendor Registration Form
 - Submission of Registration Documents
 - Specifications of the material and equipment details
 - Proposed staff details
 - Implementation approach and time frame / Gantt chart.
- **Performance Bond:** The Contract must be signed within 14 days of the issue of the Letter of Acceptance. The successful bidder will be required to furnish us with 5% Bank Guarantee of the contract value from a reputable bank in the next 7 days, valid for the entire period of the contract and the period for defects and liabilities period.
- **Bid Security:** Your technical offer should contain the sum of **USD 5,000** in the form of a Bank Guarantee or Certified Bankers Cheque issued from a local bank. The bid security must be valid for at least 180 days after the closing date of the tender. Please include a scanned copy of bid security in your technical documents submitted through **eTenderBox** and keep the original. UNHCR may ask to submit original copy at later stage of the evaluation.

Companies not submitting the required documents with their proposal may be contacted by UNHCR and given one more opportunity to submit them (Only for the Mandatory Prequalification Requirement no. 2 & 3 in Page No. 06). Should these companies still not submit the missing documents, they will then be disqualified:

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

The bid security for the unsuccessful bidders will be released with the regret letter(s). The Bid Security for the successful bidder(s) will be released upon the submission of the Performance Bond and upon the signing of the Awarded Contract.

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

2.4.2 Content of the Financial Offer

Your separate **Financial Proposal** must contain an overall offer in United States Dollars USD.

The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified.

The Financial offer is to be submitted as per the **Financial Offer Form (Annex C)**. Bids that have a different price structure may not be accepted.

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 the submission. UNHCR will make 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 entire duration of the Contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

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.

2.5 Bid Evaluation

The tender is divided into FOUR (4) lots. The technical evaluation will be considered as one exercise for all the lots while the financial evaluation will be done **independently PER LOT** for each of the **4 LOTS**.

It is important to note that the bidders will be required to make their financial proposals for all the line items **PER LOT**. Partial/incomplete financial proposal **PER LOT** will not be considered for further evaluation.

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 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

2.5.2 Technical and Financial Evaluation

For the award of this project(s)/Contract(s), 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:

Potential Supplier are allowed to offer for all the lots and/or any of the four lots of construction services/works, as per Annex A: Scope of Works & Drawings and Annex C: Financial Offer Form/Bill of Quantities (BOQ) with details for EACH LOT.

Evaluation shall be made on a technical and financial basis.

2.5.3 Technical Evaluation

The Technical proposal will be evaluated in 2 stages:

Stage 1: Mandatory Pre-qualification

#	Items	RFP Specific Requirements	Submitted (Yes/NO)
1	Mandatory Site Visit	Did the vendor send an engineer to visit the site on the said date and time and sign their company's name on the attendance sheet? (The company should nominate only an <u>Engineer</u> to attend the site visit with showing his/her Engineering Union ID card)	
2	Mandatory Bid Security	Has the bidder submitted a scanned copy of Bid Security of USD 5,000 by "Good for Payment Cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days)? should be a certified cheque (not personal). <u>The cheque should indicate the RFP number and must be issued under the company name.</u> The selected company would be required to submit the original cheque.	
3	Valid Business Registration Certificate	Is the company registered in IRAQ (Federal Government or Kurdistan Region of Iraq)? <u>No Joint Venture will be accepted.</u>	
Mandatory Pre-qualification - Pass / Fail			

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

Stage 2: Technical Evaluation

Percentage distribution of 60% from the total score of technical evaluation has been allocated to Technical Proposal. Maximum scores are listed in the table below. Failure to achieve a minimum score of **36 Points** out of the 60 points will result in technical non-compliance and elimination from further evaluation.

Technical Evaluation Criteria:

Main Criteria	Sub-Criteria	Points
1. General Company Qualification & experience	1.1. Company profile and Capability. (3 Points) - Does the company have ISO 9001 certificate (1 Point) - Details of Clients & any previous experience/collaboration projects/profiles. (1 point). - Years of previous experience (min 10 years of experience). (1 point). 1.2. Company classification (2 Points) Does the company have a valid construction classification ID issued by the Ministry of Planning (Central government and/ or KRI) classified range between 1-3 class? (2 points) 1.3. Staff qualifications, CVs with sound experience and Resources (4 Points) - Site engineer (bachelor's academic degree in civil) with minimum 10 years of experience. (1 point). - Architect (bachelor's degree in architectural engineering) with minimum 5 years of experience. (1 point). - Electrical Engineer (bachelor's degree). with Minimum 5 years of experience (1 point). - Surveyor (diploma in Surveying) with Minimum 7 years of experience (1 point). 1.4. Financial Auditing Report (3 Points) The latest two (2) consecutive years, financial audit reports (including the Balance Sheet/Income Statement) for the years (2019-2020-2021), audit financial reports must be certified by the Iraqi Association of Accountants clearly demonstrating a minimum cumulative turnover of 3 million USD and above. 1. Annual or Biennium Revenues (turnover) (1 point) $\frac{\text{table securities} + \text{accounts receivable}}{\text{Current liabilities}}$ 2. Current ratio (1 point): $\frac{\text{Current assets}}{\text{Current liabilities}}$ 3. Debit to Equity Ratio (1 point): $\frac{\text{Total Debt}}{\text{Total Equity}}$	12
	2.1 Proof of relevant experiences (5 points) Copies of Purchase Orders (POs), contract agreements, or work order attached with a proof of project completion certificate/ performance letter issued by the client (Showing value, time completed, organization or firm for which completed, contact details of the organizations/entity) awarded and served within the past 10 years. The actual copies of POs, contracts, work orders should relate to similar projects (this includes civil and/or electrical and/or sanitation projects) - 5 (and above) Projects = 5 points - 4 Projects = (4 Points) - 3 Projects = (3 Points) - 2 Projects = (2 Points) - 1 Project = (1 Point) - No project = (0 Point)	
2. Relevant Experiences		8

	Note: PO or contract with value below <u>100,000 USD</u> will not be considered in the evaluation. UNHCR will conduct a reference check per project in order to be considered. 2.2 Past experience client (3 Points) Past experience in the provision of similar works to UN agencies, National/International Organizations, and Government. - 3 or more UN agencies, National/International organizations and Government = (3 points) - 2 UN agencies, National/International organizations and Government = (2 points) - 1 UN agency = (1 point) - No UN agencies, National/International organizations and Government = (0 point)	
3. Technical Specification of Works	3.1 Construction Materials (6 Points) Catalogues or pictures/Data sheet confirming that the specification of the below items is comply with the BoQ: - Painting (1 point) - Ceramic tile (1 point) - Galvanized plate (1 point) - Iron doors sections (1 point) - Sandwich panel (1 point) - PVC doors and windows sections (1 point)	30 (Min passing points is 20 points)
	3.2 Sanitation Materials (3 Points) Catalogues or pictures/ Data sheet confirming that the specification of the below items is comply with the BoQ: - PPR Water pipes (1 point) - PVC Pipes (1 point) - HDPE water tank 1,000 liters (1 point)	
	3.3 Electrical fittings Materials (3 points) Catalogues or pictures/ Data sheet confirming that the specification of the below items is comply with the BoQ: - Copper cables and wires (2 X 1.5) (2 X 2.5) (1 point) - Led lights 12W, 18W and 20W (1 point) - Switches and switch plug (1 point)	
	3.4 Water networks (2 Points) Catalogues or pictures/ Data sheet confirming that the specification of the below items is comply with the BoQ: - HDPE 100 PN 16 pipes (63, 90, 110, 125, 140 and 180) (1 point) - Ductile valves and flow meters (1 point)	
	3.5 GRP water tanks (9 points) Design should be provided for the below elements: - RC details of the concrete foundations. (1 point) - GL steel tower details and design (3 point) - GRP Water tanks details and catalogs according to <u>MMD method only</u> (4 point) - UPVC tanks fitting Catalogues or Data sheet (1 point)	

	3.6 Electricity networks and feeder line (7 Points) Catalogues or Data sheet confirming that the specification of the below items is comply with the BoQ: - 250 kVA outdoor transformers (3 points) - 11m galvanize steel tubular pole (2 points) - 11m galvanize steel equivalent to lattice pole (2 points)	
4. Work Plan and Method of Implementation	4.1 Works plan (3 Points). Detailed and realistic work plan with Work Schedule/Gantt Chart showing the starting and end of each activity - Implementation of realistic timelines as indicated in Annex A (SoW) and BOQ, including a Gantt Chart indicating a detailed sequence of activities = (3 points). - Incomplete Gant chart or no Gantt Chart or Project Schedule indicating a detailed sequence of activities= (0 point) 4.2 Method of implementation (7 Points) - The minimum equipment should comprise <u>4 Trucks, 3 Graders, 3 Excavators, 2 Pickups, 4 Loaders, 4 Compactors, and 4 Concrete Mixture Machines.</u> (3 points). - Logistics plan which includes access to site and delivery of material with needed workforce. (2 points) - Environmental Impact Assessment Plan. (1 Point) - Risk mitigation plan and insurance to ensure all risks are covered (1 Point)	10
Total Scores		60

The minimum passing score for a bidder to qualify the technical evaluation is 36 out 60 points (i.e. 60%).

UNHCR may (if deemed necessary) visit the supplier's premises of all technically qualified companies as part of the evaluation process.

2.5.4 Financial Evaluation

The Financial Offer 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 the technically compliant proposals. All other price proposals will receive points in inverse proportion to the lowest bid, i.e., $[\text{Lowest offer amount} \times [100]] / [\text{the offer amount of proposal vendor}] = \text{points for other Supplier's Price Component} \times 40\% = \text{the points to count towards overall score.}$

2.6 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-H.

IMPORTANT:

DEADLINE TO SUBMIT YOUR BID: **20 August 2022** BY 23:59 HOURS LOCAL TIME: Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying through eTenderbox.unhcr.org and www.UNGM.org.

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	24/07/2022 – 20/08/2022
Site visit and bidders conference	07/08/2022, at 11.00 hrs Iraqi Local Time
Last day for sending Queries	09/08/2022, at 17:00 hrs Iraq Local Time
Q&A Upload on UNGM	14/08/2022
Closing date for submission of bids	20/08/2022, at 23:59 hrs. Iraq Local Time

2.7 Bid Acceptance:

The tender is divided into FOUR (4) lots. The technical evaluation will be considered as one exercise for all the lots while the financial evaluation will be done independently PER LOT for each of the 4 LOTS.

It is important to note that the bidders will be required to make their financial proposals for all the line items PER LOT. Partial/incomplete financial proposal PER LOT will not be considered for further evaluation.

UNHCR reserves the right to accept the whole or part of your bid. UNHCR may award the contract per LOTS.

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.

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 Provision of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR Project Manager.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES and

Please note that the General Conditions of Contracts (Annex E) and UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F) 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.

3. 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.

4. 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.

5. Payment Terms

Any Purchase Order (PO) issued as a result of this RFP will be made in USD. Payment will be as follows:

- a) **1st Payment (30%) of contract value after completing 30% of work.**
- b) **2nd Payment (40%) of contract value after completing 70% of work.**
- c) **3rd Payment (30%) of contract value after completing 100% of work.**

6. Liquidated Damages:

Article 45 of (The UNHCR General Conditions of Contract for Civil Works (October 2000 version) shall be subject to the following agreement and clarification: in the event of delay in completion of the WORKS within stipulated completion period, the CONTRACTOR shall pay an amount equivalent to **0.01%** of the total Contract Price for each calendar day of delay for the incomplete work that is delayed.

IMPORTANT TO NOTE:

UNHCR is not accepting submissions under Joint Venture modality.

All tender documents from UNHCR are available free of charge.

Supply Unit



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