

Request for Proposals for  
Supply and Delivery of IT equipment



July 25<sup>th</sup>, 2023

Dear Sir/Madam,

You are invited to submit a proposal for iMMAP with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) to supply and deliver IT equipment for iMMAP offices in Iraq.

iMMAP is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP has 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 **August 16<sup>th</sup>, 2023**.

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

## 1.0 INTRODUCTION

### 1.1 Background

iMMAP supports 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 invites bidders to supply IT equipment for its offices in Iraq.

## 2.0 ADMINISTRATIVE INFORMATION

### 2.1 Expected Time Period for Framework Agreement

August 20<sup>th</sup>, 2023 – August 19<sup>th</sup>, 2024.

### 2.2 RFP Coordinator

Written questions must be directed, via email, to [amahdi@immap.org](mailto:amahdi@immap.org).

### 2.3 Proposer Inquiries

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

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](mailto:amahdi@immap.org) by **16:30** local time on **August 7<sup>th</sup>, 2023**, as specified in the Calendar of Events. Any and 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.

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

## 2.4 Calendar of Events

| <b><u>Event</u></b>                        | <b><u>Date</u></b>             |
|--------------------------------------------|--------------------------------|
| Release RFP                                | August 1 <sup>st</sup> , 2023  |
| Deadline for receiving proposer inquiries. | August 7 <sup>th</sup> , 2023  |
| Responses to proposer inquiries due        | August 7 <sup>th</sup> , 2023  |
| Proposal submission deadline               | August 12 <sup>th</sup> , 2023 |
| Announce award of "Successful Proposer."   | August 16 <sup>th</sup> , 2023 |
| Execute Framework Agreement                | August 20 <sup>th</sup> , 2023 |

NOTE: iMMAP 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 an IT company with the ability to supply IT equipment in Iraq (ideally Erbil, Baghdad, or Basra)

### 3.3 RFP Addenda

iMMAP reserves 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 Framework Agreement. iMMAP reserves 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**

iMAP is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a Framework Agreement. 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 iMAP.

### **3.7 Errors and Omissions in Proposal**

iMAP 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. iMAP, at its option, has the right to request clarification or additional information from the proposer.

### **3.8 Contract Award and Execution**

iMAP reserves the right to enter into a Framework Agreement without further discussion of the proposal submitted based on the initial offer received. iMAP reserves the right to Framework Agreement for all or a partial list of goods/services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any Framework Agreement between the selected consultant and iMAP.

If the Framework Agreement negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final Framework Agreement within 5 business days of delivery of it, iMAP may elect to cancel the Framework Agreement and award the Framework Agreement 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](mailto:amahdi@immap.org)

[ahayni@immap.org](mailto:ahayni@immap.org)

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 **August 12<sup>th</sup>, 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 the IT Equipment as described herein. The proposer should respond to all requested specifications and items.

Proposers shall also submit separately ANNEX II, ANNEX III, and ANNEX IV 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, which will determine the proposal most advantageous to iMMAP.

### 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. iMMAP takes 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 reserves the right to award a Framework Agreement 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 property details score: 70% of 70 points = 49 points

#### Marking Criteria:

##### Minimum eligibility criteria (*Pass/Fail*)

1. The Bidder confirms it is fully qualified, licensed and registered to trade with iMMAP.  
(Including compliance with all relevant local Country legislation).  
This includes the Bidder submitting the following requirements (where applicable):
  - a) Tax registration number & clearance certificate
  - b) Business registration certificate
2. Bid validity period (*Pass/Fail*)  
Bids should remain valid for at least 60 days.
3. Adherence to RFP requirements (*Pass/Fail*)  
Submission of separate Technical and Financial Proposals along with submission of Annexes.

## Capability Criteria

### 1. **References and Similar Work Experience** (*Scoring weight: 20%*)

Bidder shares two (2) references of their experience in providing services like those included within the scope of this RFP.

Examples provided must be for similar projects within a similar environment/context to that in which iMMAP operates.

(Note – the Bidder must ensure that for any client references shared, the nominated client is happy willing to be contacted/visited by iMMAP)

### 2. **Delivery** speed in calendar days (*Scoring weight: 20%*)

### 3. **Technical** the assessment of the technical aspects will depend on how well the items conform to the specified technical specifications and requirements for each product. Suppliers who provide the exact items mentioned, technically suitable alternatives, or products that surpass the given requirements will be given a full score. Each item's evaluation carries equal importance in the process. (*Scoring weight: 20%*)

### 4. **Warranty** companies sharing warranty policies that remain valid for 1-year will be awarded 10 marks. (*Scoring weight: 10%*)

## Financial Criteria (*Scoring weight: 30%*)

Marks will be given using the following formula:

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

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. iMMAP reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, iMMAP reserves the right to conduct any of the following:

- iMMAP may conduct negotiations with and/or request clarifications from any offeror prior to the award.
- While preference will be given to offerors who can address the full technical requirements of this RFP, iMMAP may issue a partial award or split the award among various suppliers, if in the best interest of iMMAP.
- iMMAP may cancel this RFP at any time.
- iMMAP may reject any and all offers, if such an action is considered to be in the best interest of iMMAP.
- Based on the past performance and registration letter, iMMAP reserves the right to disqualify any vendors who are not specialized in the mentioned FWA subject.

## 5.4 Announcement of Contractor

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

## 6. BIDDING CONDITIONS

This solicitation is subject to iMMAP's standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note the following terms and conditions will apply:

- a) Full payment will be made after completion of delivery and approved by technical committee of iMMAP, subject to appropriate deduction for incomplete and delayed deliveries, Payment of goods will be done within 30 working days after taking over of the goods/services at the address as stated in the purchase order

through bank transfer or check.

- b) Payment for purchase orders issued under any FWA resulting from this RFP will only be issued to the entity submitting the offer in response to this RFP and identified in the corresponding FWA award; payment will not be issued to a third party.
- c) Any award resulting from this RFP will be in the form of a Framework Agreement (FWA). iMMAP anticipates issuing a FWA (or multiple FWAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the FWA. When the need arises for the commodities/services described in the FWA, iMMAP will issue a purchase order to the FWA-holder. If there are multiple FWA-holders under this RFP, the purchase order will be issued to the FWA-holder that presents the best value for that specific order, based on price and delivery time. This FWA will have a minimum duration of at least 12 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by iMMAP.
- d) The title to any goods supplied under any award resulting from this RFP shall pass to iMMAP following delivery and acceptance of the goods by iMMAP. The risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to iMMAP.
- e) Only technically compliant offers will be considered in price evaluation or financial evaluation and the most economical offer will be selected.
- f) Bidders shall provide relevant local legal registration documents and the most recent and valid tax clearance certificate.
- g) The bidder must have the ability to supply all of the products required by iMMAP.
- h) Supplying, loading, unloading, and installation transportation is included.
- i) iMMAP technical staff shall have the right to physically check the offered items.
- j) Prices must be submitted in US Dollars.
- k) Bidders must share bank account information.