

DATE: 28/09/2023

INVITATION TO BID: No. HCR/IRQ/CEO/2023/ITB-078

Expansion of Transformer's Old Building and Supply & Installation of Electrical Transformer 630kVA in UNHCR Registration Center in Bahirka, Erbil Governorate.

CLOSING DATE AND TIME: 11/10/2023 – 23:59 HRS, Local Iraq Time.

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 six 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 70 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see www.unhcr.org.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Erbil, invites qualified bidders duly registered with the Government of KRI/Iraq to make a firm offer for the **Expansion of Transformer's Old Building and Supply & Installation of Electrical Transformer 630kVA in UNHCR Registration Center in Bahirka, Erbil Governorate.**

IMPORTANT: Scope of Work (SOW) is detailed in **(Annex A)** of this document.

IMPORTANT:

When a contract is awarded, either party can terminate the contract only upon 90 days' notice, in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with article 18 "settlement of disputes" of the UNHCR General Conditions of Contracts for the Provision of Goods & Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

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

Sub-Contracting: Please take careful note of Article 5 of the attached General Terms and Conditions for the Provision of Goods & Services **(Annex F)**

IMPORTANT TO NOTE: This document is not to be construed in any way as an offer to contract with your firm.

Delivery Location: Services outlined in **(Annex D)** need to be delivered to the below address.

- UNHCR Registration center in Bahirka, Erbil, Iraq.

2. BIDDING INFORMATION

2.1 ITB Documents

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

Annex A: Scope of Work (SOW)

Annex B: Technical Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Financial Offer Form (BOQ) (must fill and submit **in PDF version and in Excel sheet as well**)

Annex E: Vendor Registration Form: You should complete, **fill and submit** with your technical offer if you are not already a registered vendor with UNHCR. If you are already registered with UNHCR, your vendor ID should be stated.

Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services (must be **signed, stamped and submit** with your technical offer)

Annex G: UNHCR General Conditions of Contracts for Civil Works (must be **signed, stamped and submit** with your technical offer)

Annex H: UN Supplier Code of Conduct

Annex I: e-Tender Box Supplier user manual

Annex J: How to Join Microsoft Teams Without an Account.

Annex K: Bid Data Sheet

Annex L: Tentative calendar of activities

Annex M: Submission Checklist

2.2 Acknowledgment

We would appreciate you informing us of the receipt of this ITB by return e-mail to IRQERPROC@UNHCR.ORG , CC: sdeeq@unhcr.org , to:

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

2.3 Requests for Clarifications

Bidders are required to submit any request for clarifications in respect of this ITB by e-mail to IRQERPROC@UNHCR.ORG , CC: sdeeq@unhcr.org . **The deadline for receipt of questions is 05/10/2023 at 23:59 HRS, Local Iraqi time.** 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/CEO/2023/ITB-078 - Query

UNHCR will compile all questions and reply to the questions received as soon as possible by means of publication on the UNGM and by email to all bidders who participated in the site visit and pre-bid conference.

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

UNHCR reserves the right to award without clarifications and/or discussions. If there are arithmetic mistakes in the budget of the technically compliant offers, 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, an 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 Compliant Offers and considered as being part of the Best Value evaluation and selection. UNHCR reserves the right to reject the offers if the technically compliant applicant does not accept the correction of mistakes in the budget by UNHCR.

2.4 Pre-Bid Conference

UNHCR will organize a supplier **Pre-bid conference on MS Teams (Not Mandatory)**, on **05/10/2023 at 14:00 HRS Iraqi Local Time**. A maximum of ONE representative per company is allowed. Name and contact details of the company's representatives must be provided, in advance by e-mail to IRQERPROC@UNHCR.ORG , CC: sdeeq@unhcr.org , before **05/10/2023**. Changes in staff need to be shared in advance; otherwise, they will not be able to participate.

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

2.5 Your Offer

Your offer should be prepared in **English**. (All supporting documents should also be in English)

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

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

IMPORTANT:

The 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 e-mail address will result in disqualification of the offer. Please upload your bid directly to the online eTenderBox Tool as specified in the "Submission of Bid" (Section 2.7) of this ITB.

Your Offer shall comprise the following two sets of documents:

- a. Technical Offer
- b. Financial Offer

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

2.5.1 Content of the Technical Offer

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply will lead to disqualification. The technical offer should contain all the information required.

The details of the services requested by UNHCR can be found in **(Annex A) Scope of Work (SOW) & Technical Specifications** but not necessarily be limited to. **The below-listed documents should be submitted with your offer which is required to assess the legal status, capacity, prior experience, etc. of your company.**

- **Company Profile:** The bidder shall provide a complete company profile containing copies of:
- Registration documents with government authorities like a valid certificate of registration for business.
- Experience certificates providing details of years of experience,
- Copies of 3 (Purchase Orders (POs), Contract Agreements, or Work Orders) for similar projects 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. The actual

copies of POs, contracts and work orders should relate to similar projects **(this includes supply and installation of Transformers, Generators, LV/HV electrical networks, or construction)**.

- CVs with a minimum of 5 years' experience for the following:
Electrical Engineer (bachelor's degree) with a minimum of 5 years' experience. A graduation certificate or engineering union ID should be provided.
- **Scope of Work (Annex A)** must be signed, stamped, and submitted with the Technical offer package.
- **Technical Offer Form (Annex B)** should be signed, stamped, and submitted with the Technical offer package.
- **Mandatory to submit** a scanned copy of the **Bid Security of USD 1,000** with the Technical Offer Package.
- **Delivery Capacity:** the bidder shall have the capacity to provide all the required good & services outlined in **(Annex A and D)**, confirmation letter to be provided.
- **Work Plan:** Detailed and realistic Work Schedule/ Gantt Chart showing the starting and end of each activity, Proposed Gantt chart (more or less than 5 days) of the indicated duration in (SoW) (30 calendar days) will be considered as fail.
- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical offer the Vendor Registration Form **(Annex E)**.
- **UNHCR General Conditions for Provision of Goods & Services and UNHCR General Conditions for Civil Works:** Please note that submitting an offer deems as full acceptance of UNHCR's general terms and conditions for goods and services and

Companies not submitting the required documents with their offer may be contacted by UNHCR and given one more opportunity (within 48 hours) to submit them (Only for the Administrative Requirements), (criteria no. 1 - Business Registration Documents), (criteria no. 2 - Bid Security) and (criteria no. 3 – Tax Registration Certificate). Should these companies still not submit the missing documents, they will be deemed disqualified.

IMPORTANT:

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

2.5.2 Content of The Financial Offer

Your separate **Financial offer** must contain an overall offer in USD (all-inclusive price).

The Financial offer is to be submitted as per the **Financial Offer Form (Annex D)**. Bids that do not conform to this form may not be accepted.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit mentioned in the financial offer form. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

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 **180 days** from the deadline for submission. UNHCR will make its best effort to award the contract within this period.

IMPORTANT: The pricing model quoted in the Supplier's offer will remain valid for the duration of the Contract.

UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and negotiating a contract, including any possible related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.6 Bid Evaluation

Each offer from a supplier will be considered separately and independently. Bidders shall submit a complete offer for each solicitation in which they wish to participate. References to previous ongoing offers will not be 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.

The evaluation shall be made on a technical and financial basis.

2.6.1 Supplier Registration

The qualified suppliers will be added to the Vendor Database after an investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial Standing (the latest 3 consecutive years, financial audit reports for the years (2020-2021-2022).
- Core business
- Track record
- Contract capacity

This will be followed later by performance evaluation as a supplier such as:

- Ability to respond quickly to Agency's needs
- Dependability of services
- Lead time for delivery of services

2.6.2 Technical Evaluation

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the exact same structure as outlined in (Annex C), Technical Evaluation Criteria, and based on the requirements from (Annex A & D).**

IMPORTANT:

Please note that to qualify in the technical evaluation process, the bidder should qualify as “Pass” in all the Criteria requested.

UNHCR may visit the supplier’s premises of all technically qualified companies before making its decision.

2.6.3 Financial Evaluation

Your separate financial offer must be in a single currency in **US Dollar only**. The Financial offers will be evaluated using the lowest price offered.

The financial component will be analyzed only for those bidders, who will qualify in the technical evaluation. The Financial offers will be evaluated using the lowest price offered.

UN Global Compact and other factors

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labour and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at [https://: www.unglobalcompact.org](https://www.unglobalcompact.org)

2.7 SUBMISSION OF BID

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

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

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

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

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

IMPORTANT TO 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.

DEADLINE TO SUBMIT YOUR BID: 11/10/2023 – 23:59 HRS, Local Iraq 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](http://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 offer by UNHCR.

IMPORTANT:

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

2.8 Bid Acceptance

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.

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 the 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 e-Tenderbox 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.

2.8.1 Some of the few Reasons for Disqualification

- Bidder fails to upload technical documentation in "Technical" category and Financial documentation in a "Financial Category".
- Financial offer 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. Offers 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.

2.9 Currency and Payment Terms for Purchase Orders

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

The standard payment terms of UNHCR are net 30 days via electronic fund transfer (EFT) upon satisfactory delivery of services and acceptance thereof by UNHCR.

2.10 UNHCR General Conditions for the (Provision of Goods and Services) & (Civil works).

Please note that the General Conditions of Provision of Goods and Services **(Annex F) & Civil works (Annex G)** will be strictly adhered to for the purpose of any future contract.

2.11 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.

2.12 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.

2.13 Liquidated Damages:

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 **0.01%** for each DAY for the portion of the 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 the 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.

2.14 Payment terms:

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

- Payment of 90% of the contract value after completing 100% of the works based on the executed quantities.
- Retention Payment of 10% of the total executed quantities that will release after completing the Defect Liability Period (6 Months, starting from the technical handover/Substantial Completion Certificate.)

3 All tender documents from UNHCR are available free of charge.

Supply Officer

UNHCR, Country Office Erbil, Iraq

Annex A: Scope of Work (SOW)

Brief Description of the Proposed Project:

Due to the expansion works that have been done in the last few months in the registration center in Baharka, the electricity consumption increased and exceeded the capacity of the existing transformer (250 KVA). Therefore, we need to replace the old 250 KVA transformer with a new 630 KVA and expand the transformer room.

The identified location is :

UNHCR Registration Center in Baharka Sub-District, Erbil, Iraq.

Important Note:

- All the works should be done according to the International & Iraqi General Technical & Specifications (IGTS), Instructions of the supervision Engineer, UNHCR General Conditions of Contracts for Civil Works, and UNHCR General Conditions of the provision of mixed goods and services.
- UNHCR supervision engineers and its third-party partner engineers inspect the quality of the works implemented by the contractor. The work must be within engineering specifications/standards and timeframe.
- All the works should be done according to the International & Iraqi General Technical & Specifications (IGTS), Instructions of the supervision Engineer, UNHCR General Conditions of Contracts for Civil Works, and UNHCR General Conditions of the provision of mixed goods and services.
- The daily work is overseen by UNHCR supervision engineers and its third-party partner engineers.
- The contractor shall submit samples/catalogs of the materials to be used in the project to the supervision engineers for approval before the commencement of work.
- The supervision engineer can reject any material not complying with the specifications. Rejected materials should be replaced by the contractor without any extra cost.
- The Supervision Engineers can demand lab tests and a Certificate of Origin & Quality to ensure the quality of the material used and the work of the contractors.
- The contractor shall appoint a qualified site engineer and surveyor to represent him with 5 years of professional, relevant experience to work on such a project, who should remain full-time on the sites during the contract period.
- The contractor should submit daily and weekly progress reports, which will be endorsed by UNHCR supervision engineers and its third-party partner engineers.
- All the mentioned quantities in the BOQ are estimated and are subject to actual measurements after the completion of the project.
- The contractor shall fix all damages, if any, to the existing pipeline, electric poles & cables, houses, streets & sewerage channels during the project implementation in the area. The contractor shall remove all debris and site waste after completing works at dumping sites approved by the municipality.
- The contractor shall install (in full first) TWO steel signboards of 1.0 m x 1.2 m with calligrapher wages to achieve visibility of the project in accordance with UNHCR supervision engineers.
- The successful contractor will be required to complete all works as per the Drawings, Bill of Quantities, and Technical Specifications **within 30 Days from signing the contract agreement and handover of the construction site.**
- **The defect liability period is 180 Days, including all civil, electrical, and mechanical works.**

Schedule of Requirements:

No	Detail of Works to be Carried Out	Description/ Specifications of Goods/Services	Related Services	Contract Duration (Calendar days)
1	Supply and Installation of Electrical Transformer 630 KVA -Erbil-IRAQ	As per BOQ	As per BOQ	210 Days (30 days work + 180 Defect Liability Period)
	• Further to the Schedule of Requirements in the preceding table, bidders are requested to take note that the project will be implemented according to the provision of IRAQI General Technical Specifications (IGTS), Instructions of the supervisor Engineer, UNHCR General Conditions of Contracts for Civil Works and UNHCR General Conditions for the Provision of Mixed Goods and Services. • Other specific instructions are annexed in the Bill of Quantity (BOQ).			

ANNEX B: TECHNICAL OFFER FORM				
HCR/IRQ/CEO/2023/ITB-078				
Expansion of Transformer`s Old Building and Supply & Installation of Electrical Transformer 630kVA in UNHCR Registration Center in Bahirka, Erbil Governorate.				
Bidder Name:				
Contact name:				
Contact phone number:				
Contact email address:				
Item	Criteria	Requirements	Submitted (YES/NO)	Comments
1	Business Registration Certificate	Does the vendor registered as an Electrical or General Contracting company in IRAQ (Federal Government or Kurdistan Region of Iraq) with a company age of 5 years or more? For <u>a Joint Venture, the companies should submit a legal JV contract endorsed by the government with a statement outlining the duties and responsibilities of each party; otherwise, the joint venture will not be accepted.</u>		
2	Mandatory Bid Security	Has the bidder submitted a scanned copy of the Bid Security of USD 1,000 by "Good for Payment cheque/ <u>Certified Cheque</u> " 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 <u>ITB number</u> and be issued under the <u>company name</u> .		
3	Tax Registration Certificate	Has the bidder submitted a scanned copy of a <u>recent or last year's</u> Tax Clearance Certificate?		
4	Past Experience	Copies of 3 (Purchase Orders (POs), contract agreements, or work orders) attached 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. The actual copies of POs, contracts, and work orders should relate to similar projects. (this includes supply and installation of Transformers, Generators, LV/HV electrical networks, or construction). Note: The evaluation will not consider a PO or contract with a value of less than USD 10,000.		
5	Works plan	Has the vendor submitted a detailed and realistic work plan (30 days) with a Work Schedule/ Gantt chart showing the starting and end of each activity? Any Gantt chart of (+ -) of 5 days than 30 days will be considered as a fail.		
6	Staff Qualification	Has the vendor submitted a CV for an electrical Site Engineer (bachelor's degree in electrical engineering) with a minimum of 5 years of experience and Resources? <u>(The CVs should have proof of graduation like a graduation certificate, syndicate ID, Union ID, etc.)</u>		
7	General Condition of Contract for Provision of Goods & Services	Submission of an endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Provision of Goods & Services.		
8	UN Supplier Code of Conduct	Submission of an endorsed copy (signed and stamped) of the UN Supplier Code of Conduct.		

Note: this Annex must be filled and submitted in PDF version.

Name of authorized representative _____

Title: _____

Signature and stamp: _____

Date: _____

Annex C: Technical Evaluation Criteria

#	Items	RFP Specific Requirements	Pass/Fail
1	Business Registration Certificate	Does the vendor registered as an Electrical or General Contracting company in IRAQ (Federal Government or Kurdistan Region of Iraq) with a company age of 5 years or more? <u>For a Joint Venture, the companies should submit a legal JV contract endorsed by the government with a statement outlining the duties and responsibilities of each party; otherwise, the joint venture will not be accepted.</u>	
2	Mandatory Bid Security	Has the bidder submitted a scanned copy of the Bid Security of USD 1,000 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 <u>ITB number</u> and be issued under the <u>company name</u> .	
3	Tax Registration Certificate	Has the bidder submitted a scanned copy of a <u>recent or last year`s</u> Tax Clearance Certificate?	
4	Past Experience	Copies of 3 (Purchase Orders (POs), contract agreements, or work orders) attached 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. The actual copies of POs, contracts, and work orders should relate to similar projects. <u>(this includes supply and installation of Transformers, Generators, LV/HV electrical networks, or construction).</u> Note: The evaluation will not consider a PO or contract with a value of less than USD 10,000.	
5	Works plan	Has the vendor submitted a detailed and realistic work plan (30 days) with a Work Schedule/ Gantt chart showing the starting and end of each activity? Any Gantt chart of (+ -) of 5 days than 30 days will be considered as a fail.	
6	Staff Qualification	Has the vendor submitted a CV for an electrical Site Engineer (bachelor’s degree in electrical engineering) with a minimum of 5 years of experience and Resources? <u>(The CVs should have proof of graduation like a graduation certificate, syndicate ID, Union ID, etc.)</u>	
7	General Condition of Contract for Provision of Goods & Services + Condition for Civil works	Submission of an endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Provision of Goods & Services. Submission of an endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Civil works.	
8	UN Supplier Code of Conduct	Submission of an endorsed copy (signed and stamped) of the UN Supplier Code of Conduct.	
Pass/Fail			

Annex K – 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	11/10/2023 – 23:59 HRS, Local Iraq Time	
SUBMISSION OF BIDS:	Please submit your proposal through an online e-TenderBox Tool, which can be accessed at http://etenderbox.unhcr.org	Expansion of Transformer's Old Building and Supply & Installation of Electrical Transformer 630kVA in UNHCR Registration Center in Bahirka, Erbil Governorate.
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:	180 DAYS	
DEFECT LIABILITY:	Six Months	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	30 days	
RETENTION MONEY:	Please note that 10% of the total contract value will be kept as retention money for a 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. In accordance with Article 2.12 of the tender document.	
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 2.13 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 INVITAION TO BID BY E-MAIL TO: IRQERPROC@unhcr.org , CC: sdeeq@unhcr.org BEFORE 23:59 HRS Iraq Local Time on 05/10/2023. (CUT-OFF DATE FOR QUERIES) . UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
PRE-BID CONFERENCE	Pre-Bid Conference on 05 Oct. 2023 at 14:00 HRS	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article "2.6.2 Technical and Financial Evaluation"	

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>)	28/09/2023	11/10/2023 23:59 HRS
2	Pre-bid conference Meeting	05/10/2023 at 14:00 HRS	05/10/2023 at 15:00 HRS
3	Closing Date for Queries	05/10/2023 at 23:00 HRS	N/A
4	Tender Closing date	11/10/2023 – 23:59 HRS	N/A
5	Bid Opening Date	12/10/2023	N/A
6	Technical Evaluation	15/10/2023	22/10/2023
7	Financial Evaluation	23/10/2023	24/10/2023
8	Approval of Contract	26/10/2023	7/11/2023

Annex M: Submission Checklist

Submission Checklist		
S. No.	Description	Status
1	I have read and understood the ITB and all its annexes	
2	Annex A: Scope of Work (SOW)	
3	Annex B: Technical Offer Form	
4	Annex C: Technical Evaluation Criteria (TEC)	
5	Annex D: Financial Offer Form (must fill and submit in PDF version)	
6	Annex E: Vendor Registration Form	
7	Annex F: UNHCR General Conditions of Contracts for Provision of Goods & Services - Signed and Stamped	
8	Annex G: UNHCR General Conditions of Contracts for Civil Works (must be signed, stamped and submit with your technical offer)	
9	Annex H: UN Supplier Code of Conduct- Signed and Stamped	
10	Annex I: e-Tender Box Supplier user manual	
10	Annex J: How to Join Microsoft Teams Without an Account	
11	Annex K: Bid Data sheet	
12	Annex L: Tentative calendar of activities	
13	Tax Registration Certificate – to be submitted	