

REQUEST FOR PROPOSAL

Date:	3/10/2018
Call for tender no.:	1290
Contract title:	Construction and extension of water network
Closing date:	24/10/2018
Contracting Authority:	<p>NORWEGIAN CHURCH AID <i>Diyar Street – KRO</i> <i>Duhok</i> <i>Kurdistan Region of Iraq</i></p> <p>Stephan Trelu Procurement & logistics Manager</p> <p>Tel: 964 750 872 5743 Email: sttr@nca.org</p>

NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A PROPOSAL FOR THE CONSTRUCTION AND REHABILITATION OF WATER NETWORK

Dear Sir/Madam,

The construction and extension of the water network is required in Khatare village, Alqosh sub-district, Telkayf district – Nineveh Governorate. Please find enclosed the following documents, which constitute the Request for Proposal:

A – Instructions

B – Documents to download:

Important notes:

This 'Request for Proposal' must be signed and stamped and attached to the candidate's offer.

All candidates must inform NCA by email of their intention to submit a proposal to the following e-mail addresses: Kurdjeen.Abdulkareem@nca.no with CC to sttr@nca.no

A link will then be sent to the candidates in order to access the tender dossier online.

A. INSTRUCTIONS

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which he hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for proposal.

A.1. Scope of works

The Works required by the Contracting Authority are described in the Technical Specifications in *annexes 2 to 32*.

The Candidate bears sole liability for examining with appropriate care the *Request for Proposal*, including those design documents available for inspection, and for obtaining reliable information with respect to any and all conditions and obligations that may in any way affect the amount or nature of the proposal or the execution of the Works. In the event that the Candidate is successful, no claim for alteration of the proposal amount will be entertained on the grounds of errors or omissions in the obligations of the Candidate described above.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Contractual conditions

The terms and conditions of the Contract which will be entered into between the Contracting Authority and the selected Candidate will be those contained in the Contract together with the *General Terms and Conditions for Works Contracts – Ver1 2017* attached as annex 34 to this *Request for Proposal*.

A.4. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 59 of the *annex 34 General Terms and Conditions for Works Contracts - Ver1 2017*.

Candidates shall in the *annex 1 Proposal Submission Form* attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also required to certify that they comply with the *annex 35 Code of Conduct for Contractors*.

A.5. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the *Request for Proposal*

The Candidate shall complete and/or submit the following documents with his/her proposal:

- a. Company registration certificate
- b. The status of the company from the tax office
- c. The document '*Request for proposal*' duly completed and signed by the Candidate.
- d. CV highlighting the Candidate's experience in the specific field of the Works and specific experience in the country/region where the Works are to be performed.
- e. CV's of key-personnel to work under this Works contract and detailed in the proposal submission form.
- f. All pages of all documents mentioned in the section **B – Documents to download** of this request for proposal. All submitted documents must be signed and stamped.

and any other material and information which should be provided and made known to the Contracting Authority.

The proposal and all correspondence and documents related to the *Request for Proposal* exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

A.7. Financial proposal

The Financial Proposal shall be presented as an amount in United States Dollars (USD) in the *annex 1 Proposal Submission Form*. The remuneration of the Contractor under the Contract will be on a global basis. The financial proposal must be presented as a global price and be submitted using the table in the *annex 1 Proposal Submission Form*.

The amounts entered in the *Bill of Quantities (annexes 2, 13 and 24)* will be used for calculating payments and interim payments and for valuing variations, if applicable.

The Candidate will be deemed to have taken full account of all requirements and obligations, whether expressed or implied, covered by all parts of this *Request for Quotation* and to have priced the items in the *annexes 2, 13 and 24 - Bill of Quantities* accordingly. The amount must therefore include for all incidental and contingent expenses and risks of every kind necessary to construct, complete and maintain the whole of the Works in accordance with the Contract. Unless separate items are provided in *annexes 2, 13 and 24 - Bill of Quantities*, rates and sums include all costs involved in the various items in the *annexes 2, 13 and 24 - Bill of Quantities*. The item descriptions given in the *annexes 2, 13 and 24 - Bill of Quantities* will in no way limit the Contractor's obligations under the Contract to provide all the works described elsewhere. Notwithstanding any limits which may be implied by the wording of individual items, the amounts entered will be deemed to be works that are complete in every respect.

If VAT and/or any sales tax applicable to the purchase of works apply, they shall be indicated separately in the proposal

A.8. Subcontractors

If the Candidate intends to use subcontractors, he/she shall state in the *annex 1 Proposal Submission Form* their names, qualifications, role and duties in the performance of the Contract and the Candidate shall specify the parts of the Works, which will be executed by the subcontractors. The Candidate shall have the liability to ensure that subcontractors satisfy the eligibility requirements specified in article A. 4 and qualification requirements.

A.9. Site visit

The Candidate must visit and examine the site of the works and its surroundings for the purpose of assessing, at his own responsibility, expense and risk, factors necessary for the preparation of his proposal. The Candidate shall arrange with the Contracting Authority the granting of permission to enter upon the site, for the Candidate's individual inspections.

In order to visit the sites of works, all candidates are invited at the village of Khatare on **October 15, 2019 at 10.00am**. For more information about the site visit, please contact Mr Sardar Mohammed – 07503847749.

IMPORTANT NOTE: The site visit is mandatory. Without a site visit document, duly signed by NCA and the candidate, the candidate will be excluded from the procurement process.

A.10. Laws of country of works' execution

By submitting his/her proposal the Candidate is deemed to have knowledge of and to have taken into consideration all relevant laws, acts and regulations of the Northern Iraq Kurdistan Region that may in any way affect or govern the operations and activities covered by the proposal and the resulting Contract.

A.11. Validity

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

A.12. Submission of proposals and closing date

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

A.13. Date and place of opening the tenders

Tenders will be opened on **October 25, 2019 at 10.00am** at the following location:

Address of the Contracting Authority:

Norwegian Church Aid
Diyar Street – KRO
Duhok
Kurdistan Region of Iraq

An authorised representative of each tenderer may attend the opening of the bids. **Companies wishing to attend are requested to notify their intention by sending e-mail at least 48 hours in advance** to the e-mail address below. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

E-mail: Kurdjeen.Abdulkareem@nca.no

A.14. Evaluation of proposal

The evaluation method will be the following: quality and cost based selection. A two-stage procedure shall be utilised in evaluating the Proposals: a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights 50 % for the technical proposal; and 50 % for the offered price. Each proposal's overall score shall therefore be: $St \times 50 \% + Sf \times 50 \%$.

Technical evaluation

For the evaluation of the technical proposal, the Contracting Authority shall take the following criteria into consideration with the indicated weights.

- past experience in rehabilitation of WASH facilities, construction or rehabilitation work, and rehabilitation of boreholes 50 %
- capacity of the company (staff and equipment) 25 %
- overall understanding and planning of the project (Accuracy of submitted documents, priced BoQ, reliability of Gannt chart) 25 %

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

Substantial responsiveness, technical responsiveness and correction of errors

The Contracting Authority will determine whether the proposals meet the eligibility requirements, have been properly signed, are substantially responsive to the Request for Proposal, have any material errors in computation, and are otherwise generally in order. The Contracting Authority will also proceed with a summary examination of the technical qualities of each proposal classifying them as technically responsive

or non-responsive. If a proposal is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications of the Request for Proposal, and/or is technically non-responsive, it shall not be considered further, unless the Candidate having made the non-responsive proposal is authorized by the Contracting Authority to re-submit immediately a substantially and technically responsive proposal.

Proposals determined to be substantially responsive and technically responsive will be checked by the Contracting Authority for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. If a Candidate refuses to accept the correction, his proposal will be rejected.

Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the Works or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.15. Award criteria

The Contracting Authority will award the Contract to the Candidate who appears to have the capability and resources to carry out the Contract effectively, which has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

A.16. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that his/her proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

The Contracting Authority and the successful candidate shall in cooperation prepare all documents listed in the Draft Contract, in order to include therein all details of the successful proposal. Within 2 days of notification of the award of the Contract, the successful Candidate shall submit to the Contracting Authority, for its consent, a final Programme of Implementation.

Within 1 day of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

A.17. Cancellation for convenience

The Contracting Authority reserves the right to accept any proposal or reject any or all proposals at any time prior to the award of the Contract, without thereby incurring any liability to the candidates. The Contracting Authority reserves the right to initiate a new invitation to submit a proposal.

B. DOCUMENTS TO DOWNLOAD

IMPORTANT NOTE: the internet link to access all annexes will be sent by e-mail only after receiving the expression of interest from the candidate.

[Annex 1:](#) Proposal Submission Form

Documents related to Area A:

- [Annex 2:](#) BOQ Khatare village water network Area A
- [Annex 3:](#) Khatare water network area A
- [Annex 4:](#) Trench section 125mm in paved road by Concrete
- [Annex 5:](#) Trench section 125mm in unpaved areas in open land (beside the main road)
- [Annex 6:](#) Trench section 90mm in unpaved areas in open land (beside the main road)
- [Annex 7:](#) Trench section 90mm in paved road by Concrete
- [Annex 8:](#) Trench section in paved road by Asphalt
- [Annex 9:](#) Washing valve installation and manhole construction
- [Annex 10:](#) Gate valve installation and manhole construction
- [Annex 11:](#) Air Valve details
- [Annex 12:](#) Air valve installation and Manhole construction

Documents related to Area B:

- [Annex 13:](#) BOQ Khatare village water network Area B
- [Annex 14:](#) Khatare water network area B
- [Annex 15:](#) Trench section 125mm in paved road by Concrete
- [Annex 16:](#) Trench section 125mm in unpaved areas in open land (beside the main road)
- [Annex 17:](#) Trench section in paved road by Asphalt
- [Annex 18:](#) Trench section 90mm in unpaved areas in open land (beside the main road)
- [Annex 19:](#) Trench section 90mm in paved road by Concrete
- [Annex 20:](#) Gate valve installation and manhole construction
- [Annex 21:](#) Washing valve installation and manhole construction
- [Annex 22:](#) Air Valve details
- [Annex 23:](#) Air valve installation and Manhole construction

Documents related to Area C:

- [Annex 24:](#) BOQ Khatare village water network Area C
- [Annex 25:](#) Area C Lay out final
- [Annex 26:](#) Trench section 125 & 200mm in paved road by Concrete
- [Annex 27:](#) Trench section 125mm in unpaved areas in open land (beside the main road)
- [Annex 28:](#) Trench section 90mm in paved road by Concrete
- [Annex 29:](#) Trench section 90mm in unpaved areas in open land (beside the main road)
- [Annex 30a:](#) Gate valve installation and manhole construction (1)
- [Annex 30b:](#) Gate valve installation and manhole construction (1)
- [Annex 31:](#) Washing valve installation and manhole construction
- [Annex 32:](#) Air Valve details
- [Annex 33:](#) Air valve installation and Manhole construction

Additional documents:

- [Annex 33:](#) General terms and conditions for contractors
- [Annex 34:](#) Code of conduct for contractors

IMPORTANT NOTE: All annexes must be signed, stamped and attached to this request for proposal. This request for proposal must be dated, signed, stamped and attached to the proposal.

Date:

Name:

Signature and stamp: