

To: All construction companies

Date: 8 May 2019

**Subject: Request for Proposal No. RFP/007/NIN/19**  
**Renovation of Residential Houses in Zone 30 - Mosul, Nineveh Governorate, Iraq**

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 – Not applicable
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 **19 May 2019, at 12.00hrs Erbil local time**. Proposals must be submitted on or before the closing time.
6. The deadline for submitting clarification questions is on **14 May 2019**.
7. The focal point of contact for all questions or communication with regard to this RFP is Ms. Yuka Nakamura via email [nakamuray@un.org](mailto:nakamuray@un.org) with copy to [rfp@unhabitatiraq.org](mailto:rfp@unhabitatiraq.org) and [bozhan.hawizy@un.org](mailto:bozhan.hawizy@un.org).
8. We look forward to receiving your proposal and thank you for your interest in participating in the RFP.

Yours sincerely



Yuko Otsuki  
Head of Iraq Programme, a.i.  
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 [nakamuray@un.org](mailto:nakamuray@un.org) with copy to [rfp@unhabitatiraq.org](mailto:rfp@unhabitatiraq.org) and [bozhan.hawizy@un.org](mailto:bozhan.hawizy@un.org) even if you do not intend to submit a proposal as this time.**

=====

a) Submission of Bid

We the undersigned acknowledge receipt of your bid for the RFP No. RFP/007/NIN/19 and hereby confirm 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 (there will be no public bid opening)

[N/A] we intend  [N/A] 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 Mosul area and he has to provide UN-Habitat with their names and any document proves that those manpower are from Mosul 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 Mosul area or from any other area.

Committed

### VENDOR BANKING INFORMATION

Vendor (BP no.)	
Vendor name	
Vendor address	
City	
Phone number	
Email	
Country	
Bank name	

Bank address	Street	
	City	
	Governorate	
	Branch ID/No	
	Postal code	
	Country	

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

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: 19 May 2019, at 12:00 hours Erbil local time</b>	<b>Opening: 19 May 2019, at 15:45 hours Erbil local time</b>
	<b>Venue: UN-Habitat Erbil Office, UN Compound, Erbil</b>

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**
- ✓ **SOFT COPY OF THE PROPOSAL - ONE COPY OF THE ENTIRE OFFER IN CD or USB/FLASH DRIVE**

2.4 A Bidder may choose one of the below two options for submission as per its convenience:

- a. **If delivered by hand:** The TECHNICAL PROPOSAL (original) and FINANCIAL PROPOSAL (original) **MUST BE COMPLETELY SEPARATED**, and each of them must be submitted in its own individual sealed envelope – one envelope clearly marked on the outside as **TECHNICAL PROPOSAL** and the other envelope clearly marked on the outside **FINANCIAL PROPOSAL**, as appropriate. **NO INFORMATION ABOUT THE PRICE OF BID/PROPOSAL SHALL BE AVAILABLE/VISIBLE IN ANY PAPER DOCUMENTS OTHER THAN THE SEALED FINANCIAL OFFER** – the non-adherence to these instructions WILL lead to the automatic rejection of bid/proposal. The **SOFT COPY OF THE PROPOSAL (CD/USB/FLASH DRIVE) MUST BE ALSO PLACED IN A SEPARATE** sealed envelope.
- b. **If submitted electronically (via email, no drop box submissions):** The complete Technical and Financial Proposals **MUST be submitted ONLY to the [rfp@unhabitatiraq.org](mailto:rfp@unhabitatiraq.org)** and copy to **[bozhan.hawizy@un.org](mailto:bozhan.hawizy@un.org)**. **Submission to any other person or email address (or copying any other person/email ID) will lead to disqualification of proposal/offer.** **The time for submission will be the one recorded on UN-Habitat email inbox**, and UN-Habitat does not take any responsibility for late submissions due to any IT glitches or any other issues, therefore, **if a Bidder opts for electronic submission it must make sure that its submission is done in timely and organized manner.**

2.5 **For hand-delivered proposals:** The TECHNICAL PROPOSAL, FINANCIAL PROPOSAL and SOFT COPY (CD/USB) OF THE PROPOSAL envelopes prepared in accordance with the above paragraphs shall be put into **one large sealed outer envelope** clearly marked and addressed as follows:

**RFP/007/NIN/19: Renovation of Residential Houses in Zone 30 - Mosul, Nineveh Governorate, Iraq**  
**To: Ms. Bozhan Hawizy**  
**Closing Date & Time: 19 May 2019 at 12:00 hours, Erbil local time**

2.6 For hand-delivered proposals, failure to put the TECHNICAL, FINANCIAL proposals and SOFT COPY (USB/FLASH DRIVE/CD) OF THE PROPOSAL into three 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 the proposal.

For electronically submitted proposals, failure to submit the proposals in a form other than the one mentioned in the Article 2.4.b (above) will lead to disqualification of the proposal.

2.7 The proposals must be delivered either by hand or by email (**ONLY to the specific two email addresses: [rfp@unhabitatiraq.org](mailto:rfp@unhabitatiraq.org) and copy to [bozhan.hawizy@un.org](mailto:bozhan.hawizy@un.org)**). **Delivery by any other method (e.g. fax) or to other email addresses will automatically lead to the disqualification of the proposal.** It is the exclusive responsibility of Bidders to ensure that their proposals reach the above address(es) before the deadline. Delivery to any other UN-Habitat office location or email addresses will not constitute timely delivery.

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

**United Nations Human Settlements Programme (UN-Habitat)**  
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 to 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 proposals, which may result in rejection of the proposal.

### **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 clarification 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 Bidder or external party during the course the tender exercise. Bidders 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 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*:
- Received after the deadline stipulated in the RFP documents; or
  - Not properly marked or addressed as required in the RFP; or
  - 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
  - Unsolicited; or
  - Contains an alternate bid; or
  - Not otherwise in compliance with this RFP.
- 7.2 In exceptional situations, the UN-Habitat may cancel this RFP by a written notification to Bidders.

## **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 UN 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 UN. 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.
- 11.3 Installment:
- 50% of the total contract amount to be paid after completion 50% from the contracted BOQ's activities.
  - 50% of the total contract amount to be paid after completion 100% from the contracted BOQ's activities

#### **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 UN 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:

- a. 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.
- b. 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.
- c. 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 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 the bid.

## **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 UN shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the UN's 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>.

## TERMS OF REFERENCE (ToR)

### Background:

As of the end of 2017, the number of people returning to their area of origin has surpassed the number of people displaced in Iraq, for the first time since the beginning of the crisis in June 2014. Many more are willing to return, however the damage to houses is one of the main obstacles that is preventing many internally displaced persons (IDPs) from returning. Support to solve the housing crisis in liberated cities is an urgent need, not only for IDPs who are willing to return but also for communities who have been bearing the heavy burden of hosting large number of IDPs for more than three years. The project aims to support peacebuilding in Iraq by providing shelter and livelihoods assistance to vulnerable returnees in key liberated cities.

### Expected Outcome:

The facilitation of adequate shelter/houses for 4 families (48 persons).

### Outputs:

1. The renovation of four residential houses in zone 30 of Mosul, Nineveh;
2. Four residential houses will be rehabilitated, including its basic utilities;
3. Income generation opportunity for IDPs/returnees and/or community members through participation in the construction process.

### Activities:

The main activities for this work will include:

1. Establishment of site office
2. Site & building clearance
3. Masonry works
4. Joineries installation
5. Plumbing works
6. Electrical works
7. Painting

For details, please refer the attached summary and detailed BOQs.

### Reporting:

The contractor will provide reports on a bi-weekly basis to UN-Habitat field engineers about work progress, which will also include the number of workdays.

### Duration of Contract:

Total duration : 60 Calendar Days  
Expected Start Date : 01 June 2019  
Expected End Date : 30 July 2019

### Project site location:

Mosul, Nineveh, Governorate, Iraq

### General Technical Notes:

- All the material and works must be approved by UN-Habitat engineer.
- The dimensions and the quantities may vary according to the actual site situation, and UN-Habitat reserves the right to increase or decrease the quantities accordingly, using the existing unit rate. The contractor has no right to ask for the change in unit rate due to the decrease or increase in quantities.
- The Bidders **MUST check the summary of quantities** and inform UN-Habitat of any inaccuracy before the deadline for request for clarifications, mentioned on page 1.

- The contractor has no right to ask for more update on the BOQ or the standard specification or about the RFP in general 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 and supplies.
- UN-Habitat will have an Engineer/supervisor on site every day and the contractor is expected to work under his/her supervision to ensure best quality and timely results. However, it is the obligation of the contractor to provide sufficient resources (qualified staff, equipment, etc.) to fulfil the requirements of the contract and the UN-Habitat engineer will NOT be responsible for the failure of the contractor in performing his/her duties.
- The contractor commits to use the manpower who will implement the works from Mosul, and he has to provide UN-Habitat with their names and any document proves that those manpower are from Mosul. This is not including the key staff in the field and it is optional to the contractor to choose the key staff either from Mosul or from any other area.

**Annex D**  
**FINANCIAL PROPOSAL FORM (Bill of Quantities)**

Bidders **MUST** submit their financial proposals in the same format as per attached Summary BOQ. Provide all the information in the tables inside. **Please note the price must be provided for the summary BOQ ONLY**, the remaining detailed BOQs are included only for the operational purposes that will be part of the contract documents and the on-site works will be implemented as per the detailed BOQs.

**Annex E**  
**Evaluation Criteria**

**Mandatory Requirement (Pass/Fail)**

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

- 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.
- Registration ID
- Valid Business License

*The UN-Habitat evaluation committee will look into each Bidder and decide about each of the above criteria on case-by-case basis as some Bidders may be located in areas where one or more of the above-mentioned criteria are currently not applicable.*

**1. Technical Evaluation (Weight (distribution of score) = 60%)**

**Work Experience:**

- Total Volume of Work (in USD) over the past 4 years (2015-2018), the cumulative amount should be USD 160,000 at minimum;
- Total Volume of Works (in USD) of a similar nature (construction of shelters, schools, buildings, renovation of vertical structures, etc.), carried out over the past 5 years. The accumulative amount of related implemented projects should be USD 100,000 as minimum.
- Successful completion of at least one project of similar nature as a prime contractor over the past five years.
- 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:**

- Including information on company manager, engineers, administrative staff, overall structure of the company, and brief of the nature and the activities of the company.
- Management personnel and technical staff to serve the project; administrative and other support staff for the project.
- Cv's of the technical staff proposed to serve on the project (at least 2 CV'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:**

Time schedule or work plan for the project's activities, reflecting activities' planned sequences within the project duration.

**2. Financial Evaluation (Weight (distribution of score) = 40%)**

- a) An offer being **20% higher or lower** than the UN-Habitat's estimated cost.
- b) The lowest price for the BOQ schedule will receive the highest score.