



International
Labour
Organization

► Request for Quotation¹ for the Procurement of Services

RFQ-ILO-IRAQ-2023-005

Professional Engineering Design consultancy services for Constructing new
Employment Services Building at the Vocational Training Centre in Basra,
Iraq

**Responses to be received by 20 September 2023, 16:00, Baghdad
time**

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards.

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: Professional Engineering Design consultancy services for Constructing new Employment Services Building at the Vocational Training Centre in Basra, Iraq

RFQ : 2023/005

Date: **13 September 2023**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in **Annex I**.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (**Annex II**) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **20 September 2023, 1600, Baghdad** time. Late bids will be rejected. You may send your questions by **17 September 2023, 1600**, Baghdad time & we shall try to provide answers by before **19 September 2023, 1600, Baghdad** time

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,



Mohammed Abdulameer
Sr. National Officer

International Labour Organisation
Iraq, Basra

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by email: BGW-PROCUREMENT@ilo.org; shareef@ilo.org; abdulameer@ilo.org;). You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted.
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before 20 September 2023, 1600, Baghdad time to the following email address: BGW-PROCUREMENT@ilo.org shareef@ilo.org abdulameer@ilo.org

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts as outlined in **TORs**. For any kind of proposal, we expect a detailed commercial offer as per the requirements mentioned in **ToRs**.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to specify the shareef@ilo.org abdulameer@ilo.org

by **17 September 2023, 1600**, Baghdad time & we shall try to provide answers by before **19 September 2023, 1600**, Baghdad time

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► Terms of Reference

PROJECT BACKGROUND

- The International Labour Organization in partnership with UN-Habitat with support from the European Union, is implementing a project "Increasing Access to Employment Opportunities for Vulnerable Urban Population in Basra City in Response to the COVID 19 Crisis".
- The project aims to enhance job opportunities for unemployed young men and women in Basra through development interventions includes (1) Construction interventions at the project adopting the Employment Intensive Approaches and Decent Work, (2) Improve employment services through employment centres and digital employment platform (3) Enhance skills and capacities of vulnerable urban populations and SMEs to increase employability and productivity.
- Under second intervention related to improve the employment services in Basra, the ILO in coordination with Ministry of Labour and Social Affairs (MOLSA), Local government in Basra, and the Directorate of Labour and Social Affairs (DOLSA) in Basra will establish a public employment services center inside the vocational training center (VTC) which located in Basra city centre, Hayaniah – 1st line.
- The Public Employment Services Center is poised to serve as a dynamic hub for empowering the workforce in Basra. Its multifaceted mission encompasses a wide array of services designed to enhance employment prospects. Beyond the essential tasks of job seeker registration, skilful job matching, and expert career guidance. It acts as a vital bridge between the private sector and aspiring job seekers, fostering robust connections that culminate in meaningful employment opportunities.

ASSIGNMENT BACKGROUND AND OBJETIVES

The ILO has all the governmental approvals to establish the employment services center, the local government officially specify a land 100 square meters inside the VTC to establish the employment services centre on.

To that end, The ILO is seeking to assign Engineering Consultancy Company to develop detailed design and tender documents for constructing the new Employment Services Building at VTC Basra. Attached to this document Governmental approvals of the project.

These Terms of Reference outline the selection process of the consultancy firm and the sections below provided the scope of work for the consultancy services and the deliverables needed.

ASSIGNMENT OBJECTIVES

The overall purpose of this assignment is to carry out preliminary engineering studies and detailed design for Employment Services Building in accordance with these terms of reference. The Consultancy firm will be deemed to have inspected the site and satisfied itself on matters affecting the scope of works.

The main objectives of the assignment are:

- (a) Prepare preliminary studies of the project, detailed design, construction drawings, bill of quantities, item description and unit rate analysis.
- (b) Provide estimated engineering cost for the construction works in local currency, based on the most updated market prices in Basra Governorate.

SCOPE OF WORK AND METHODOLOGY

Provide and guarantee the highest quality of detailed engineering consulting services required to do civil works design; topographic survey (if needed); geo-technical investigation (if needed); detailed engineering design; technical specifications, unit price analysis and cost estimates, construction drawings and bidding documents.

The services will be conducted in three stages as below:

Stage 1: preliminary study and Work plan,

Stage 2: Final and Detailed Design,

Stage 3: Tender documents & BOQ.

Design Standards

The design shall conform with Iraqi regulations and laws and the reasonable requirements of relevant local authorities. The following requirements shall be particularly observed:

Valid Iraqi Building Codes and Construction Specifications (latest versions),

ACI¹ Standards (design codes and Construction Specifications),

The ILO Standards – EIIP² Particular conditions (will be shared with the Consultancy Firm by the ILO), and the Environmental and Social Safeguards Guidelines of the ILO.

In preparing design specifications and drawings, the consultancy firm shall have due regard to the use of locally manufactured products to the extent that these are durable and consistent with approved standards.

The consultancy firm will be required to carry out the following tasks taking into consideration the general requirements of the ILO:

- Detailed designs, calculations and analysis.
- Detailed geotechnical investigation and analysis including necessary field tests
- Detailed design of concrete structures, including necessary field tests and surveys.
- Detailed design of interior finishing works,
- Detailed design of mechanical and electrical works,
- Detailed design for external landscaping, including persons with disability access elements,
- Preparation of Technical specification and item description Unit rate price and analysis,
- Preparation of site management and safety plans as per the local rules and regulations.

Construction drawings:

The consultancy firm shall prepare / produce (construction) drawings of a type and scale sufficient to describe the scope of works for tender document and construction purposes. These shall typically include, but not necessarily be limited to:

- Plan profile drawings;
- General site plans including location/key plans, limits of Site.
- Drawings showing the construction sequence and construction method;
- Earthwork drawings indicating fill and cut slopes as well as their protection system and quantities.
- Layouts, schedules, and typical construction details for proposed utility works, general arrangements, detailed sections, reinforcement details, and typical construction details for building superstructures and other structures
- Mechanical and electrical drawings,
- Site safety drawing.

¹ American Concrete Institute (<https://www.concrete.org/>)

² EIIP: Employment Intensive Investment Programme of the ILO

DELIVERABLES

Complete detailed design for Employment Services Building: the detailed design shall include, but not limited to: technical specifications for all work items, EIIP Particular Conditions, unit price analysis and cost estimates, construction drawings and bidding documents.

REQUIRED EXPERTISE OF THE IMPLEMENTING PARTNER

The Consultancy Firm shall obtain and provide evidence of obtaining the following qualifications:

A) General Experience:

Experience under consultancy contracts on building design services for projects similar to the current project in the role of prime consultant or Joint Venture member, for at least the last three (3) years.

B) Project Team:

The consultancy firm is expected to provide expert professionals who have suitable qualifications and extensive experience with relevance to the Project. The qualifications of the team are a major criterion in the evaluation of the proposal and consequently, the firm will be obliged to supply the personnel named in the proposal, and to ensure that they are available to the design work when they are needed. Substitution of team members is discouraged and can only be accepted following submission of alternative CV's and written approval by the ILO. The project team is expected to consist of the following minimum staff:

- Project Manager: Bachelor's degree in civil or Architect Engineering fields, and minimum relevant experience of ten (10) years, with specific experience of three (3) years as Project Manager of projects design services,
- Structural Engineer: Bachelor's degree in civil engineering with a minimum experience of five (5) years in structure design,
- Electro-Mechanical Engineer: Bachelor Degree in electrical or mechanical engineering fields with a minimum experience of five (5) years in building design. Experience in solar energy systems is an advantage.

SELECTION CRITERIA OF THE IMPLEMENTING PARTNER

Technical Proposals (100%):

The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to these Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified below. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated below:

1. Experience of the consultancy firm: General Experience in consultancy services, specific Experience in similar assignments. (30%)
2. Adequacy of the proposed methodology and work plan in responding to these Terms of Reference: Technical approach and methodology for Design (20%).
3. Work plan for Design (20%)
4. Key professional staff qualifications and competence for the assignment:
 - project Manager (20%)
 - Structural design Engineer (5%)
 - Electro-Mechanical design Engineer (5%)

The proposal that fails in passing the technical evaluation (minimum 50%), will be rejected and the financial proposals will not be evaluated.

Financial Proposals (100%):

The evaluation committee shall evaluate the Financial Proposals on the basis of:

1. The price of services at the financial proposal (70%),
2. The provision of financial sheets required at these TORs (30%)

Total score = 200%.

The highest proposal score will be selected for the implementation of this assignment.

PROPOSAL SUBMISSION PROCEDURE

Consultancy firms are required to submit the technical and financial proposal by **20 September 2023 to the following email address: bgw-procurement@ilo.org Shareef@ilo.org abdulameer@ilo.org**

Any question related to the RFQ should be send before 17 September 2023

Technical Proposal providing the following:

1. The Profile of the Consultancy firm, and an outline of recent experience of the firm.
2. The list of the proposed staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks,
3. Updated CVs of the staff team,

The **Financial Proposal** shall list all costs associated with the assignment in USD currency, including (a) remuneration for staff, and (b) any reimbursable expenses for the implementation of this assignment. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately in the Financial Proposal; activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items.

Summary page for the total value of financial proposal shall be included in the proposal indicating the final and total value of implementing this assignment according to these Terms of Reference in USD Currency.

PAYMENT SCHEDULE

Deliverable	Instalment
Final Payment	100 % upon submission and validation of the Deliverable.
TOTAL	100%

SUPERVISION AND LOGISTICAL ARRANGEMENTS

The tasks and deliverables under this assignment will be carried out under the direct supervision of the ILO National Officer in Basra and EIIP Technical Officer in Iraq, and overall technical review will also be provided by the EIIP Regional Backstopping Specialist in the Arab States.

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these TOR are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.

Annexes

► Declaration of Conduct

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List)¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

¹ The Consolidated List can be found at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

Definitions of terms used in this declaration

- “**coercive practice**” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.
- “**collusive practice**” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;
- “**conflict of interest**” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;
- “**corrupt practice**” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;
- “**fraudulent practice**” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation; The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

Name and Position

Signature

Date

Sl.	Data	Specific Instructions / Requirements
1	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	☒ Not Allowed:
2	Period of Bid Validity commencing on the submission date	☒ 10 days
3	Preferred Currency of Bid and Method for Currency conversion	☒ Currency (USD)
4	Value Added Tax on Price Quotation	☒ Must be inclusive of VAT and other applicable indirect taxes
5	Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by ILO)</i>	☒ The delivery will be made within (10) calendar days of award notification.
6	Deadline for submitting requests for clarifications/ questions	Date: 17 September 2023 Time: 1600 hrs Baghdad Time If any potential company has any query about the RFQ document, that has to be submitted to ILO through email ID: shareef@ilo.org abdulameer@ilo.org Please mention “<i>Queries on RFQ-ILO-IRAQ-2023-005</i>” in the subject of the email while sending any written query to ILO regarding this RFQ.
7	Deadline and Address of Bid Submission	Date: 20 September 2023 Time: 1600 hrs Baghdad (Local Time)
8	Manner of Submitting Bid	Electronic submission through email
9	Bid submission Email ID	Email ID: BGW-PROCUREMENT@ilo.org shareef@ilo.org abdulameer@ilo.org
10	Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)	- Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured - Any overseas bidder intends to submit bid must have local presence in Basra, Iraq - Registration Certificate. - Sign and stamp Declaration of Conduct (2 pages) - Latest Audited Financial Statement (Income Statement and Balance Sheet) or copy of bank statement for the past one (1) year to indicate the annual average turnover. - Statement of Satisfactory Performance from the Top 2 Clients in the past 3 years. The cumulative value of ten contracts of similar supplies within last three years must be more or equal to USD 30,000. - List of projects performed for the last three (3) years with similar nature and complexity, including client’s name, contact details, contract value, location, and status of completion.

		N.B: All Prospective vendors must submit necessary documentation to substantiate the above eligibility criteria. Failure to do so shall result in disqualification.
11	Criteria for the Award and Evaluation of Bid	<u>Award Criteria</u> ☒ Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications ☒ Lowest price offer of technically qualified/ responsive Bid
12	Payment Terms	☒ 100% within 30 days upon ILO’s acceptance of the services delivered as specified and receipt of invoice through wire transfer
13	Type of Contract to be Signed	☒ Purchase Order
14	Special conditions of Contract	☒ Poor quality/unacceptable delivery and failure to do necessary corrections/replacements as requested by ILO will result in cancellation of the PO ☒ Time is essence of this contract and ILO reserves the right to terminate the contract for delay delivery mentioned above.
15	Site Visit:	NA

► Offer submission form (to be completed by the bidder)

Reference: Add RFQ number and description

Closing Date: Date, time, time zone

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
Total		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Comments	Click or tap here to enter text.	Click or tap here to enter text.

Name: Click or tap here to enter text.

COMPANY STAMP

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here