

REQUEST FOR PROPOSAL: HCR/IRQ/COE/2023/RFP-029

Rehabilitation and Expansion of Three Schools in Darato Khazer School in Shekhan District, Kurdini School in Akre Refugee Camp & Afreen School in Domiz I Refugee Camp in Duhok, Iraq.

CLOSING DATE AND TIME: 23:59 HRS IRAQ Local Time on 29/04/2023

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 60 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 <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Iraq Operations, invites qualified construction firms to make a firm offer for **Rehabilitation and Expansion of Three (3) Schools in Darato Khazer School in Shekhan District, Kurdini School in Akre Refugee Camp and Afreen School in Domiz I Refugee Camp in Duhok, Iraq.**

	Description	Location	Governorate
1	<u>Darato Khazer School in Shekhan District</u>	Shekhan District	Duhok
2	<u>Kurdini School in Akre Refugee Camp</u>	Akre Refugee camp	Duhok
3	<u>Afreen School in Domiz I Refugee Camp in Duhok</u>	Domiz Refugee camp	Duhok

IMPORTANT: Bill of Quantities (BOQs) are detailed in Annex A-1 of this document.

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for Proposal.

Annex A: Scope of Work (SOW)

Annex A-1: BOQ

Annex B: Design and the structure (Drawings)

Annex C: Detailed Technical Evaluation Criteria

Annex D: Technical Proposal Form

Annex E: Vendor Registration Form

Annex F: General conditions of Contracts for the provision of Good and Services (July 2018)

Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)

Annex H: Supplier's Code of Conduct

Annex I: e-Tender Box Supplier user manual

Annex J: How to Join Microsoft Teams without account

Annex K: Financial Offer Form

Annex L: Tentative calendar of activities

Annex M: Bid Data Sheet

Annex N: Submission Checklist.

IMPORTANT: It is strongly recommended that this Request for Proposal and its annexes be read thoroughly.

2.2 ACKNOWLEDGEMENT:

We would appreciate your informing us of the receipt of this RFP by return e-mail to IRQERPROC@unhcr.org, CC: sdeeq@unhcr.org as to:

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

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

2.2.1 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to IRQERPROC@unhcr.org, CC: sdeeq@unhcr.org. The deadline for receipt of questions is **23:59 HRS IRAQ Local Time on 13/04/2023**. Bidders are requested to keep all questions concise. UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

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

EMAIL SUBJECT: HCR/IRQ/COE/2023/RFP-029 – Query.

UNHCR will compile all questions and reply to the questions received as soon as possible by means of publication on the UNGM, UNHCR websites and by email to all bidders participating in the tender competition.

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 addresses above will result in disqualification of the offer.

2.2.2 SITE VISITS (Mandatory):

All the participating construction companies/contractor are **MANDATORY** to inspect the construction site before submitting their offer. The contractors are required to send an email for booking an appointment for the visit to the email address: IRQERPROC@unhcr.org, CC: Buyer Email: sdeeq@unhcr.org before **13/03/2023**. The date of the site visit is on sequences as per below, (the date and the time of the site visits are fixed no changes can be made to this date and time upon the request of a potential bidder).

- 1st Site Visit Date/Time: **11/04/2023** (starts at 10:00 a.m. – ending at 11:00 a.m.)
Venue: **Darato Khazer School in Shekhan District**
GPS Coordinates: N 36.62445° , E 43.54858°
- 2nd Site Visit Date/Time: **11/04/2023** (starts at 13:00 p.m. – ending at 14:00 p.m.)
Venue: **Kurdini School in Akre Refugee Camp**
GPS Coordinates: N 36.7356360° , E 43.8806076°
- 3rd Site Visit Date/Time: **12/04/2023** (starts at 11:00 a.m. – ending at 12:30 p.m.)
Venue: **Afreen School in Domiz I Refugee Camp in Duhok**
GPS Coordinates: N 36.7841° , E 42.87925°

To access the locations through GPS, please use this link:

<https://play.google.com/store/apps/details?id=com.sygic.aura>

For location coordination, please contact Ali Mobasher at +964 750 490 6358

Please Note: UNHCR does not provide means of transport to the site.

2.2.3 PRE-BID CONFERENCE (Not Mandatory):

UNHCR will organize a supplier pre-bid conference on MS Teams, on **13/04/2023** at **14:00** HRS. A maximum of ONE representative per company is allowed. Name and contact details of the company's representatives must be provided, at least one working day in advance, by e-mail to IRQERPROC@unhcr.org, CC: sdeeq@unhcr.org **before 13/04/2023**. Changes in staff need to be shared in advance; otherwise, they will not be able to participate.

Participation to the pre-tender conference shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

Participation to the pre-tender conference is **STRONGLY RECOMMENDED** given the complexity of the requirements. However, after the supplier conference, a Questions & Answers document will be prepared and posted on UNGM and/or distributed by email to all invited bidders.

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

2.3 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 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 manner of submission as specified in the tender document 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 sets of documents:

- Technical offer
- Financial offer

2.3.1 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 for **Rehabilitation and Expansion of three schools in Darato Khazer School in Shekhan District, Kurdini School in Akre Refugee Camp and Afreen School in Domiz I Refugee Camp in Duhok, Iraq.**

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

Description of the company and the company's qualifications

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded;
- If multi location company, specify headquarters location;

- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients; previous and current

- a. **Valid Registration Documents** / Certificate / Incorporation with the Government of Iraq (Federal Government or Kurdistan Region) as a construction or general contracting company, Company Age Not less than 3 years from the date of registration / incorporation.
- b. Your technical offer should contain your acknowledgement of the following applicable conditions either by signing the below documents or acceptance of the following in writing on its letterhead as part of your technical:
 - (i) **Annex F: General conditions of Contracts for the provision of Good and Services (July 2018)**
 - (ii) **Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)**

However, please note that submitting an offer is deemed as full acceptance of UNHCR's Conditions above for Provision of required Services and UNHCR General Conditions of Contracts for Civil works (October 2000).

- c. **Bid Security:** Your technical offer should contain the sum of **USD 3,000** in the form of Good for Payment Cheque /Certified 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.

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.

Your bid security may be forfeited: If you withdraw your offer during the period of the Bid Validity specified by you in your offer or, In the case of a successful Bidder, if you fail to sign the Contract/Purchase Order - in which case, you would have refused the offer.

- d. **Award and Performance Bond (bank guarantee):**
The Firm that submits the successful Proposal will be notified by "Letter of Award" prior to the expiration of the validity period. The letter, referred to as the "Letter of Award" will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized. The Contract must be signed within 14 days of the issuance of the Letter of Acceptance. The successful bidder will be required to furnish UNHCR with a **[10% 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.
- e. List of Equipment owned by the firm to be mobilized for the execution of works described in **Annex A & A-1: Scope of Work (SOW) & Bill of Quantities.**
- f. Frame-time for completion of the project including the main project milestones; Work Schedules; Gantt charts. Submission of a detailed and realistic work plan within (+/-)15% of the proposed duration.
- g. Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials.
- h. Similar Past Experience (Copies of 5 Purchase Orders (POs), contract agreements, or work orders for **new Construction, Rehabilitation, and Sanitation Projects**) with proof of project completion in the **past ten (10) years**
- i. Project assumptions and constraints based on your understanding of the project;
- j. The methodology/approach to be used in addressing the issues outlined in the BoQ;
- k. Submit the latest two (2) consecutive years' financial audited reports for the years **(2020-2021-2022)**; Audited Financial reports must include the Balance Sheet and must be certified by the Iraqi Association of Accountants, clearly demonstrating a minimum cumulative turnover of **USD 500,000.**
- l. **Vendor Registration Form:** If your company is **not** already registered with UNHCR, you should complete, sign and submit with your technical proposal the **Vendor Registration Form (Annex E)** however incase if your company is registered, please clearly state your supplier/vendor ID. In-case if you are not sure about the status of your company, please send you're a duly filled Vendor Registration Form.
- m. Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in **Annex A & A-1: Scope of Work (SOW) & Bill of Quantities.**

Understanding of the requirements of the services requested in the solicitation documents such as: proposed approach, solutions, methodology and outputs.

Any comments or suggestions on the project, as well as your detailed description of the manner in which your company would respond to the BOQs:

- A description of your organization's capacity to provide the required services.
- A description of your organization's experience in undertaking / implementing the project.
- Compliance to the requirements stated on the in the BOQ and/or technical proposal form.

Proposed personnel to carry out the assignment

- The organization structure or organizational chart. List of key personnel and their qualifications with Curriculum Vitae of core staff.

Where deemed necessary a supplier visit may be required to complement the narrative of the technical evaluation.

IMPORTANT:

Companies not submitting the required documents with their proposal may be contacted by UNHCR and given one more opportunity (within 48 hours) to submit them (Only for the Administrative requirements criterion no. 2 & 3 (Business Registration Documents and Bid Security)). Should these companies still not submit the missing documents, they will then be disqualified.

2.3.2 Content of the FINANCIAL OFFER

Your separate Financial Offer 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.

- a. The Financial Offer is to be submitted as per the **Annex A & A-1: Scope of Work (SOW) & Bill of Quantities.**
BIDS THAT HAVE A DIFFERENT PRICE STRUCTURE MAY NOT BE ACCEPTED.

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

You are requested to hold your offer valid for a minimum of **(180 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. 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.

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 and acceptance of services by UNHCR in shape of a partial or substantial works completion certificate issued by the designated Project Manager / Engineer.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of Iraq and therefore the current market condition must be factored in before submitting your quote.

IMPORTANT: Bidders are required to submit the financial offer both in PDF and Excel Sheet (Soft Copy) in the template provided in Annex K: Financial Offer Form

2.4 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.

2.4.1 Supplier Registration:

The qualified company (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.

2.4.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs 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:

- **Technical Offer will be weighed at 60 points (or 60%)**
- **Financial Offer will be weighed at 40 points (or 40%)**

Technical Offer

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **60% from the total score**, with a minimum passing score of **36 points**.

Evaluation Factors
Mandatory
Mandatory Site Visit/ The company should send an Engineer or quantity Surveyor from the company to visit the site on the said date and time and sign their company's name on the attendance sheet. (The Engineer or a quantity Surveyor should bring an authorization letter from the company and show their engineering union ID card or any proof of graduation).
Valid Registration Documents / Certificate / Incorporation in the field of Construction / General Contracting, registered in Iraq with the Federal Government or Kurdistan Region of Iraq). Company Age Not less than 3 years from the date of registration/incorporation.
Mandatory bid security of USD 3,000 by "Good for Payment Cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days)? It should be a certified cheque (not personal). The cheque should indicate the RFP number and must be issued under the company name. The selected company would be required to submit the original cheque.
Scoring Criteria
General Company Qualification & experience (0-14 Point)
Relevant Experiences (0-8) marks
Technical Specification of Works (0-30) marks (Minimum Passing point is 20 Points)
Work Plan & Method of Implementation (0-8)
Total Marks (60)

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers. The cut-off points for submissions to be considered technically compliant will be 60% of the total technical weightage **i.e., 36 out of the 60**.

Financial Offer:

The Financial offer will use the following percentage distribution: **40%** from the total score. The financial component will be analyzed only for those suppliers that pass the 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., $[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

Clarifications of Proposals:

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, offered, or accepted.

UNHCR reserves the right to award without clarifications and/or discussions. If there are arithmetic mistakes in the budget of the technically acceptable applicants, UNHCR will rectify these mistakes on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; and
- b) If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

If the correction(s) leads to a different total cost, this new total cost will be evaluated against other technically acceptable Proposals and considered as being part of the Best Value evaluation and selection. UNHCR reserves the right to reject the Proposal if the technically acceptable applicant does not accept the correction of mistakes in the budget by UNHCR.

2.5 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. The Technical and Financial offers shall be clearly separated.

Please submit your proposal through an online eTenderBox Tool, which can be accessed at <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: **e-Tender Box Supplier user manual**. You are requested to get familiar with this tool and create a 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 the "Technical" category and Financial documentation under the "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.**

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

IMPORTANT: DEADLINE TO SUBMIT YOUR BID: **[29/04/2023] 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.

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.

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 offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.6 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project. It is however important to note that the construction project cannot be split unless the various components are defined by LOT. All other projects are to be awarded on an all or nothing basis.

Important: Any missing cost for a line in Bill of Quantities & Financial Offer will be considered invalid.

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.

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.

Some of the reasons of disqualification:

Some of the reasons which may lead to such disqualification of your offer are as following: Proposal if:

1. The Applicant's qualification or data are proven to be false; The selected Applicant refuses to enter into a contract.
2. The Applicant commits a proven unfair or dishonest act in order to acquire rights for agreement award.
3. The proposal is received through any other means of communication except as specified in this solicitation document under Article 2.6 SUBMISSION OF BID
4. The offer is received after the deadline for submission of bids stated in the tender documents; and/or Sent via the correct route after having been sent incorrectly.
5. Any changes made to the BOQ by the bidder may result in disqualification of the offer.

2.7 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 business owner.

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 **40% of work**.
- b) **2nd Payment (30%)** of contract value after completing **70% of work**.
- c) **3rd Payment (30%)** of contract value after completing **100% of work**.
- d) **Retention Payment (10%):** of the total project amount will be withheld from the Final Payment as Retention Amount for a period of Defect Liability Period of **SIX MONTHS** after completion of the project.

2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)

Please note that the **UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex G)** 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.

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

Please note that the **Annex F: General conditions of Contracts for the provision of Good and Services (July 2018)** 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 Liquidated Damages

- 2.10.1** In accordance with the provisions made in the Article 45 of (The UNHCR General Conditions of Contract for Civil Works (October 2000 version) and in Article 17 of the UNHCR Standard Contract for Construction Services. The Contractor acknowledges the requirement of UNHCR to be completed **in accordance with the time frames stipulated contract resulting from this solicitation process with the successful bidder**. The successful bidders will therefore be required to acknowledge, that time is of the essence in relation to performance of its obligations.
- 2.10.2** Should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to **0.1%** for each day for the portion of incomplete portion of the works of delay beyond the date upon which the Services were due to be completed. The Parties agree and acknowledge that calculation of damages from a breach would be difficult to estimate accurately and that the foregoing [The assessment will not exceed 10 percent of the Contract value] is a reasonable approximation thereof and is intended as the fair allocation and liquidation of damages and not as a penalty against the Contractor.
- 2.10.3** UNHCR shall have the right to deduct any liquidated damages to which it is entitled under the terms of its standard contract for construction services from any monies due from UNHCR to a potential Contractor (resulting from this solicitation process), or to recover the same as a debt due from the Potential Contractor.
- 2.10.4** Liquidated damages shall be payable by virtue of the sole fact of the delay without the need for any previous notice or any legal or arbitral proceedings, or proof of damage, which shall in all cases be considered as ascertained.

Signature

Supply Officer
UNHCR Country- Office Erbil, IRA

Annex A - Scope of Work (SOW)

Rehabilitation and Expansion of Darato Khazer School in Shekhan District, Kurdini School in Akre Refugee Camp and Afreen School in Domiz I Refugee Camp

During the past years, UN Agencies and 3RP partners have supported the administration and infrastructures of the schools that accommodate refugee/asylum seeker children in the Kurdistan Region of Iraq (KR-I) as part of intervention to promote access to education. In light of the recently implemented Refugee Education Integration Policy (REIP), UNHCR Sub-Office Dohuk together with education actors consolidated the infrastructure need assessments. The result showed that there are needs of rehabilitation and expansion of Darato Khazer Primary School in Shekhan District, Kurdini School in Akre in Akre Camp and Afreen School in Domiz 1 Camp.

As for Darato Khazer Primary School, UNHCR has planned to expand the school capacity to be able to accommodate students of Grade 7 to Grade 9. This expansion will upgrade the status of Darato Khazer Primary School to become the Basic School accommodating students from Grade 1 to Grade 9. This expansion will significantly address the issue to students of Grade 7 to Grade 9 having to spend at least 30-minute walking to the Basic School in Chirra Sub-District and at the same time promote access to quality education in Darato neighborhood and surrounding areas.

For Akre, Kurdini Basic School, the issue of congestion has been consistently reported as the Kurdini School space has accommodated two other schools namely Avivan Primary School and Zagros Secondary School. Students attending these schools include refugees/asylum seekers, IDPs and host community in the surrounding areas. This leads to congestion situation, multishift arrangement and subsequently results in compromised quality of education. In addition, a fire incident happened in 2022 has led to the damage of some prefab classrooms and that reduced the number of functional classrooms. The rehabilitation and expansion of Kurdini Basic School will hugely help address the abovementioned concerns.

For Domiz Camp's Afreen Basic School, it is one of the two biggest and oldest schools in Domiz 1 Camp which was expanded and rehabilitated in different phases. Due to its strategic location which is at the centre of the Camp, Afreen Basic School accommodates students residing in six sectors. This results in a high number of children attending the school and overcrowding situation. Hence, the rehabilitation and expansion of the school will contribute to a secure and protective learning environment and reduce the pressure on the existing classrooms.

The work includes:

- **Demarcation, Clearing and grubbing of the site.**
- **Civil works (site preparation, crushed gravel works, excavation, backfilling, etc...)**
- **Construction of classrooms including foundations, walls, and painting.**
- **Casting concrete for ramps, flooring, etc...**
- **Doors (PVC and steel), main gate (steel), windows, flooring, and roofing (false ceiling) works.**
- **Sanitation works (construction/ rehabilitation of WASH facilities, pipes installation, provision and installation of latrines, and handwash basin, etc...)**
- **Rehabilitation of playground and installation of fittings.**
- **Electrical works with all its fittings and requirements.**
- **Provision and installation of AC units.**
- **Fencing.**
- **Provision and installation of water tanks.**

No	Item/s to be Supplied	Description/Specific ations of Goods	Related Services	Contract Duration
1	Following the items description in the BOQ and technical drawings	As per BOQ	As per BOQ	140 calendar days

Annex C: Detailed Technical Evaluation Criteria

Mandatory Pre-qualification			
Main Criteria	Sub-Criteria	Specific Requirements	(Yes/NO)
Mandatory Pre-qualification	Mandatory Site visit	Mandatory Site Visits/ <u>The company should send an Engineer or quantity Surveyor from the company to visit the site on the said date and time and sign their company's name on the attendance sheet. (The Engineer or a quantity Surveyor should bring an authorization letter from the company and show their engineering union ID card or any proof of graduation).</u>	
	Mandatory Bid Security	Has the bidder submitted a scanned copy of Bid Security of USD 3,000 by "Good for Payment Cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days after the closing date of the bid)? It 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.	
	Valid Business Registration Certificate	Is the company registered as a Construction/General Contracting Company in IRAQ (Federal Government or Kurdistan Region)? <u>No Joint Venture will be accepted.</u> <u>Any company with an age less than 3 years at the time of the submission will be disqualified.</u>	
The Bidders must meet all the above mandatory pre-qualification criteria for their proposal to be considered for further evaluation.			

Stage 2: Technical Evaluation

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

Technical Evaluation			
Percentage distribution of 60% of 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.			
Main Criteria	Sub-Criteria	Specific Requirements	Score
General Company Qualification & Experience (14 Points)	Company profile and Capability. (3 Points)	The company has ISO 9001 certification or equivalent recognized certifications. (1 Point)	1
		From 3 to 5 years (1 point)	2
		Company age from the registration date (min 3 years). More than 5 years (2 points)	
	Company classification (2 Points)	The company has a valid construction classification ID issued by the Ministry of Planning (Central Government and/or KRI) classified range between 1-5 classes.	2
		Classification from 1-3 (2 Points)	
		Classification 4-5 (1 point)	

	Staff qualifications, CVs with min 5 years of experience and Resources (5 Points)	Project Manager (site engineer) with a bachelor's academic degree in civil engineering (minimum of 5 years of experience) with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (3 Points)		3
		Electrical Engineer (bachelor's degree) with a minimum of 5 years experience with proof of graduation (Graduation certificate, syndicate ID, Union ID) (1 Point)		1
		Surveyor (diploma in Surveying) with a minimum of 3 years of experience. (1 Point)		1
	Financial Auditing report (4 Points)	The latest 2 consecutive years, financial audit reports for the years (2020-2021-2022). The audit financial reports (including the Balance Sheet) must be certified by the Iraqi Association of Accountants. Minimum cumulative turnover of USD 100,000. <u>If the baseline turnover is not demonstrated, the bidder will receive zero points, and the calculation of the ratios will not be applicable.</u>		
		Current ratio: $\frac{\text{Current Assets}}{\text{Current Liabilities}}$	(at least 1.0) (2 Points)	2
		Debit to Equity Ratio: $\frac{\text{Total Debt}}{\text{Total Equity}}$	(Should be less than 2.0) (2 Points):	2
Total score 14 points				
Relevant Experiences (8 points)	Proof of relevant experience (5 points)	Copies of Purchase Orders (POs), contract agreements, or work orders attached <u>with 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) awarded and served within the past 10 years.</u> The actual copies of POs, contracts, or work orders should relate to similar projects (this includes new construction, rehabilitation, and sanitation projects)		5
		- 5 (and above) Projects = 5 Points - 4 Projects = 4 Points - 3 Projects = 3 Points - 2 Projects = 2 Points - 1 Projects = 1 Point - No project = 0 Point Note: The evaluation will not consider a PO or contract with a value of less than USD 50,000.		
	Past experience with clients (3 points)	List of similar projects showing (project name, client name, project cost, reference contact (phone No. or email)). UNHCR will conduct a reference check per project to be considered.		3
		- 3 or more different clients (3 Points) - 2 different clients (2 Points) - 1 client (1 Point) - No list (0 Point)		
Total score 8 points				
Technical Specifications of Works (30 Points) (Min. Passing point is 20 Points)	Construction & Finishing Materials (8 points)	Catalogues or Datasheet Confirming that the specification of the below items complies with the BoQ:		
		Painting (internal & external) (2 Points)		2
		Aluminum Doors and Windows (2 Points)		2
		Tiles (Mosaic) (2 Points).		2
		Iron and PVC Doors (2 points)		2
	Sanitation Materials (10 points)	Eastern W.C (2 Points)		2
		WATER TANK (10,000 lt) (3 Points)		3

	Electrical fittings Materials (12 points)	PVC water Pipes (2 Points)	2	
		PPR Composite Water Pipes (3 Points)	3	
		Copper cables and wires (4 X 16mm2) (4 X 25mm2) (2 Points)	2	
		Electrical Water Cooler (2 Points)	2	
		Socket and switch plug (2 Points)	2	
		Electrical transformer 250 KVA (3 Points)	3	
		AC split unit (3 Points)	3	
30 points (Min. Passing point is 20 Points)				
Work Plan & Method of Implementation (8 Points)	Works plan Detailed and realistic work plan with Work Schedule/ Gantt Chart showing the starting and end of each activity (3 Points)	- Implement realistic timelines as indicated in the Scope of work (140)days. Including a Gantt Chart indicating a detailed sequence of activities. (3 Points).		3
		- Incomplete Gantt chart, no Gantt Chart or Proposed Gantt chart (more than 25 days) of the indicated duration in (SoW) or Project Schedule not indicating a detailed sequence of activities (0 Point).		
	Method of implementation (5 Points)	Submission of the minimum equipment list, which should comprise 1 Truck, 1 Grader, 1 Excavator, 1 Pickup, 1 Loader, 1 Compactor, and 1 Concrete Mixture Machine	Full list (2 Points).	2
			Partial list (1 point)	
		The logistics plan includes access to the site and material delivery with the needed workforce. (1 Point)	1	
		Environmental Impact Assessment Plan. (1 Point)	1	
	Risk mitigation plan and insurance to ensure all risks are covered (1 Point).	1		
Total score 8 points				
Total Score for Technical Evaluation 60				

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

Annex D: Technical Proposal Form:

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirement set out in each section of this Request for Proposal. This **PROPOSAL FORM** must be completed, signed and returned to UNHCR. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any contract resulting from this RFP shall be subject to **Annex F: General conditions of Contracts for the provision of Good and Services (July 2018)** AND **Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)**

D-1 DECLARATION

The undersigned, having read the Instruction to Bidder, and the **Annex F: General conditions of Contracts for the provision of Good and Services (July 2018)** AND **Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)** as set out in the attached document, hereby offers to supply the services specified in the BOQ at the price or prices quoted in **Annex A & A-1: Scope of Work (SOW) & Bill of Quantities**.

The undersigned understands that UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project. It is however important to note that the construction project cannot be split unless the various components are defined by LOT. All other projects are to be awarded on an "all or nothing basis".

D-2 AWARD AND BANK GUARANTEE:

The Firm that submitted the successful Proposal will be notified by letter of the award prior to the expiration of the validity period. The letter, referred to as the "Letter of Award" will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized.

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 10% Bank Guarantee of the contract sum from a reputable bank in the next 7 days, valid for the entire period of the contract works.

Name of authorized representative: _____

Title: _____

Signature: _____

Date: _____

Supplier Name: _____

Postal Address: _____

Telephone No.: _____

Email Address: _____

D-3 BIDDER GENERAL INFORMATION

Bidder General Information		
Description	Information (to be filled by the Bidder)	Remarks
Registration Type (Company / Contractor etc.)	E.g. Construction Company with appropriate registration as a construction company	
Registration number		
If multi location company, specify headquarters location		
Grading/Classification if any applicable to the type of registration you company has.	Provide certified copies	
Number of similar and successfully completed projects;	Provide a list and copies of contracts / POs with certificate of completion	
Number of similar projects currently underway;	Provide a list and copies of contracts / POs	
Total number of clients previous and current	Provide a list	
Specialty		
Expiry Date of Certifications and/or Grading		<i>Provide certified copies</i>
Legal Status	e.g. Limited Company / Public limited Company etc.	<i>Provide certified copies of Registration</i>
VAT Registration Number	(If applicable)	

D-4 STAFF QUALIFICATION AND EXPERIENCE:

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs of all proposed staff must accompany the submission and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNHCR. A detailed organization chart of the company including the location and staffing of existing offices must also be attached to the offer.

Construction Project Management Staff		
A. Key Professionals		
Name	Position	Task
B. Support Staff		
Name	Position	Task

The CVs of all staff listed above must be provided and a reference to the page number must be made for each staff cv in the technical proposal.

D-5 FINANCIAL INFORMATION:

Annual Turn-over Information (Last Three Years)		
Year	Turn-over in USD	Remarks
2020		
2021		
2022		

D-6 Financial Statement Analysis

S No.	Description of Financial Info.	Value	Reference Page No. Tec Proposal
Current Ration			
1	Current assets		
2	Current liabilities		
Debt Ratio as a Percentage			
3	Total Debt		
4	Total Assets		

D-7 WORKS IN HAND (Ongoing Projects)

Works in Hand				
Employer name & contact details	Description of Works/Services	Start date	End date	Amount
Total USD				

Make a reference to page number in your technical proposal for the corresponding documents (1. Contract / PO 2. Date of Project Site Handover. All documents must be provided in your technical proposal.

D-8 CONSTRUCTION EXPERIENCE IN LAST FIVE YEARS

Construction Experience in last five years				
Year	Employer name & contact details	Description of Works/Services	Amount	Contractor's Responsibility % No Joint Venture will be Considered
Total USD:				

Make a reference to page number in your technical proposal for the corresponding documents (1. Contract / PO 2. Date of Project Site Handover 3. Substantial Completion Certificate) All documents must be provided in your technical proposal.

D-9 INFORMATION ON ANY CURRENT LITIGATION IN WHICH THE FIRM(S) IS INVOLVED.

Other Party(ies)	Cause of Dispute	Amount Involved

D-10 PROPOSED WORK PLAN AND SCHEDULE OF ACTIVITIES

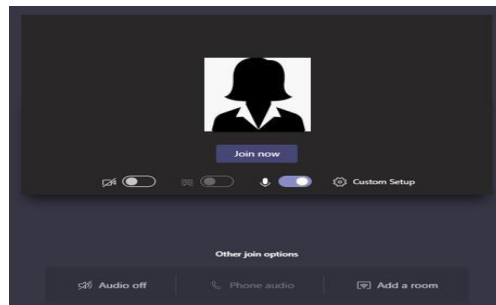
The proposed work plan and schedule of activities must be submitted with this Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated.

A proposed timeline in a Gantt / Bar chart format must be part of this Proposal. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.

Annex J: Join a Meeting without a Teams Account



1. Go to the meeting invite and select **Join Microsoft Teams Meeting**.
2. That'll open a webpage, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's OK for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the **lobby**. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.



ANNEX L: TENTATIVE CALENDAR OF ACTIVITIES:

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors <i>(Tender opening and closing dates)</i>	30/03/2023	29/04/2023
2	Site Visit	11/04/2023	12/04/2023
3	Pre-bid conference Meeting	13/04/2023	16/04/2023
4	Closing date for Queries	16/04/2023	16/04/2023
5	Tender Closing date	29/04/2023	029/04/2023
6	Bid opening Date	30/04/2023	30/04/2023
7	Technical Evaluation	03/05/2023	20/05/2023
8	Financial Evaluation	21/05/2023	24/05/2023
9	Approval of Contract	30/05/2023	10/07/2023

ANNEX M: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE SERVICES TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	29/04/2023 at 23:59 HRS Iraq Local Time
SUBMISSION OF BIDS:	Please submit your proposal through an online eTenderBox Tool, which can be accessed at http://etenderbox.unhcr.org Rehabilitation and Expansion of three schools, Darato Khazer School in Shekhan District, Kurdini School in Akre Refugee Camp and Afreen School in Domiz-I Refugee Camp in Duhok, Iraq.
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.
BID VALIDITY PERIOD:	180 DAYS
PRICE VALIDITY PERIOD:	Entire Period of the Project Duration
DEFECT LIABILITY:	SIX MONTH DEFECT LIABILITY APPLY
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: 10 Days DELIVERY TIME: IN DAYS: 140 days
RETENTION MONEY:	Please note that a 10% of the total contract value will be kept as retention money for period of Six Months from the completion and handover of the site against defects and liabilities.
RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer.
LIQUIDATED DAMAGES	The resulting contract from this tendering exercise MAY BE subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary. In accordance with article 2.11 of the tender document.
SUBCONTRACTING	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.
LANGUAGE OF THE BID:	ENGLISH
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: IRQERPROC@unhcr.org BEFORE 23:59 <u>HRS Iraq Local Time on 13/04/2023.</u> (CUT-OFF DATE FOR QUERIES). UNHCR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.
Site Visits	1st Site Visit Date/Time: 11/04/2023 (starts at 10:00 a.m. – ending at 11:00 a.m.) Venue: <u>Darato Khazer School in Shekhan District</u> 2nd Site Visit Date/Time: 11/04/2023 (starts at 13:00 p.m. – ending at 14:00 p.m.) Venue: <u>Kurdini School in Akre Refugee Camp</u> 3rd Site Visit Date/Time: 12/04/2023 (starts at 11:00 a.m. – ending at 12:30 p.m.) Venue: <u>Afreen School in Domiz I Refugee Camp in Duhok</u>

Pre-Bid Conference	UNHCR will organize a supplier pre-bid conference on MS Teams, on 13/04/2023 at 14:00 HRS. A maximum of ONE representative per company is allowed.
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article <u>"2.4.2 Technical and Financial evaluation"</u>

ANNEX N: SUBMISSION CHECKLIST

Submission Checklist		
S. No.	Description	Status
1	I have read and understood the RFP and all its Annexes	
2	Annex A & A-1: Scope of Work (SOW) & Bill of Quantities.- Completed and Submitted	
3	Annex D: Technical Proposal Form - Completed and Submitted	
4	Annex E: Vendor Registration Form - Completed and Submitted	
5	Annex F: General conditions of Contracts for the provision of Good and Services (July 2018) - Signed and Stamped	
6	Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000) Signed and Stamped or else	
7	Annex H: Supplier's Code of Conduct - Signed and Stamped	
8	Annex K: Financial Offer Form (Filled Signed and Stamped in PDF)	

Name of authorized representative: _____

Title: _____

Signature: _____

Date: _____

Supplier Name: _____

Postal Address: _____

Telephone No.: _____

Email Address: _____