

DATE: 23/10/2023

REQUEST FOR PROPOSAL: HCR/IRQ/COE/2023/RFP-085
FOR
SOLARIZATION (INSTALLATION OF PV SOLAR SYSTEM) IN BAHIRKA REGISTRATION CENTER FOR
CONVERTING THE POWER SUPPLY TO RENEWABLE/GREEN SUSTAINABLE ENERGY SYSTEM, IRAQ

CLOSING DATE AND TIME: - 23:59 HRS IRAQ Local Time on 13/11/2023

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 **Solarization (Installation of PV Solar System) in Bahirka Registration Center for converting the Existing/Old Power Supply to a Renewable/Green Sustainable Energy System, UNHCR Iraq Operation.**

IMPORTANT: Scope of Work (SOW) and Bill of Quantities (BOQs) are detailed in Annex (A&B) 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 B: Bill of Quantities

Annex C: Detailed Technical Evaluation Criteria

Annex D: Technical Proposal Form

Annex E: Vendor Registration Form

Annex F: UNHCR 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: UN 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 RQERPROC@unhcr.org CC: omerr@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 the disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to RQERPROC@unhcr.org, CC: omerr@unhcr.org. The deadline for receipt of questions is **23:59 hrs.** IRAQ Local Time on **03/11/2023**. 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 085 – 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.

2.3.1 SITE VISIT:

All the participating construction companies/contractors are **required to attend the MANDATORY site visits** 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: RQERPROC@unhcr.org CC: omerr@unhcr.org before **01/11/2023**. The date of the site visit is **01/11/2023 starting from 10:30 a.m. to 11:30 a.m.** (the date and the time of the site visit is fixed no changes can be made to this date and time upon the request of a potential bidder).

Site Visit Location & Coordinates:

Venue: UNHCR Registration Center in Bahirka.

GPS Coordinates: (36.3262585, 44.0306205)

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

2.3.2 PRE-BID CONFERENCE:

UNHCR will organize a supplier pre-bid conference on MS Teams, on **02/11/2023 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 two working days in advance, by e-mail to RQERPROC@unhcr.org CC: omerr@unhcr.org before **02/11/2023**. Changes in staff need to be shared in advance; otherwise, they will not be able to participate.

Participation in the pre-tender conference shall be at the bidders' own expense. 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 and answers document will be prepared and posted on UNGM and/or distributed by email to all invited bidders.

2.4 YOUR OFFER

IMPORTANT: Cancellation of Solicitation: UNHCR 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: Please submit your proposal in accordance with the instructions provided in the "Submission of Bid" section 2.6) of this RFP.

Inclusion of copies of your proposals with any correspondence submitted directly to the attention of the responsible buyer or any other UNHCR staff other than the instructions provided under "Submission of Bid" Section 2.6 of this RFP will result in disqualification of the offer/proposal.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply with instructions provided under Section 2.6 SUBMISSION OF PROPOSAL will result in disqualification of your offer/proposal. The technical offer should contain all the information required.

The Bill of Quantities for the project of **Solarization (Installation of PV Solar System) in Bahirka Registration Center for converting the Existing/Old Power Supply to a Renewable/Green Sustainable Energy System for UNHCR Iraq Operation** can be found in **Annex (A&B): Scope of Work (SOW) & Bill of Quantities (BOQ)**.

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 an **Electrical / Renewable energy/ General Contracting Company**, Company Age Not less than 3 years from the date of registration/incorporation at the time of submission.
- b. Your technical offer should contain an acknowledgement by signing the following mandatory documents as part of your technical proposal:
 - (i) **Annex F: General conditions of Contracts for the provision of Goods and Services (July 2018)**
 - (ii) **Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)**
 - (iii) **Annex H: Supplier's Code of Conduct.**

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts and the UN supplier code of conduct. [Signed copies of Annexes F, G and H are not required at this stage]

- a. **Bid Security:** Your technical offer should contain the sum of **IQD 6,600,000** in the form of a Bank Guarantee or Certified banker's 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 an original copy at a 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.
- c. **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 contract period and for defects and liabilities period.
- d. List of Equipment owned by the firm to be mobilized for the execution of works described in **Annex (A&B): Scope of Work (SOW) & Annex B: Bill of Quantities (BOQ).**
- e. Frame-time for completion of the project including the main project milestones; Incomplete Gantt chart, no Gantt Chart or Proposed Gantt chart (more than 36 days) of the indicated duration in (SoW) or Project Schedule not indicating a detailed sequence of activities of the proposed duration **(180 Days).**
- f. Experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials.
- g. Similar Past Experience (Copies of 5 Purchase Orders (POs) with a value more than **USD 100,000 (or equivalent to IQD 132,000,000)** contract agreements, the actual copies of POs, contracts, or work orders should relate to similar projects (this includes Electrical infrastructure and renewable energy infrastructure) in the **past ten (10) years.**
- h. Project assumptions and constraints based on your understanding of the project, construction, rehabilitation, renewable energy, and sanitation projects)
- i. The methodology/approach to be used in addressing the issues outlined in the BoQ.
- j. Submit the latest 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 300,000.00 (or equivalent in IQD).**
- k. **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 with copy of Tax Registration Certificate.
- l. 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: Scope of Work (SOW) & Annex B: 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 **critterion no. 2, 3, 4 & 5 (Bid security, Business Registration Certificate, Tax Registration Certificate & Annex – N Submission Checklist (Duly signed and stamped by the bidder))**. Should these companies still not submit the missing documents, they will then be disqualified.

2.4.2 Content of the FINANCIAL OFFER

Your separate Financial Offer must contain an overall offer in **Iraqi Dinar (IQD)**. 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.

The Financial Offer is to be submitted as per the **Annex A: Scope of Work (SOW) & Annex B: 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, **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

2.5 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.

2.5.1 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;

2.5.2 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 in overall**, and **minimum 20 points for technical specification of works**.

Evaluation Factors
Mandatory
Mandatory Site Visit: The contractor should send an engineer/technical staff to visit the site on the said date and time and sign their company's name on the attendance sheet. (The Engineer should bring an authorization letter from the company and show their engineering union ID card) (The attendant should show any proof that he/she is an engineer).
Mandatory bid security: The contractor has to furnish an amount of IQD 6,600,000 (or equivalent in USD) by "Good for Payment Cheque/Certified Cheque/Bank Guarantee Letter" made out in the name of UNHCR covering the offer's validity (180 days) It should be a certified cheque (not personal). The cheque/Bank Guarantee Letter should indicate the RFP number and the title must be issued under the company name. The selected company would be required to submit the original cheque.
Valid Registration Documents / Certificate / Incorporation in Iraq with Federal Government or Kurdistan Region of Iraq registered in the field of electrical/ renewable energy/ general contracting Company Age Not less than three (3) years from the date of registration/incorporation.
Has the bidder submitted a valid Tax Registration Certificate?
Has the bidder submitted a duly signed/stamped Checklist (Annex – N)
Scoring Criteria
General Company Qualification & experience (0-14) Points.
Relevant Experiences (0-8) Points.
Technical Specification of Works (0-30) marks (Min Passing point is 20 Points)
Work Plan & Method of Implementation (0-8) Points.
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., [total Price Component] x [IQD lowest] \ [IQD other] = 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.

2.6 SUBMISSION OF BID:

The offers must bear your official letterhead, 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 J: **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: **13/11/2023 BY 23:59 Hrs. 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.

2.7 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 the 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.

2.8 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 with 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 IQD. Payment will be as follows:

- a) **1st Payment (30%)** of contract value after executing **(35%)** of the total scope of work based on the Bill of Quantity, UNHCR Engineers will determine the percentage of the executed work.
- b) **2nd Payment (30%)** of contract value after executing **(35%)** of the total scope of work based on the Bill of Quantity, UNHCR Engineers will determine the percentage of the executed work.
- c) **3rd Payment (30%)** of contract value after executing **100%** of the total scope of work based on the Bill of Quantity, UNHCR Engineers will determine the percentage of the executed work.
- d) **Payment Retention (10%)** of the total project amount will be withheld from the Final Payment as a Retention Amount for a period of Defect Liability Period of **24 Months** after the completion of the project.

2.9 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.

2.10 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.

2.11 UN Suppliers Code of Conduct

Please note that the **Annex H: UN Supplier Code of Conduct** will be strictly adhered to for the purpose of any further contract. The Bidder must confirm the acceptance of these 'Code of Conduct in writing.

2.12 Liquidated Damages

- 2.12.1** 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.
- 2.12.2** 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.
- 2.12.3** 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.
- 2.12.4** 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

Anwar Ul Haq,
Associate Supply Officer
UNHCR Country Office Erbil

Annex A: Scope of Work (SOW)

Solarization (Installation of PV Solar System) in Bahirka Registration Centre for converting the Existing/Old Power Supply to a Renewable/Green Sustainable Energy System

UNHCR conducts registration and identity management activities for asylum seekers and refugees on a continuous basis, including renewal of UNHCR asylum seeker and refugee certificates. This includes ensuring all changes in biodata and changes in family composition are accurately recorded and verified by relying on individual identity documents.

Bahirka Registration Center is a centre constructed by UNHCR to provide services for refugees, for registration, renewing the refugee certification, and providing legal support to the POCs. This centre is located in the Bahirka sub-district – of Erbil Governorate. KR.

The new registration centre functioned in March of 2023 as a one-stop shop for protection and assistance activities. In addition to UNHCR registration staff, it will house three governmental departments integral to the registration process, allowing the whole process to be done during one visit.

The centre will serve directly the 125,000 refugees living in Erbil – 50 % of the total living in Iraq – and provide counseling and other support to the 230,000 internally displaced persons living in Erbil. Currently, there are three registration centres in the KR-I. Erbil is the regional capital and is easily accessible. In a future scenario with fewer centres, this new centre will be able to serve a larger catchment area.

Following the use of the centre by UNHCR it will be converted into a school at no additional cost to UNHCR. The structure agreed to conform to both the needs of UNHCR and the Directorate of Education. As a school, it will serve a neighbourhood of Erbil growing and underserved by this vital public infrastructure.

Since construction, the registration Centre has depended on two energy sources, the main grid and a diesel generator for power generation. However, the reliance consumes significant funding resources and contributes to pollution in the area as the current energy practices in the building are often inefficient, polluting, unsafe for the users, and damaging to the surrounding environment.

Access to sustainable energy can enhance safety, security, productivity, and health for inhabitants, host countries, and the environment. It can also serve as a powerful means for bridging the gap between humanitarian response and development, creating opportunities to pursue education, businesses, and social enterprises, and spur innovation.

The overall objective of this project is to convert the Existing Fossil Power Supply in the existing buildings of the Bahirka Registration Centre to a Renewable Energy System.

Prior to the commencement of the work, in reference to the attached BoQ, the contractor should provide detailed designs & working details and drawings of the right options for the conversion of the existing electricity power supply system (diesel generators and public grids) into solar-powered systems for sustainable and environmental power supply systems.

Briefly, the work includes the following:

- Provision and Installation of Photo Voltic/PV Solar Panels as described in the attached BoQ.
- Provision and Installation of Combiner box as described in the attached BoQ.
- Provision and installation of inverters, and smart inverters as described in the attached BoQ.
- Electrical Cables, Wiring, and Accessories: supply and installation [AC and DC MCCBs (Molded Case Circuit Breakers)]. The work also includes upgrading/adapting the existing (if required) wiring/cables of the existing buildings.
- Provision and installation of the following items as described in the attached BoQ:
 - o Racking/Structures for Panels of the required size and shape. By using special Galvanized Steel Profiles/Sections, which should be approved by UNHCR Supervisor Engineer.
 - o Cable trench.
 - o Earth system.
 - o Anti lightning
 - o Batteries (Lithium, Life Po4) with DC battery protection.
 - o Test and operation of the installed Solar System.

- Civil works components:
 - o Heat Pump Water Heater for Domestic Hot Water Supply.
 - o Solar Panel Automatic Washing/Flushing System.
 - o Photovoltaic Cleaning Equipment.
 - o Mobile Scaffold Tower.

Important Note:

- UNHCR engineers and a Third Party will inspect the material quality and workmanship. The work must be within engineering specifications/standards as described in the attached BoQ and time limits.
- The contractor is responsible for preparing detailed design and shop drawings for UNHCR approvals before starting the construction and building drawings (as built) after completion.
- UNHCR will provide monitoring forms to the contractor responsible for filling these forms.
- The daily work will be overseen by a UNHCR engineer or its third party, who will be onsite daily.
- Daily and Weekly reports by the contractor will be prepared and submitted to the supervising engineers for endorsement.
- The contractor must complete all works as per the Drawings, Bill of Quantities, and Technical Specifications within the agreed schedule duration, which includes the contract agreement's signing date and handing over the project by the end of the user.
- Safe removal and disposal of used or leftover material from the site to the UNHCR Engineer's location will be the contractor's responsibility.

Item/s to be Supplied	Description/ Specifications of Goods	Related Services	Contract Duration
Following the items' descriptions in the BOQ and technical drawings	As per BOQ	As per BOQ	180 calendar days +730 days Liability Period

Site Visit: Mandatory.

* UNHCR Registration Center in Bahirka, Erbil governorate, Iraq.

* GPS coordinates (36.3262585, 44.0306205).

Payment Terms	Payment to the Contractor shall be made as follows: A- The first payment (30%) after completing at least 35% of the total scope of work based on the BoQ and executed works. UNHCR Engineers will determine the percentage of work executed. B- Second payment (30%) after completing at least 65% of the total scope of works on the contracted BoQ and executed works. UNHCR Engineers will determine the percentage of work executed. C- Third and last payment (30%) after completing 100% of the total scope of works on the contracted BoQ. D- The retention amount, which is 10% of the total amount of the final BoQ will be released after the expiration of the 24 months of the Defect Liability Period and upon receipt of the Certificate of Completion.
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----- END of Scope of the Work/SoW -----

Annex B: Bill of Quantities

No	Item Description	Unit	Quantity
	Installing a New PV Solar System		
Note, #1	The contractor must submit all Electrical, Mechanical and Civil Detailed Design, Drawings, Diagrams and Material Description (Complete Set for Bight Solar System Option) and Certificates of Origin and quality or Laboratory tests for the materials before commencing any below-mentioned work items.		
Note #2	The analysis must be done for the existing/available areas/surface (roof & ground floor/parking area) on which the solar panels will be installed, in terms of suitability, bearing weight, wind force, and the rest of the laboratory tests. In the case that the tests prove that the roof does not comply with the specifications (bearing weight, wind force), the contractor must submit a complete plan for laboratory tests, designs, drawings to support the existing roof and the ground floor. The work also includes updating/adapting (if any) the existing electrical cable/wiring system of the existing buildings to make it suitable for the new solar system installation (for best/right option).		
A	General Descriptions of the requested PV Solar System: (General Guidelines)- Provide the required materials, equipment, tools, machines, and skilled laborers for providing and installing a Photovoltaic/PV Solar System, Hybrid, ON-Off-Grid (right/best option according to the current site requirements and approval of UNHCR Engineer) Complete Set of Total Production Capacity (Minimum) = 450 Kwp and Inverter Rated Nominal Power (Minimum) 400 Kwe (Hybrid + ON-GRID) Overload, Protection Class IP65, Built-in MPPT, Built-in Fuse Box, Monitoring with GPRS module and Automatic transfer switch) consisting of Solar Panels, Solar Panel Support Structure, Smart Solar inverters for the whole components of the centre (to cover full demands), DC Connection Cables, MC-4 DC connectors, AC and DC cables, earthing and anti-lighting system...etc according to the below item descriptions/specifications and instructions of the UNHCR Supervisor Engineer. All the provided below materials should have the Certificates of Origin and Quality and should be approved by the Supervisor Engineer. The power supply demand of all the existing buildings should be mainly covered by the newly installed PV solar system. The contractor should prepare a detailed design and working (work item descriptions, technical details and drawings/diagram) by an authorized Consultant Expertise Engineers/Bureau (consisting from an experienced Electrical Engineer + Specialist Engineer in renewable/solar energy for electrical part + Specialist Engineer in steel structure) with all details for the required PV Solar Unit (Full Package for the best/right option, includes all Electrical with earthing, anti lighting/all protection system, Mechanical and Civil Works) and for all other related works according to the above & below mentioned requested descriptions, existing site requirements and under supervision & approvals of the UNHCR Engineer.		
A1	PV Solar Panels:- Provide, install, test and commission the required numbers (Set) of New PV Solar Panels which should have the following specifications (Minimum): - Heterojunction HJT, N-Type, Half-Cut-Cell, minimum 12 or 9 Busbar (MBB), Bifacial, Mono Crystalline, must be from one of the leading top ten PV solar panel manufacturers (Such as Longi, Jinko, Huasun, Sun Power or equivalent), good frame thickness, the module conversion efficiency of Min. 21%, No/low LID and PID. Product Warranty of <u>12</u> years and Power Warranty of 25 years with lowest and minimum degradation. PV module production capacity (Minimum 550 Wp, Total production capacity of the system minimum 450 Kwp), internationally certified by TUV Rhineland to ISO, BS, and UV standards with required certificates, Max. Wind/Snow Load 2400 / 5400 Pa, Junction Box 67 / 68 IP, Front / Back Glass 2.0 mm Anti-reflet coating semi-tempered glass, low iron, Frame Anodized aluminium alloy, Junction Box IP68, 3 diodes - MC4 Compatible, Output Cables* 4.0 mm², 350 mm - 1200 mm(cable should be suitable for leapfrog connection, including foundation, structures and accessories, all other/related required works. Note:- The number of Solar Panels depends on each panel's outputs, but the total	LS (Complete Set)	1.0

	production capacity (Peak) of the new solar unit/system should not be less than 450,000 Watts (450 Kwp), and the Contractor is responsible for the proper design of the number of panels and strings to meet the existing system power supply requirements.		
A2	Combiner Box: Supply and install a PV panel combiner connection box, complete with an earthing and surge suppressor system. The earthing system should be tested and maintain a resistance of less than 5 Ohms. The price also includes a Parallelized Busbar box, which is a DC busbar distributor system furnished with DC fuses and a fuse holder designed to distribute overcurrent-protected power to all high amperage DC devices, thereby ensuring protection for all connections. <i>Note:- the final box numbers will be according to the final design and current site requirements.</i>	LS (Complete Set)	1.0
A3	Inverter: Supply and install 400 KW (Minimum Total Output/Rated from all Inverters, 50 Kw Hybrid & 350 Kw ON-GRID) AC 220V/380 V (as per current site requirements/electrical equipment's) pure sine wave hybrid solar inverter/charger from manufacturers such as (SCHNEIDER, SMA, Fronius, Victron) or equivalent. The inverter should meet the following specifications:- -Minimum warranty of 5 years. -Capability to operate in both split phase and three phase. -Anti-islanding capability for safety and protection. -Zero-second transfer time when power sources change. -Two separate AC inputs for the grid and diesel generator. -Two distinct AC outputs for essential and non-essential loads. -Operating temperature range of -30 to +65 degrees. -Protection category of IP 65. -Safety standards compliance with EN-IEC 60335-1, EN-IEC 60335-2-29, EN-IEC 62109-1, or any equivalent international certification, and should feature an AC bypass input function. - Fuel consumption control to minimize the load on the Diesel generator and provide full protection from any electrical damage to the Diesel generator. This should be added to the work items for Inverness and to be suitable within the current site requirements and diesel generator. <i>Note:- The number of inverters will depend on each inverter's outputs and current site requirements/power demand of the existing electrical equipment and instruments, but the total production capacity (Peak) of the inverter unit/system should not be less than 375,000 Watts (375 Kw, rated power/total output from all the inverters. As requested from the a/m general guideline, the Contractor is responsible for a proper design (full package), including the inverters (numbers & details design) to cover entirely all the power supply demand of the existing buildings and meet the existing electrical equipment and instruments power demand requirements and also includes (if required) shelter construction for Inverters of suitable size and shape by using adequate materials. The contractor must also provide the certificate of origin and quality certificates for the products used in the project. All products are to be approved by the supervising engineer prior to installation.</i>	LS (Complete Set)	1

	Smart Inverter: Control and Monitoring: Supply and install a monitoring and data viewing LCD control panel, built into the inverter or external, from manufacturers such as (SCHNEIDER, SMA, Fronius, Victron) or equivalent. The inverter should meet the following specifications: This panel should offer an online portal for wireless monitoring, configuration, and data storage through an internet connection. The control unit must have the capability to control all system items. MPPT Smart Solar Charger: Supply and install an MPPT (Maximum Power Point Tracking) smart solar charger built into the inverter or standalone units (many pieces per current site requirements). The product must be from one of the a/m brands SCHNEIDER, SMA, Fronius, Victron) or equivalent. The contractor must also provide the certificate of origin and quality certificates for the products used in the project. All products are to be approved by the supervising engineer prior to installation.		
A4	Cables and Accessories: Supply and install the following: -AC and DC MCCBs (Molded Case Circuit Breakers) -MC4 connectors for the entire project -All required types and sizes of AC and DC electrical cables, complete with all connections. -The work also includes upgrading/adapting the existing (if required) wiring/cables of the existing buildings. These include connections between solar panels, combiner boxes, inverters, terminal electrical boxes, and those that come and go from the main source and solar system, AC changeovers and circuit breakers.	LS (Complete Set)	1.0
A5	Racking for PV Solar Panels: Supply and construct a Galvanized Steel Frame Structure and canopy Structure with a minimum height of a lower column of 2.70 m for the parking area structure and the minimum height of the existing BAYTONA for the roof structure. This required structure must be designed to meet individual current site requirements, heavy-duty by using cold rolled galvanized steel profiles, and highly resistant, The detailed design drawings should be prepared by the contractor and approved by UNHCR Supervisor Engineer. The structure should be designed to comply with BS 5950 Part 5: 1987, Imposed & Wind loading, and comply with BS 6399 for mounting the solar panels for the ideal/best solar collection. It must be made from galvanized (hot dip galvanized steel sheet with a coating thickness of 100 - 120 grams/meter square for each side as raw material). The steel frame structure should be completely protected from rust and corrosion. Profiles/sections of adequate sizes and shapes (such as S350 for main members and DX51 for secondary members) with all required facilities/works (such as concrete works, making ladders/staircase, access, drain pipes ..etc.) other required works. The structure supporting/bearing the PV module should have proper ladders/staircase and access to maintain and clean/wash the PV solar panels. The columns should be anchored to the existing concrete base (parking area/G.F) and fixed to the existing roofs using suitable materials and tools whenever needed. The structure should include complete fittings and be capable of withstanding a wind load of min. 60m/s and a snow load of 1.4kn/m2. The structure should have a flexible installation angle (Tilt angle suitable for Bifacial Solar Panels) and come with certifications, tests, and a 10-year warranty (minimum). All components must be pre-cut/prefabricated without welding. The work also includes cleaning and treating (if any) the available areas/spaces (parking areas & roofs) and removing all the obstacles (if any) to make sure that all the located areas/spaces ready for installing the PV solar panels and maximizing solar energy	M ²	4500.0

	collection from the sun to generate maximum green energy and should provide enough shade and space to the existing parking areas (suitable for car/vehicle parking) and for the roof of the existing buildings as per current site requirements and instructions/approvals of the Supervisor Engineer.		
A6	Cable trench: Supply and install suitable Cable Trench and Wiring Conduits (for all new electrical cables and wires of different size and shape) by using PVC pipes and manholes ,the price include all needed accessories and works. All the needed materials should be suitable for outdoor purposes of UV resistance.	LS (Complete Set)	1.0
A7	Earth system: Supply, install, and connect earth for the whole system, minimum contain (3/needed piece of 25mm for the required length of pure Copper rods) connected by (1x50mm ²) Cu wires. All connections should be bandaged by Copper welding or using Cu clamps, then to be connected through the same CU wire to the ground distribution bus bar of MDB, each rod should be buried in the excavated hole of (0.5x2x3)m, then back filled sequence by (coal, salt, bentonite clay) with providing plastic manhole for each rod. All the materials should be suitable for outdoor purposes of UV resistance.	LS (Complete Set)	1.0
A8	Anti lightning : Supply, install and connect anti lightning system of type (Early streamer emitter (ESE) ,using suitable 6m GS pole ,including (3 * (16mm-25mm) dia /150cm length of pure Copper rods) connecting by (1x50mm ²) Electrolytic Copper Conductor, ,Exothermic welding way should be use. Back filling sequence by (coal, salt),Lightning system is active Type the radius of protection shall cover all the Plant and work must done according to the supervisor engineer's instruction.	LS (Complete Set)	1.0
A9	Batteries/Power bank with DC battery protection : Supply and Install Battery with DC battery protection box, Battery backup Lithium type (Life Po4) , and battery bank, a total of 200 KWH; the capacity of each battery is 100Ah. 5000 cycles (Minimum) with 50% DOD and 2 years warranty.(approved samples). Battery must fit with inverter brand and current site requirements. The price includes all necessary materials and works to connect with the selected inverter and existing electrical system (upgrading the existing wiring/cable system and batteries' DC protection.	No.	40
A10	Battery Rank, Protection Shelter with Cooling System	No.	3
A11	Test and operation of the installed Solar System:- Test and Commissioning of all installed PV solar system for full production capacity/full green power supplied to all existing buildings/facilities to cover all the power demand of the existing equipment's, lighting system and instruments. The work includes training of the local concerned technical staff (Min. 4 attendants) on the operation and maintenance of the solar system for 2 days minimum.	L.S	1
B	OTHER REQUIRED WORKS		
B1	Heat Pump Electrical Water Heater for Domestic Hot Water Supply:- Supply and install All-In-One Heat Pump Unit (approved sample) for hot water supply, Rated Voltage 220 V, Rated Frequency 50 Hz, Heating water production rate Min. 65 L/hr, CoP 4 W/W, Rated Water Capacity 400 L, Refrigerant (134a) or better environmental quality. The unit should be equipped with an electrical water heater element of 2000 watts with a thermostat with all other electrical & mechanical accessories and plumbing works. The work also includes all plumbing works/pipes by suitable size of PEX-Al-PEX with fittings, thermal insulation materials. The location of the unit should be as per the instructions of the Site Engineer. all necessary fittings and accessories (Tee, Elbow 45/90 degree, valves, etc.) and	Unit	2.0

	connecting with an electrical source by approved wire 3*4mm2 inside tray cable as well as good brand (such as MK, SCHINIDER, HK or equivalent dipole switch plugs 30 amp.		
B2	Solar Panel Automatic Washing/Flushing System: - Includes providing and installing Booster Pumps min. 8 Hp with Pipe networks using composite PPR (UV & Thermal resistance) PN 16 Bars & Min. OD. 25 mm from the existing HDPE/GRP ground/roof water tanks to the distribution pipelines/network, which should be installed in front of each solar panel string with water points (Jet/Sprinklers/Water Taps of suitable type, shape, and size) with all required fittings, gate & non-return valves, electronic automatic control system, plumbing works with all other work requirements as shown in the illustrated drawings. The system should be designed and installed with minimum water consumption and the best cleaning option as per Iraqi weather conditions.	Unit	3
B3	Photovoltaic Cleaning Equipment: - Supply and install an electric double-head photovoltaic panel cleaning equipment capable of high-efficiency cleaning, with a width of 65cm, facilitating an operational output of 500-750 square meters cleaned per hour per individual. The cleaning equipment should possess the following attributes: • Lightweight and easily portable design for convenient operation. • A water-saving feature, with a consumption of 1.5 to 3 liters per square meter, translating to 9 to 15 tons per MW for cleaning. • Cleaning capacity of 0.8 MW to 1.2 MW per person per day. • Strong adaptability, facilitated by a knapsack lithium battery-powered scrubbing system. • Length of arm > 6 meter The contractor must also provide options for water supply equipment, suitable for a range of environmental conditions, and ensure the equipment can accommodate water pressure of less than 1.3mpa. All products are to be approved by the supervising engineer prior to installation.	No.	2
B4	Mobile Scaffold Tower: - Supply and install a 4.00m high mobile scaffold tower. The mobile scaffold tower should be lightweight, equipped with four swivel casters for easy relocation, and designed with a one-piece folding frame and working platform for swift setup. It can be extended up to 4m platform height with a 6m reach. The mobile scaffold tower should meet all safety standards. Dimensions: 242 × 81 × 87 cm. The Mobile Scaffold Tower includes: -Four 125mm Scaffold Castors -One 1.90m Scaffold Folding Frame -Two 1.9m Trapdoor Platforms -Nine 1.9m Horizontal Braces -Two 1m Frame Guardrails -One 1.9m Folding Toeboard -Two 2.1m Outriggers -Two 1.3m Ladders with braces -Two 1.9m Diagonal Braces -Two 2.00m Scaffold Extension Frames	UNIT	1

Annex C: Detailed Technical Evaluation Criteria

Installation of PV Solar System for Bahirka Registration Centre – Erbil Governorate

Stage 1: Mandatory Pre-Qualification Criteria:

Mandatory Pre-qualification				
#	Main Criteria	Sub-Criteria	Specific Requirements	(Yes/NO)
1	Mandatory Pre-qualification	Mandatory Site Visit	Did the vendor send an Engineer to visit the site on the said date and time and sign their company's name on the attendance sheet?? <u>(The Engineer should bring an authorization letter from the company and show their engineering union ID card)</u>	
2		Mandatory Bid Security	Has the bidder submitted a scanned copy of the Bid Security of IQD 6,600,000 (or equivalent in USD) by “Good for Payment Cheque/Certified Cheque/ Bank Guarantee letter” 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 be issued under the company name.</u> The selected company would be required to submit the original cheque. Note: the bid security might come in two forms: a bank cheque or a bank guarantee letter.	
3		Valid Business Registration Certificate	Is the company registered as <u>an electrical/ renewable energy/ general contracting company</u> in IRAQ (Federal Government or Kurdistan Region)? 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. 1- The Lead company should be registered in Iraq. 2- Any party from the JV can submit the bid security. 3- Both parties must be legally registered. Lead company must be registered in IRAQ and fulfill the registration requirement while the secondly company should be registered in Iraq or outside Iraq as a commercial entity. 4- Lead company must fulfil the tax registration requirement. Any company with an age less than 3 years at the time of the submission will be disqualified.	
4		Tax Registration Certificate	Has the bidder submitted a scanned copy of a valid Tax registration certificate?	
5		Acknowledgment of Annex - N	Has the bidder submitted a duly signed/stamped Checklist?	
The Bidders must meet all the above mandatory pre-qualification criteria for their proposal to be considered for further evaluation.				

Stage 2: Technical Evaluation Criteria:

Technical Evaluation				
A percentage distribution of 60% of the total score of technical evaluation has been allocated to the 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	Company profile and Capability. (Max 3 Points)	The company has ISO 9001 certification or equivalent recognized certifications. (1 Point)	1	
		Company age from the registration date (min 3 years).	From 3 to 5 years (1 point)	2
			More than 5 years (2 points)	
	Company classification (Max 2 Points)	The company has a valid electrical or renewable energy company classification ID issued by the Ministry of Planning (Central Government and/or KRI), classified range between 1-5 classes.	Classification from 1-3 (2 Points)	2
			Classification 4-5 (1 point)	
	Staff qualifications, CVs with min 5 years of experience and Resources (Max. 7 Points)	Project Manager (site engineer) with a bachelor's academic degree in electrical/ renewable energy engineering (minimum of 5 years of experience) with proof of graduation like (Graduation certificate, syndicate ID, Union ID) (3 Points)		3
		Civil Engineer (bachelor’s degree) with a minimum of 5 years’ experience with proof of graduation (Graduation certificate, syndicate ID, Union ID) (3 Points)		3
		Surveyor (diploma in Surveying) with a minimum of 3 years of experience. (1 Point)		1
	Financial Auditing Report (Max. 2 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 (300,000 or equivalent to IQD). <u>If the baseline turnover is not demonstrated, the bidder will receive zero points.</u>		2
		Did the vendor submit the latest 2 consecutive years’ financial audit reports? Yes	(2 Points)	
		Did the vendor submit the latest 2 consecutive years’ financial audit reports? No	(0 Points)	
Total score 14 points				
Relevant Experiences	Proof of relevant experience (Max. 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 Electrical infrastructure and renewable energy infrastructure)	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 Points		
		Note: The evaluation will not consider a PO or contract with a value below USD 100,000 or 132,000,000 IQD.		
Past Experience with Clients (Max. 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 Points)			
Total score 8 points				

Technical Specifications of Works	Construction & Finishing Materials (Max. 10 Points)	Catalogs or Datasheet Confirming that the specification of the below items complies with the Bill of Quantity:			
		Steel Structure for PVs/Support Racking Structure (6 points)		6	
		Thermal Solar System for domestic hot water (Active Continuous Flow) (2 points)		2	
		Photovoltaic Cleaning System & Equipment (2 points).		2	
	Electrical - Renewable Energy Materials (20 Points)	Electrical - Renewable Energy Materials Catalogues or pictures/ Data sheet confirming that the specification of the below items complies with the BoQ:			
		PV Solar Panel - Class, Efficiency, performance (4 points)		4	
		Class. Outputs. Specifications. Characteristics, efficiency, manufacturer, and bypass diodes. Current and voltage ratings. Quality			
		PV Solar Panel - Warranties (3 points)		3	
		Performance degradation <12% in 30 yrs. Product warranty of 12 years. Power Warranty of 25 years. Terms of warranty.			
		Inverters (375 KW in total, Hybrid + ON-GRID) (5 points)		5	
		Specifications according to BoQ. (Technical Specifications, Performance. Manufacturer).			
		Combiner box (2 points)		2	
		Performance. Size. Standardization. Sealing. Manufacturer. Mounting. Foundations. Components.			
		Cables and Accessories (3 points)		3	
		Batteries (Lithium, Life Po4) with DC battery protection (3 points)		3	
30 points (Min. Passing point is 20 Points)					
Work Plan & Method of Implementation	Works plan Detailed and realistic work plan with Work Schedule/ Gantt Chart showing the starting and end of each activity (Max. 3 Points)	Implement realistic timelines as indicated in the Scope of work (180) days. Including a Gantt Chart indicating a detailed sequence of activities. (3 Points)		3	
		Including a Gantt Chart indicating a detailed sequence of activities. (3 Points).			
		Incomplete Gantt chart, no Gantt Chart or Proposed Gantt chart (more than 36 days) of the indicated duration in (SoW) or Project Schedule not indicating a detailed sequence of activities (0 Point).			
	Method of implementation (Max. 5 Points)	Submission of the minimum equipment list, which should comprise 1 Truck, 1 Excavator, 1 Pickup, 1 Loader, and 1 crane	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					

Annex D: Technical Proposal Form

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirements 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: UNHCR 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) AND Annex H: UN Suppliers Code of Conduct.**

D-1 DECLARATION

The undersigned, having read the Instruction to Bidder, and the **Annex G: UNHCR General Conditions of Contracts for the Provision of Goods & Services (July 2018) AND Annex F: UNHCR General Conditions of Contracts for Civil works (October 2000) AND Annex H: UN Suppliers Code of Conduct** 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: Scope of Work (SOW) & Annex B: 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.)	Construction, Electrical, Mechanical, or General Contracting 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 Two Years)		
Year	Turn-over in USD/IDQ	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/IQD				

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 ten years				
Year	Employer name & contact details	Description of Works/Services	Amount	
Total USD/IQD:				

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.

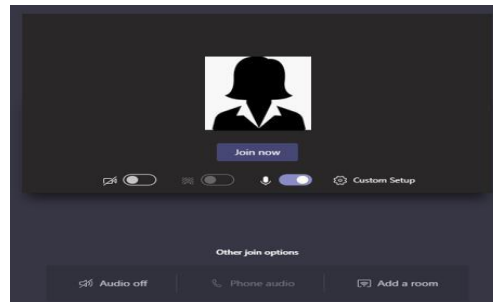
A proposed timeline in a Gantt / Bar chart format must be part of this Proposal. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.

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>	23/10/2023	13/11/2023
2	Closing date for Queries	03/11/2023	03/11/2023
3	Site Visit <i>(if applicable)</i>	01/11/2023	01/11/2023
4	Pre-bid conference Meeting	02/11/2023	02/11/2023
5	Tender Closing date	13/11/2023	13/11/2023
6	Bid opening Date	14/11/2023	14/11/2023
7	Technical Evaluation	14/11/2023	23/11/2023
8	Financial Evaluation	26/11/2023	26/11/2023
9	Approval of Contract	01/12/2023	02/12/2023

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	13 November 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	Solarization (installation of PV solar system) in Bahirka registration center for converting the existing/old power supply to a renewable/green sustainable energy system, UNHCR 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:	A MINIMUM OF 24 MONTH DEFECT LIABILITY APPLY	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: 7 Days DELIVERY TIME: IN DAYS: 180 Days	
RETENTION MONEY:	Please note that a 10% of the total contract value will be kept as retention money for period of twenty-four (24) Months from the completion and handover of the site against defects and liabilities.	
RELEASE OF	The performance bond or bank guarantee will be released upon the 100% completion of the	

PERFORMANCE BOND OR BANK GUARANTEE	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 <u>MAY BE</u> 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: RQERPROC@unhcr.org CC: omerr@unhcr.org BEFORE 23:59 HRS Iraq Local Time on 03/11/2023. (CUT-OFF DATE FOR QUERIES). UNHCR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in the article " <u>2.5.2 Technical and Financial Evaluation</u> "

ANNEX N: SUBMISSION CHECKLIST

Submission Checklist		
S. No.	Description	Indicate Yes/No
1	I have read and understood the RFP and all its annexes	
2	Annex A: Scope of Work (SOW)	
3	Annex B: Bill of Quantities	
4	Annex C: Detailed Technical Evaluation Criteria	
5	Annex D: Technical Proposal	
6	Annex E: Vendor Registration Form	
7	Annex F: UNHCR General conditions of Contracts for the provision of Goods and Services (July 2018) Completed and Submitted	
8	Annex G: UNHCR General Conditions of Contracts for Civil Works October 2000)	
9	Annex H: UN Supplier's Code of Conduct Completed and Submitted	
10	Annex I: e-tender Box Supplier User Manual	
11	Annex J: How to Join Microsoft Teams Without Account	
12	Annex K: Financial Offer Form	
13	Annex L: Tentative Calendar of Actives	
14	Annex M: Bid Data Sheet Submission Checklist	
15	Annex N: Submission Checklist	

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts and UN supplier code of conduct. [Signed copy of Annexes G, H & I are not required at this stage.]

Name of authorized representative: _____

Title: _____

Signature: _____

Date: _____

Supplier Name: _____

Postal Address: _____

Telephone No.: _____

Email Address: _____

Company's Stamp: _____