

To: All Invitees

Date: 21 May 2018

**Subject: Request for Proposal No. RFP/038/NIN/18**  
**Renovation of residential houses – Sinuni villages - Sinjar District - Nineveh Governorate**

Dear Sir/Madam,

1. UN-Habitat, Erbil Office hereby solicits your proposal for the above subject as per the RFP documents listed below.
2. This RFP consists of this letter and the following annexes:
  - Annex A - Acknowledgement Letter
  - Annex B - Instructions to Bidders
  - Annex C - Terms of Reference
  - Annex D - Financial Proposal Form (Bill of Quantities)
  - Annex E - Evaluation Criteria
  - Annex F - UN General Conditions of Contract (UNGCC)
  - Annex G – Drawings & Site Plan
3. Please notify UN-Habitat immediately if any part of this RFP is missing and/or illegible.
4. Please complete and return immediately (to the emails indicated below) the Acknowledgement Letter attached herewith as Annex A.
5. The RFP closing date/time is on **28 May 2018, at 15.00hrs Erbil local time**. Proposals must be submitted on or before the closing time.
6. The deadline for submitting clarification questions is on **24 May 2018**.
7. The focal point of contact for all questions or communication with regard to this RFP is Ali Asaady via email [ali.asaady@un.org](mailto:ali.asaady@un.org) with copy to [ismael.frioud@un.org](mailto:ismael.frioud@un.org)
8. We look forward to your proposal and thank you for your interest to participate in the RFP.



Yours sincerely

*Yuko Otsuki*  
**Yuko Otsuki**

Head of UN-Habitat Iraq, a.i.  
United Nations Human Settlements Programme  
(UN-Habitat)

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ACKNOWLEDGEMENT LETTER

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**In order for your company to remain in good standing as registered vendor, you must return a completed copy of this acknowledgement letter to [ali.asaady@un.org](mailto:ali.asaady@un.org) with copy to [ismael.frioud@un.org](mailto:ismael.frioud@un.org) even if you do not intend to submit a proposal as this time.**

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a) **Submission of Bid:**

We the undersigned acknowledge receipt of your bid for the RFP No. RFP/038/NIN/18 and hereby confirms that:

we intend

we do not intend to submit an offer to the UN-Habitat Office in Erbil by the closing date/time of this RFP.

If you do not intend to submit a bid, please indicate the reason:

We do not have the capacity to submit a bid at this time.

We cannot meet the technical requirement for this tender.

We do not think we can make a competitive offer at this time.

We would require more time to put together a proposal than current time allowance.

Others: (Please specify: \_\_\_\_\_)

b) **Participation at Public Bid Opening:**

we intend

we do not intend to attend the Public Bid Opening

We also take note of the terms and conditions of the request and will abide by them when submitting our offer.

**Note:** Due to the current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Vendor (exactly as Registered in UNGM): \_\_\_\_\_

Date: \_\_\_\_\_

Address of Vendor (exactly as Registered in UNGM): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

UNGM Number: \_\_\_\_\_

c) **Commitment:**

The contractor must commit to use the manpower who will implement the works exclusively from Sinuni/Sinjar Area and he has to provide UN-Habitat with their names and any document proves that those manpower are from Sinuni/Sinjar Area.

Note: the above mentioned condition does not include the key staff in the field and it is optional to the contractor to choose the key staff either from Sinuni/Sinjar Area or from any other area.

I committed

### VENDOR BANKING INFORMATION

<b>Vendor (BP no.)</b>	
<b>Vendor name</b>	
<b>Vendor address</b>	
<b>City</b>	
<b>Phone number</b>	
<b>email</b>	
<b>Country</b>	
<b>Bank name</b>	

<b>Bank address</b>	Street	
	City	
	State (Governorate)	
	Branch ID/No	
	Postal Code	
	Country	

<b>Bank ID (SWIFT)</b>	
<b>IBAN number</b>	
<b>Account number</b>	
<b>Account currency</b>	
<b>Account name</b>	
(Please explain If account name is different than vendor name)	
<b>Type of Bank account</b>	<input type="checkbox"/> checking <input type="checkbox"/> savings
<b>Routing Instructions</b>	

I, the undersigned, certify on behalf of my Company/Organization that the details given herein are complete and correct to the best of my knowledge.

Name of Authorized Signatory :

Job Title :

Signature / stamp :

Date:

## INSTRUCTION TO BIDDERS

### 1. General

- 1.1 In the context of this RFP, the words “Bid” and “Proposal”, and the words “Bidder”, “Proposer” and “Vendor” have the same meaning. The word “Contractor” refers to the party or parties with whom UN-Habitat may eventually enter into a contract for the provision the goods or services under this RFP.
- 1.2 This document is a Request for Proposal (RFP) and not an Invitation to Bid (ITB). The terms set forth in this RFP including the contents of proposals and the UNGCC will form part of any contract should UN-Habitat accept the Bidder’s proposal. Any such contract will require compliance with all factual statements and representations made in the proposal as to the provision of the services, subject to any modifications to the proposal agreed to by UN-Habitat in the context of negotiations, if negotiations are entered into.
- 1.3 This document and its attachments constitute the RFP and will be the means by which UN-Habitat will determine the qualifying Contractor(s) and will be maintained with confidentiality. All proposals received shall be considered the property of UN-Habitat and will not be returned. Vendors must strictly adhere to all the requirements of this RFP.
- 1.4 This RFP does not commit UN-Habitat to award a contract or to pay any costs incurred in the preparation or submission of Proposals, or making necessary studies for the preparation thereof, or to procure or contract of services or supplies. By submitting a Proposal, a Vendor agrees that it shall bear any and all costs and expenses related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UN- Habitat reserves the right to reject any or all Proposals received in response to this RFP and to negotiate with any of the Proposers or other firms in any manner deemed to be in the best interest of UN-Habitat. If Vendor submits a Proposal on an “all or none” basis, the Bidder must clearly state so in the Financial Proposal Form, Annex D.
- 1.5 Submission of a Bid shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this RFP will be met and unless specified otherwise, the Bidder has read, understood and agreed to all the instructions provided in this RFP.
- 1.6 The RFP contains no contractual offer of any kind. Any Proposal submitted will be regarded as a proposal by the Proposer and not as an acceptance by the Proposer of any proposal by the UN- Habitat. This RFP does not commit the UN- Habitat to award a Contract.
- 1.7 Unless otherwise stated in this RFP, all times indicated in the RFP are Erbil, Iraq times.
- 1.8 It shall be the responsibility of the Bidder to ensure that proposals are fully in compliance with all applicable laws, enactments, rules and regulations any relevant government or regulatory body.

## 2. Submission of Proposals / Closing & Opening Date/Time

2.1 Failure to follow the instruction for submission of proposals can lead to disqualification.

2.2 The RFP Closing and Opening Time/Date are as follows:

<b>Closing: 28 May 2018, at 15:00 Hours Erbil local time</b>	<b>Opening: 28 May 2018, at 15:30 Hours Erbil local time</b>
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2.3 Bidders are required to complete, sign and submit in the English language and in **ONE COPY** (Original) the following documents:

- ✓ **TECHNICAL PROPOSAL - ONE ORIGINAL**
- ✓ **FINANCIAL PROPOSAL - ONE ORIGINAL**

2.4 The TECHNICAL PROPOSAL and FINANCIAL PROPOSALS **MUST BE COMPLETELY SEPARATED**, and each of them must be submitted in its own individual sealed envelope – one envelop clearly marked on the outside as **TECHNICAL PROPOSAL** and the other envelop clearly marked on the outside **FINANCIAL PROPOSAL**, as appropriate.

2.5 The TECHNICAL PROPOSAL and FINANCIAL PROPOSAL envelopes prepared in accordance with the above paragraphs, and a cover letter indicates the total commercial offer shall be put into **one large sealed outer envelope** clearly marked and addressed as follows:

**RFP/038/NIN/18:**  
**Renovation of residential houses – Sinuni villages - Sinjar District - Nineveh Governorate**  
**to: Mr. Ali Asaady**  
**Closing Date & Time: 28 May 2018 at 15:00 hours, Erbil Local time**

2.6 Failure to put the TECHNICAL and FINANCIAL proposals into two separate envelopes will lead to disqualification. Inclusion of financial proposal, quotes or any other related financial information in the Technical proposal envelop will lead to disqualification of a proposal.

2.7 The Proposals must be delivered by hand. Delivery by any other method (e.g. E-mail or fax) will automatically lead to disqualification of the proposal. It is the exclusive responsibility of Vendors to ensure that their proposals reach the above address before the deadline. Delivery to any other UN-Habitat office location will not constitute timely delivery.

- 2.8 ***Any proposal received after the closing time and date specified above may not be considered. The delivery address is:***

**United Nations Human Settlements Programme**  
Peshawa Qazi Street, Erbil International Airport Avenue, UN Compound, Erbil

- 2.9 The Proposal shall include information in sufficient scope and detail to allow the UN-Habitat consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work or deliver the goods at a high professional level.
- 2.10 UN-Habitat does not assume any responsibility for any missing and/or illegible pages of Bids, and this may result in rejection of your Bid.

### **3. Pre-Bid Meeting (Bidder's Conference)**

- 3.1 The subject RFP is considered non-complex and as such, there shall be no pre-bid meeting.

### **4. Questions for Clarifications/ Communications**

- 4.1 Submit your clarifications questions in writing via email to the focal point of contact indicated on page one (1). The deadline for submitting clarification is indicated on page 1 of this RFP.
- 4.2 Other than this official means of communications, the UN staff members are prohibited from communicating about this procurement with any Vendor or external party during the course the tender exercise. Vendors are not to call or attempt to communicate in any other way with UN or its staff regarding this procurement. Any violation of this instruction may adversely affect the bidder's prospects of selection.
- 4.3 In order to maintain transparency, all Bidders' requests for clarification and UN responses will be recorded and circulated to Proposals without indicating the source of the request.

### **5. Validity of Bids**

- 5.1 Bids shall remain open and valid for acceptance for at least **90 days** from the date of opening specified in this RFP.
- 5.2 If deemed necessary by the UN, Bidders may be requested to extend the validity of their Bids for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Bidder, the Bidder will not be permitted to otherwise modify or consequently withdraw its Bid, and will be required to extend the validity period of the Bid-Security, if so required in this RFP.

## **6. Withdrawal and Modifications of Bids**

Proposals may be modified or withdrawn in writing, at any time prior to the bid opening time.

- 6.1 Modification and/or any other complementary information shall be submitted in writing and in a sealed envelope, marked and labeled as required in the RFP before the Closing Time.
- 6.2 Bids may not be modified or withdrawn after the opening time. If a Bid is modified or withdrawn by the Bidder after opening time, UN-Habitat shall be entitled, without prejudices to any other remedies available to the UN-Habitat, to draw on the Bid Bond, if required in this RFP. In addition, the Vendor's registration status as a UN-Habitat Vendor may be subject to review by the UN-Habitat Vendor Review Committee and may constitute ground to suspend or remove the Vendor from the UN-Habitat vendor roster.

## **7. Rejection of Bids**

- 7.1 UN-Habitat reserves the right to reject any and all bids if they are, *inter alia*:
  - a. Received after the deadline stipulated in the RFP documents; or
  - b. Not properly marked or addressed as required in the RFP; or
  - c. Delivered to another UN-Habitat office location than the one required in the RFP; or transmitted by fax without express permission in the RFP or by the Procurement Unit
  - d. Unsolicited; or
  - e. Contains an alternate bid; or
  - f. Not otherwise in compliance with this RFP.
- 7.2 In exceptional situations, the UN-Habitat may cancel this RFP by a written notification to Vendors.

## **8. Split Awards**

- 8.1 UN-Habitat reserves the right to split an award between bidders in any combination as it may deem appropriate.

## **9. No Commitment**

- 9.1 This RFP contains no contractual offer of any kind. Any bid submitted will be regarded as an offer made by the bidder and not as an acceptance by the bidder of an offer made by UN-Habitat. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of UN-Habitat and by the selected bidder. This RFP does not commit UN-Habitat to consider any bid or to award a contract.

## **10. Criteria for Evaluation**

- 10.1 All bids will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules as well as the requirements of this RFP. Refer to Annex D for the details.

## **11. Payment Terms**

- 11.1 The Financial Regulations of the United Nations preclude advance payments and payments by letters of credit. Where prevailing commercial practice does not provide for advance payment, provisions for advance payments or payments by Letters of Credit in a proposal will be prejudicial to its evaluation by UN-Habitat. The normal terms of payment of the UN are 30 days (or similar discounted payment terms if offered by the proposal), upon satisfactory delivery of products or completion of services and acceptance thereof by United Nations. Proposer must clearly specify in their proposal the payment terms being offered.
- 11.2 The provisions of INCOTERMS 2010 shall apply to any delivery terms specified in this RFP.

## **12. Errors in Bids**

- 12.1 Bidders or their authorized agents are expected to carefully examine any maps, drawings, specifications, circulars, schedules, and other instructions pertaining to the work, made available by the United Nations to the bidders for inspection. Failure to do so will be at the bidder's own risk. In case of an error in the totaling of prices, the unit price will govern.

## **13. Confidentiality**

- 13.1 This RFP or any part thereof, and all copies thereof must be returned to UN-Habitat upon request. It is understood that this RFP is confidential and proprietary to UN-Habitat, contains privileged information, part of which may be copyrighted, and is communicated and received by you on the condition that no part thereof, or any information concerning it may be copied, exhibited or furnished to others without the prior written consent of UN-Habitat, except that specifications may be issued to prospective sub-contractors for the sole purpose of obtaining offers from them. Notwithstanding any other provisions of the RFP, bidders will be bound by the contents of this paragraph whether or not they submit a proposal or respond in any other way to this RFP.

## **14. Selection Process**

- 14.1 The UN reserves the right, at its sole discretion, to:
- Award separate or multiple contracts for same or different elements covered by this RFP in any combination it may deem appropriate, or only a portion of the requirements. If a Bid is submitted on an "all or none" basis, it should be clearly stated as such.
  - Reject any or all Bids received in response to this RFP and negotiate with any of the Bidders in any manner deemed to be in the best interest of the UN.
  - Add new considerations, information or requirements at any stage of the process.
- 14.2 In exceptional situations, the UN may cancel this RFP by a written notification to Bidders.

## **15. Currency**

- 15.1 Prices may be quoted in a currency other than the US Dollar. However, for the purposes of comparison of all Bids, the UN-Habitat will convert the currency quoted in the Bid to US

Dollar, in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.

- 15.2 Unless otherwise agreed by the parties, the final contract/Purchase Order awarded to the selected Vendor, Bidder's invoices and the UN payments will be made in the currency as originally quoted by the Vendor in its Bid.

## **16. Price**

- 16.1 The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees.
- 16.2 Unless otherwise provided in this RFP, the contract shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Bidder in performing the contract or any market price change.

## **17. Security Instrument**

- 17.1 A bid security is not required for this RFP.

## **18. Performance Security**

- 18.1 (Optional) The Bidder agrees that UN-Habitat shall deduct a sum equal to 10% of the contract price from the Contractor's payment, including, without limitation, by way of deduction of said amount from any payment due to the Contractor under this Contract. The performance security shall be valid for the entire period of the contract and for at least 30 days after the expiration date of the contract.

## **19. Liquidated Damages**

- 19.1 If the Bidder fails to supply specified goods/services within the lead time to be stipulated in the contract or in the Purchase Order, for any reason other than the UN-Habitat act or omission, the UN-Habitat shall deduct as a liquidated damages, a sum equivalent to **0.1%** of the total contract/Purchase Order value for each business day of delay until actual delivery, up to a maximum deduction of **10%** of the total contract/Purchase Order value; all without prejudices to any other remedies available to the UN-Habitat. A maximum grace period of 7 (seven) business days may be permitted. However, if the delivery is not completed within the grace-period, liquidated damages will apply from the day immediately following the required delivery date. Said amount is agreed to be a reasonable estimation of the damages which the UN-Habitat will sustain, without having required proving the actual damage.

## **20. Notice of Award**

- 20.1 The selected Bidder(s) will be notified in writing that the UN is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties and/or the issuance of a Purchase Order (PO) by the UN-Habitat.
- 20.2 Unsuccessful Bidders will be notified in writing. The UN has the right to retain unsuccessful Bids. Unsuccessful Bidders having questions about the name of successful Bidder and the contract value are invited to contact UN-Habitat Procurement Section specified in this RFP.
- 20.3 This RFP is subject to the UN General Conditions of Contract (UNGCC). The UNGCC shall become an integral part of any Contract or Purchase Order resulting from this RFP. Copy of the UNGCC is attached in Annex G and the latest version of the UNGCC can be found at [http://www.un.org/Depts/ptd/pdf/general\\_condition\\_goods.pdf](http://www.un.org/Depts/ptd/pdf/general_condition_goods.pdf).
- 20.4 By submitting a Bid, the Vendor confirms that it has accessed, read, understood, agreed and accepted the UNGCC. However, if any of the UNGCC provisions is not accepted, the Proposer is required to indicate in the Financial Proposal with specificity any reservations it has in respect to any of the provisions and must provide alternative language to the particular clause. Note that the extent of non-compliance with the UNGCC will be a factor in the evaluation process and may lead to the rejection of your Proposal.

## **21. Collusive Bidding and other Anti-competitive conduct**

- 21.1 Vendors and their employees, officers, advisers, agents or sub-contracts must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct in respect of this RFP or procurement process. "Collusive bidding", "other anti-competitive conduct", or "any other similar conduct" may include, inter alia, any attempt to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

## **22. Improper Assistance**

- 22.1 Proposals that, in the sole opinion of the UN, have been compiled with the assistance of current or former employees or Contractors of UN, in violation of confidentiality obligations, or by using information not otherwise available to the general public or which would provide a non-competitive benefit shall also be excluded from further consideration.

## **23. Vendor Registration and update of information**

- 23.1 Vendors must register with the UN or start the registration process in the United Nations Global Market (UNGM) located at <http://www.ungm.org>, before the Closing Time. The Vendor must be fully registered in order to be considered for a contract award. Vendors who

have already registered in the UNGM shall keep the information updated at <http://www.ungm.org>.

#### **24. Code of Conduct**

- 24.1 By submitting a Bid, the Vendor confirms that it has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Vendors should refer to the UN Supplier Code of Conduct at [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf).
- 24.2 The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

#### **25. Miscellaneous**

- 25.1 Vendors may find the UN Procurement Manual and UN Financial Regulations and Rules, which are applicable to this RFP, at <http://www.un.org/depts/ptd/pdf/pmrev6.pdf>.

## Annex C

### TERMS OF REFERENCE

#### Background:

In 2015, a number of key cities in Iraq were liberated from the Islamic State of Iraq and the Levant (ISIL). After going through major military operations, the liberated areas became largely devastated with buildings and houses burned, shops looted, roads damaged from bombs, electricity grid destructed, and left without enough support from the central government who themselves are facing a severe budget crisis because of the decline in the price of oil and the cost of the war against ISIL. Out of the hundreds of thousands who fled the cities and towns, only small portions have returned to newly liberated areas, and even those who have returned are suffering from lack of basic services. Post-disaster housing rehabilitation presents one of the few opportunities available for upgrading the quality of vulnerable housing and supporting local authorities' responsibility to ensure safe housing for their citizens. UN-Habitat has the support of the Governor of Nineveh to begin rehabilitation of housing in Sinuni/Sinjar area, in line with stabilization activities being undertaken in the area. Activities will be implemented in close coordination with the Governor's Office, local authorities and communities, and the Stabilization Programme, including mine action and wider infrastructure and services support.

#### Project Brief:

The project will introduce a range of solutions, which will in conclusion help and encourage the return of the Sinuni/Sinjar IDP's to their place of origin, improving their living conditions by rehabilitating their houses through participation in renovation process. This will allow for quick mobilization of the project and encourage returnees to engage in the reconstruction work, creating job opportunities for the home owners and returnees in the wider community. Assistance will include the provision of building materials for housing repair, rehabilitation of residential houses which will encourage the return of the people of Sinuni/Sinjar to their Governorate. UN-Habitat will provide physical and technical support through support rehabilitation process in different levels.

#### Expected Outcome:

Increased sustainability and resilience of cities and other human settlements through housing rehabilitation in Sinjar District.

#### Outputs:

1. Rehabilitation of damaged houses in the target area through Sinuni/Sinjar area.
2. Participate community members in the rehabilitation activities.
3. Develop the capacity of Community members in the targeted area.

#### Activities:

1. Demolition and removal works.
2. Building walls (using solid concrete blocks).
3. Gypsum and cement plastering.
4. Installation of steel doors and PVC windows.
5. Ceramic tiles for walls and floors.
6. Sanitary and plumbing works.
7. Electrical works.

(As detailed in attached BOQ)

**Reporting:**

The implementing partner will provide reports on a bi-weekly basis

**Duration of Contract**

Total duration	:	50 Calendar Days
Expected Start Date	:	03 June 2018
Expected End Date	:	23 July 2018

**Project site location:** Sinuni villages - Sinjar District - Nineveh Governorate.

**General Technical Notes:**

- All the material and works must be approved by UN-HABITAT site engineer.
- The dimensions and the quantities may vary according to the actual site situation.
- The contractor has no right to ask for more update on the BoQ or the standard specification after the deadline for request for clarifications, mentioned on page 1.
- The completion of a BoQ item may involve several other activities, the cost of this specific BoQ item is deemed to be covering all associated activities.

**Suggested Installment:**

- 100% from the total contract value to be paid after completing 100% of the total contracted works mentioned in the BOQ and after handover project to the local authorities.

**Annex D**  
**FINANCIAL PROPOSAL FORM**

**Bill of Quantities**

Bidders **MUST** submit their financial proposals in the same format as per attached BOQ. Provide all the information in the tables inside.

## Annex E Evaluation Criteria

### Mandatory Requirement (Pass/Fail)

Offer will be neglected if the bidder got failed to provide/response to the requirements.

- i. Certified copies of the Certificate of Incorporation or Certificate of Registration. The bidder must provide satisfactory evidence that the bidder has completed its application process of registration to operate in Iraq or Kurdistan Region.
- ii. Registration ID
- iii. Valid Business License
- iv. An offer being **20% higher or lower** than the UN-Habitat's estimated cost.

### 1-Technical Evaluation (Weight (distribution of score) = 60%)

- **Work Experience:**

1. Total Volume of Work (in USD) over the past 4 years (2013-2017), the cumulative amount should be US\$ 160,000 at minimum;
2. Total Volume of Works (in USD) of a similar nature (construction of shelters, schools, buildings.... etc., carried out over the past 5 years. The accumulative amount of related implemented projects should be US\$ 100,000 as minimum.
3. Successful completion of at least one project of similar nature as a prime contractor over the past three years.
4. Works performed for UN and/or similar organizations, local authorities.

**Note:** Copies of the contracts, successful completion certificates from client(s) as well contact details of the client(s) are required to be provided as certification to the above-mentioned items.

- **Equipment:** Major Items of equipment proposed for the planned works under this RFP; Other Items of Equipment owned by Company.
- **Company Profile:**
  - 1- Including information on company manager, engineers, administrative staff, overall structure of the company, and brief of the nature and the activities of the company.
  - 2- Management personnel and technical staff to serve the project; administrative and other support staff for the project; .
  - 3- Cv's of the technical staff proposed to serve on the project (at least 3CV's with detailed information to be provided).
- **Financial Capacity:** Financial statement; Company's bank account statements covering a period of at least one year; proof of liquid assets; access to credit facilities; fixed assets for the last year 2017 (should be certified by a legal authorized legal accountant or legal entity, or audit reports from registered auditing companies).
- **Time schedule** (work plan) for the project's activities, reflecting activities' planned sequences within the project duration.

### 2- Financial Evaluation (Weight (distribution of score) = 40%)

The lowest price for the BOQ schedule will receive the highest score.

**B.o.Q for renovation of residential huses - in Sinnuni Villages  
(/Sinjar district)/Ninevah Governorate /Iraq**

**Notes:**

- 1 Work items to be implemented in accordance with the conditions and specifications of the tender, and the instructions of supervision engineer.
- 2 Prices should include all necessary materials, equipments and workmanship, etc. to complete the items .
- 3 The Contractor has the responsibility to do all necessary tests. Random checks will be conducted during the project implementation as per the instructions of supervision Engineer.
- 4 The contractor must provide all samples for the approval of UN-Habitat Engineer, no material shall be used without the approval of samples by UN-Habitat Engineer.
- 5 Provide detailed time schedule.
- 6 All quoted prices include: removal of the existing damaged items as a result of fire or war damage, washing (and if needed scrapping) of ceiling, floor and walls from ash to ensure the delivery of clean unit .

#	Item Description	Unit	Quantity	Price USD	Amount USD
1	Civil Works: Provision of materials/ works/ equipment to implement the items described below, and all required activities to make the job complete in every aspect, and detailed as per the instruction of the supervision engineer. Work items to be implemented according to conditions and specifications of the tender and in accordance with supervision engineer instructions. Prices should include provision/and sourcing, supply, install and all necessary materials, equipment to complete the items according to BoQ and Drawings. It is the Contractor's responsibility to do all necessary tests. The prices include painting all iron materilas (Pipes, angles, frames and .....etc) with two coats of anti-rust/anti-oxide paint and two coats of oil paint. The iron materials must be properly cleaned of any external objects such as old paints, dusts, rusts, etc to the satisfaction of supervision engineer prior to the application of paiting. Futhermore, a layer of applied must be dried before applying the next layer/coat and in no case there should be at least 6 hours of time difference between the application of different paint layers.				
1-1	Demolition and Removal works (Including Fire Damage): Provision of labors, equipment and all other requirements that are needed to demolish and remove walls, roofs, floors or any damaged structural member, or a part of the structure that conflicts with the repairing process of damaged doors, windows, and frames. This item also encompasses the removal of demolished parts of house, removal of the damaged or burnt gypsum and cement plaster, false ceiling and all damaged part in accordance with the instructions of supervision engineer to the level of his/her satisfaction. The price also includes the transporation and safe and environmentally friendly diposal of the debris to the outside of municipality boundary to the satisfaction of sepervision engineer.	M2	1,180		
1-2	Building walls and Curtains for rooftop (using hollow concrete blocks):- Provision of materials, labors to build external, internal walls above or below (D.P.C), fence and parapet by using hollow concrete blocks (20x20x40)cm with ordinary cement mortar (1:3), including fixing the windows, doors. The price includes installing angle steel sections size (2.5"x2.5"x4mm, paint with anti-rust) extended 25cm towards each side of opening above windows and doors as lintels. All works should be done with good quality requirements in accordance with the attached drawings and the instructions of the supervisor engineer.	M2	30		
1-3	Cement plastering: Provision of materials, labors and equipment and all other requirements necessary for plastering the exterior and interior, walls, ceilings and curtains for rooftop using cement & sand plastering with ratio of (1:3), making straight and smooth facing, with clear edges and corners. The price of this item includes all activities; repairing the damaged wall and all other activities that are required to make the job complete in every aspect and details as per the instructions and to the satisfaction of the supervisor engineer.	M2	1,130		
1-4	Gypsum Plastering: Provision of materials, labors and equipment and all other requirements necessary for plastering the interior walls and ceilings using gypsum material taking into consideration the verticality and alignment according to the technical specification using beads every (70- 80)cm with all other activities that are required to make the job complete in every aspect and detail as per the instruction and to the satisfaction of the supervisor engineer. The price of this item also includes the preparatory and repairing of all damaged parts of the existing walls and ceilings to bring it to a state that plastering can be applie to its surface.	M2	30		
1-5	Install PVC Windows: Provision of materials, labors and equipment and all other requirements for the installation of PVC windows with the frame and all relevant accessories (hinges, handles, 4mm glass, etc.). The price also includes all required preparatory and repairs of any damages that may occur on walls or finishing due to the replacement process and refixing, and of all works should be done according to instructions and to the level of satisfaction of the supervisor engineer.	M2	116		

1-6	<p>Install PVC Door: Provision of materials, labors, equipment and all necessary activities and requirements for the installation of PVC hinged doors with frame. The price also includes supplying, fixing of all required locks, 4mm glass and hinges, etc and repairs of any damages that may occur to the wall or finishing due to the replacement process and refixing, all works must be done according to instructions and to the level of satisfaction of the supervisor engineer.</p>	No.	65		
1-7	<p>Install glass for steel frame: Provision of materials, labors and installation of best quality of glass with a thickness of (4)mm, using supervisor engineer-approved type of paste. The price also includes cleaning of broken glasses and the paste as well it also includes all other necessary works that are required to complete this item.</p>	M2	143		
1-8	<p>Painting with Emulsion paint: Provision of materials, labors, equipment and all other necessary items/activities required for painting of walls, ceilings and any other places defined by the engineer with best quality of emulsion paint - the paint to be accepted and approved by the supervisor engineer. The price also includes any work required before the painting such as walls repairing and cleaning surfaces from nails, removing all old cracked paint and filling the surface. All works should be done according to instructions and to the level of satisfaction of the supervisor engineer.</p>	M2	2,610		
1)	<b>Sub total of Civil Works</b>				
2-	<p>Sanitary and Plumbing Works Provision of materials/ works/ equipment to implement the items described below, and all relevant requirements that are needed to make the job complete in every part/aspect, in full details as per the instruction of the supervisor engineer. The price also includes the removal of old items/works and repairing of any damages that may occur to the wall or finishing due to the replacement process or finishing and refixing. All works should be done according to instructions and to the level of satisfaction of the supervisor engineer. Samples of all sanitary items and fittings must be approved by the engineer prior to installation.</p>				
2-1	<p>Replace toilet: Removal of damaged oriental toilet. Supply materials and install new good quality vitreous china 18" size with gully trap. The price also includes supplying and fixing of a 1/2" tap.</p>	No.	10		
2-2	<p>Hand Wash basin: Supply materials and install a new vitreous hand wash basin with pedestal, approximately (60X45)cm in size and good quality, with chromium mixing tap, control valves connected with best quality rubber hose then to be connected to water supply system. It shall be connected to nearest gully trap with good quality rubber hose, properly connected to 2inch. dia. galvanized steel drain.</p>	No.	12		
2-3	<p>Install new Electric water heater : Supply materials and install a new electric water heater of size (120) liter with two heaters 3000W, with connecting to incoming and outgoing pipes - this task includes all necessary works, items, pipes and fittings, etc. to make the electric water heater connected with plumbing system and operational. The works should be done according to the instructions and to the level of satisfaction of the supervisor engineer.</p>	No.	0		
2-4	<p>Steel Sink: Supply materials and install a new and good quality stainless steel sink (single basin, one wing or two wing) properly fixed on galvanized steel pipe stand. The price also includes supplying of chromium mixing tap to be connected to water supply system. The sink should be connected to nearest gully trap with good quality rubber hose properly connected to 2 inch.dia. galvanized steel drain with 2 meters aluminum cabinet, including all required works.</p>	No.	10		
2-5	<p>Install Bath Wash Mixer: Supply materials and install and fix a hanged type bath washing mixer (Dosh locally name) with all the necessary incoming and outgoing pipes, fittings, water connections from tanks.</p>	No.	9		
2-6	<p>PPR pipes: Supply materials and install ppr pipe (1/2 and 3/4)inch. and (1)inch. PPR pipes from good quality with all necessary fittings will have to be installed &amp; fixed in a route to be decided by the supervisor engineer; all pipes should be fitted on the walls by brackets.</p>	M.L	87		
2-7	<p>Install a Chromium tap: Supply materials, install and fix chromic 1/2 tap with all the necessary items and work according to engineer's instruction.</p>	No.	28		

2-8	Outlet Piping: Supply materials and install PVC pipe of (4)inch. dia. of high pressure resistance, where required, with all its requirements to complete the work such as elbow, T or y connections, etc. as well all required civil works (covering the pipe with 10cm sand, excavation, casting concrete 1:3:6 and backfilling).	M.L	26		
2)	<b>Sub total of Sanitary and Plumbing Works</b>				
3-	Electrical works Provision of materials/works/equipment to implement the items described below and best quality materials. All types of wiring, and all necessary items that are required to make the job complete in every aspect/part and details shall be done as per the instructions of the supervisor engineer, and to his/her satisfaction. The prices of below items also include removal of the old and repairing of any damages that may occur to the wall or finishing due to the replacement process or finishing and refixing. The sample of all electric items and fittings must be approved by the Engineer prior to their incorporation in the works.				
3-1	Lighting and connections: Supply materials, install and operate a surface type, wall or ceiling mounted single fluorescent fixture with fluorescent tube of (4) feet, chock and starter of a good quality with all wiring system fixed on the face of the wall, as per the approval of supervisor engineer. The price also includes supply, install, and test (13)AMP switch (1 gang or 2 gang, one way switch).	No.	64		
3-2	Switch Socket and connections (15A): Supply materials, install and fix switch socket (15A) of good quality approved by the supervisor engineer. The works includes all necessary and required activities & items for surface type wiring (2x2.5 mm2) from the main board to the point.	No.	40		
3-3	Switch Socket and connections (13A): Supply materials, install and fix switch socket (13A) of supervisor engineer-approved quality. The work includes all necessary and required activities & items with surface type wiring (2x2.5mm2) from the main board to the point.	No.	40		
3-4	Arrange Main Electrical Board: Supply materials, install and arrange DB cable with electrical guage board , the work includes: the installation of new steel board, new change over, circuits, electrical guage. The arrangement of all wiring in the new board with all accessories must be according to instruction of supervisor engineer	No.	12		
3-5	Main Circuit Breaker D.B: Supply materials, install, operate and test main circuit breaker of (40) Amp with (6 or 12) circuits of good quality, all connections (with all needed wiring) to be connected to the rooms and connected with main power with (2x16)mm2 cables according to the instructions and to the level of satisfaction of the supervisor engineer.	No.	12		
3-6	Wiring: Supply materials, install and fix new best wires of (2x2.5)mm2 and (2x1.5)mm2, for connections, with all requirements for secured work.	M.L	960		
3-7	Cable: Supply materials, install and fix new best cable (2 x4)mm2 for connections, with all requirements for secured work.	M.L	92		
3)	<b>Sub total of Electrical Works</b>				
1)	Sub total of Civil Works				
2)	Sub total of Sanitary and Plumbing Works				
3)	Sub total of Electrical Works				
<b>Total Amount in USD</b>					