

Request for Proposals for
Provision of Electricity Power



[June 15th, 2023]

Dear Sir/Madam,

You are invited to submit a proposal to iMMAP Inc. And iMMAP France with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) to provide electricity power to the iMMAP Inc. And iMMAP France office and guest house in Baghdad, Iraq.

iMMAP Inc. and iMMAP France are two international non-governmental organizations (INGO) that provide targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP Inc. and iMMAP France have promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes.

We anticipate that the bidder whose proposal suggests the best solution in response to the requirements set forth in this RFP will be selected by **July 13th, 2023**.

We thank you for your effort, and interest in iMMAP Inc. and iMMAP France in advance.

1.0 INTRODUCTION

1.1 Background

IMMAP Inc and iMMAP France support humanitarian actors to solve operational and strategic challenges. Our pioneering approach facilitates informed and effective emergency preparedness, humanitarian response, and development aid activities by enabling evidence-based decision-making for UN agencies, humanitarian cluster/sector leads, NGOs, and government operations.

1.2 Scope of Services

IMMAP Inc and iMMAP France invite bidders to provide bids for provision of comprehensive electricity services, including fuel, maintenance, and all related components to our office and guest house in Baghdad, Iraq.

2.0 ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Service Contract

August 1st, 2023 – May 31st, 2024.

2.2 RFP Coordinator

Written questions must be directed, via email, to **amahdi@immap.org**

2.3 Proposer Inquiries

IMMAP Inc. and iMMAP France will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. IMMAP Inc. and iMMAP France reserves the right to modify the RFP should a change be identified that is in the best interest of IMMAP Inc. and iMMAP France.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at **amahdi@immap.org** by **16:30** local time on **June 20th, 2023**, as specified in the Calendar of Events. All questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Interested proposers must visit iMMAP Inc. and iMMAP France 's location to make onsite technical assessment and to understand power generation requirements. Appointments can be arranged by calling: **00964 783 577 2649** or emailing the RFP coordinator.

Only **the RFP Coordinator** has the authority to officially respond to a proposer's questions on behalf of iMMAP Inc. and iMMAP France. Any communications from any other individuals are not

binding to iMMAP Inc. and iMMAP France.

2.4 Calendar of Events

<u>Event</u>	<u>Date</u>
Release RFP	June 15, 2023
Deadline for receiving proposer inquiries	June 20, 2023
Responses to proposer inquiries due	June 22, 2023
Proposal submission deadline	July 5, 2023
Announce award of "Successful Proposer"	July 13, 2023
Execute service contract	August 1, 2023

NOTE: iMMAP Inc. and iMMAP France reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1 Proposal Response Location

Iraq

3.2 Desirable Qualifications of Proposer

The proposer can be a general contractor or generator renting contractor registered in Iraq. The following qualifications are desired:

- Experience and Expertise in providing electricity supply services
- Licensing and Certifications (including a Tax clearance certificate and a valid registration license. Please include any other certifications or licenses you may have to provide the services)
- Resources and Infrastructure – please indicate the material provided by your Company to provide the services
- Safety and Compliance – please include any warranties in case of vices or shortages

3.3 RFP Addenda

iMMAP Inc. and iMMAP France reserve the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.4 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by iMMAP to award a Service Contract. iMMAP Inc. and iMMAP France reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

3.5 Withdrawal and Re-submission of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.6 Cost of Preparing Proposals

iMMAP Inc. and iMMAP France are not liable for any costs incurred by prospective proposers prior to issuance of or entering into a Service Contract. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMMAP Inc. and iMMAP France.

3.7 Errors and Omissions in Proposal

iMMAP Inc. and iMMAP France will not be liable for any errors in proposals and reserves the right to make corrections or amendments due to minor errors identified in proposals. iMMAP Inc. and iMMAP France, at its option, have the right to request clarification or additional information from the proposer.

3.8 Contract Award and Execution

iMMAP Inc. and iMMAP France reserve the right to enter into a Service Contract without further discussion of the proposal submitted based on the initial offer received. iMMAP Inc. and iMMAP France reserve the right to Service Contract for all or a partial list of services offered in the proposal.

The selected proposer will be required to sign two separate service contracts, the first one with iMMAP Inc. and the second one with iMMAP France. The context and details of both service contracts must be the same, but the parties will differ.

The RFP and proposal of the selected proposer will become part of any Service Contract between the selected proposer and iMMAP Inc. and iMMAP France.

If the Service Contract negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final Service Contract within 5 business days of delivery of it, iMMAP Inc. and iMMAP France may elect to cancel the Service Contract and award the Service Contract to the next-highest-ranked proposer.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposal submission must be received via emails directed to the following emails:

amahdi@immap.org

Or

As hard copies in the following address:

Office #14, Floor 12, Justice Tower Complex, Mosul Road, 44001 Erbil, Iraq

The proposals must be received in two separate files, requiring suppliers to submit the technical details and financial proposals separately.

The proposals shall be received on or before **June 18th, 2023**, the date specified in the aforementioned Calendar of Events.

It is solely the responsibility of each proposer to assure that their proposal is received prior to the deadline for submission. Proposals received after the submission deadline will not be considered.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in ANNEX II.

4.3 Proposal Format

The proposer should submit a proposal as specified in ANNEX I which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to provide videography services described herein. Proposer should respond to all requested specifications and items.

Proposers shall also submit ANNEX II, filled and signed.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by iMMAP Inc. and iMMAP France, which will determine the proposal most advantageous to iMMAP Inc. and iMMAP France.

5.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration. Risk mitigation procedures should also be provided. iMAP Inc. and iMAP France take meeting duty-of-care obligations and compliance with the principles of 'do no harm' very seriously.

5.3 Evaluation and Review

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMMAP Inc. and iMMAP France reserve the right to award a Service Contract based upon initial offers received. Proposals submitted should follow the format in ANNEX II.

The criteria for the evaluation process will be weighted as follows:

70____% Technical

30____% Financial

100% total

Minimum technical score: 70% of 70 points = 49 points

Marking Criteria:

Minimum eligibility criteria (*Pass/Fail*)

The Bidder confirms it is fully qualified, licensed and registered to trade with iMMAP Inc. and iMMAP France (including compliance with all relevant local Country legislation). This includes the Bidder submitting the following requirements (where applicable):

- a. Legitimate business address
 - b. Tax registration number & clearance certificate
 - c. Business registration certificate
2. Bid validity period (*Pass/Fail*)
3. Bids should remain valid for at least 30 days.
4. Adherence to RFP requirements (*Pass/Fail*)
Submission of separate Technical and Financial Proposals along with submission of Annexes.
5. Visit IMMAP site for technical assessment and workplan preparation (*Pass/Fail*)

Capability Criteria

1. **References and Similar Work Experience** (Scoring weight: 20%)
Bidder shares two (2) examples of their experience in providing services like those included within the scope of this tender.
Examples provided must be for similar projects within a similar environment/context to that in which iMMAP Inc. and iMMAP France operate and within the last two (2) years.
(Note – the Bidder must ensure that for any client references shared, the nominated client is willing to be contacted/visited by iMMAP Inc. and iMMAP France)

2. **Company profile** **Company profile** and previous experience in similar context of work
(Scoring weight: 10%)
3. **Implementation timeline** (Scoring weight: 15%)
4. **Reliability and resilience**, proposing ability to provide a continuous and stable power supply, backup systems in case of outages, and disaster recovery plans (Scoring weight: 15%)
5. **Maintenance and support**, propose periodic preventive maintenance and support plans
(Scoring weight: 10%)

Financial Criteria (Scoring weight: 30%)

Marks will be given using the following formula:

$(\text{Minimum price offered} / \text{price being reviewed}) \times 30$

5.4 Announcement of Contractor

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for the final Service Contract.