

**Invitation to Pre-qualification
For
TURNKEY PROJECT FOR THE PROVISION OF SUPPLY, ERECTION, TESTING,
COMMISSIONING, ENGINEERING, DESIGN, TRAINING OF PERSONNEL FOR SEVEN
ELECTRICAL SUBSTATIONS IN MOSUL**

Ref: **IRQ-ITP-250/2017**

Date: 22 Jun 2017

1. Project Background:

The United Nations Development Programme (UNDP) office, located in Erbil, Iraq invites applications for pre-qualification for the provision of services on turnkey basis for the supply, testing and commissioning of seven electrical substations in Mosul. Eligible firms/companies/Contractors who have submitted applications and have met the requirements stated in this Invitation will be pre-qualified for the upcoming procurement processes, and issued an Invitation to bid (ITB).

2. The background of the project:

The UN Development Programme (UNDP) is working closely with authorities to support displaced people who are returning to liberated areas to rebuild their lives after the liberation from ISIL forces.

Conflict The invasion of ISIS in 2014 has led to a huge displacement of Iraqis. More than 3 million Internally Displaced People (IDPs) was the estimation before the Liberation Processes started. Big progress has been made by Iraqi Security Forces and International Coalition Forces in their efforts to support the Government of Iraq. In recognition of the need for immediate response to assist the people of the liberated cities in this critical period, the Iraqi Government, with the support of the International Coalition Partners, has started planning for bringing back stabilization to the newly liberated accessible areas to make it possible for the displaced population to leave the IDPs camps and return to their homes.

Recently, there have been an increasing number of reports of IDP returns to Mosul (one of the liberated areas). The Prime Minister office has approached the UNDP for both Humanitarian and Stabilization support. UNDP has communicated the need for Humanitarian action to responsible parties and a Rapid Response has subsequently been kick started.

As part of the international support to the Iraqi government, UNDP supported conducting the rapid assessment of damages and facilitating the immediate response to meet the prioritized needs as soon as possible for the newly liberated areas under the leadership of local authorities.

Therefore, UNDP is supporting Government efforts to rapidly upgrade areas newly liberated from ISIL and help to prepare for the safe and voluntary return of displaced populations through a Funding Facility for Immediate Stabilization (FFIS). The FFIS includes four components; Public Works and Light

Infrastructure Rehabilitation, Livelihoods, Capacity Support for local governments, Community Reconciliation.

Most of the areas that were previously under the occupation of ISIS are badly damaged and all the infrastructure including the Government buildings, schools, electricity and water networks were severely damaged by them. Now the Government has requested UNDP to provide support in rehabilitation work enabling the local communities to return to their homes. One of the basic requirements of the local communities in the newly liberated areas is the revitalization of the electricity network and which requires a secure and reliable substation system. Majority of the substations in Ninawa Governorate were destroyed partially or completely during the ISIS invasion. The Command Centre of Ninawa therefore has requested UNDP to provide support in the rehabilitation/installation of new seven electrical substations in Mosul.

3. Scope:

The requirement includes supply, delivery, installation, testing and commissioning including civil, electrical, mechanical, works on turnkey basis including appropriate training for the "requirements for the establishment of 7 substations in Mosul as detailed in the scope of work and attached specifications.

4. Prequalification Application Process

1. This process is aimed to pre-qualify potential Companies/Firms for its participation in the upcoming bidding process (ITB). Hence, interested international/local Companies and/or Associations/Joint Ventures with required experience and qualifications are requested to complete the UNDP Pre-Qualification Application and submit relevant documentation/information as to demonstrate that they are eligible and have required skills and qualification to undertake such a large scale project on turnkey basis. This Pre-qualification will remain valid for the next one year after its date of completion. If any other similar large scaled requirement of similar nature arises within the aforesaid one-year period, the outcome of this Process will also be used for conducting the bidding process.
2. Completed applications as per the requirements stated in the Data Sheet (DS) should be submitted electronically via email before or on **17 July 2017, 1400 hours (Baghdad Time)** to bids.iraq.sc@undp.org
3. Applications received after the above deadline will not be considered. Documents sent by hand will not be accepted.

Please ensure to mention **ITP** Reference number in the email subject line as stated in the solicitation document e.g. **[IRQ-ITP-250 /2017]**. PREQ received without reference number in the subject line will not be entertained and may result in the rejection of submission.

4. At any time prior to the deadline for submission of Prequalification Document, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by Applicants, modify the Prequalification Application and its attachments by amendment, including through provision of supplementary information. The amendment will be posted on the UNDP website.

5. If you need to request additional information, please write to ali.izzat@undp.org or dolores.maitim@undp.org. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of this Pre-qualification. Deadline for submitting requests for clarifications of questions/queries about the contents of the Prequalification application is **10 July 2017**. No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP web pages, and other web pages, on which this Pre-qualification notice is posted.
6. Completion of the Prequalification Application and submission of relevant documentation is compulsory as indicated in the Data Sheet. Applications with incomplete submissions shall be disregarded.
7. All applicants (Overseas and Iraqi) are required to comply with Local Government Regulations.

Yours Sincerely

Mohammed Siddig A Mudawi
Deputy Country Director (Operations) a.i.
UNDP, Iraq

A. General

1. **Scope of Application:** UNDP IRAQ Procuring entity (The Employer) issues this Invitation for the purpose of pre-qualifying potential international/local Companies for its participation in the upcoming bidding process for the supply, delivery, installation, testing and commissioning including civil, electrical, mechanical, works on turnkey basis including appropriate training for the "requirements for the establishment of 7 substations in Mosul as detailed in the scope of work and attached specifications.
2. **Eligible Applicants:**
 - a) An applicant shall be a Joint Venture(JV) or legally established firms/companies. Maximum allowable Joint Venture partners shall not exceed more than three partners. Real persons are not eligible to apply in their individual capacities.
 - b) Overseas firms/companies that are registered with the relevant department of the concerned Government having ability to obtain permission to work inside Iraq as a Contractor can also participate in this **Invitation to Pre-qualify (ITP)**. Construction Companies from Iraq that intends to participate in the Expression of Interest must be registered with the Ministry of Trade, Directorate of Registration of Companies in Iraq.
3. **Contents of the ITP:** The documentations for the ITP consist of the annexes indicated below, and should be read in conjunction with any Addendum that may be issued by the UNDP later on.
 - Annex 1 - Application Submission Form;
 - Annex 2 – Joint Venture Declaration;
 - Annex 3 - General Experience;
 - Annex 4 – Litigation History
 - Annex 5 – Proposed Key Personnel
 - Annex 6 – Evaluation Criteria
 - Annex 7 – Brief Scope of Work
4. **Amendment of the ITP:**
 - a) At any time prior to the deadline for submission of applications, the UNDP may amend the Pre-qualification by issuing an addendum.
 - b) Any addendum issued shall be part of the Pre-qualification and shall be communicated in writing by posting the addendum to the web page(s) on which the Pre-Qualification Application is posted.
 - c) To give prospective applicants reasonable time to take an addendum into account in preparing their applications, UNDP may, at its discretion, extend the deadline for the submission of applications.

B. Preparation of Applications

- a) **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

- b) **Language of Application:** The application prepared by the Applicant and all correspondence and documents relating to the application exchanged by the Applicant and UNDP shall be in the **English** language. In case of other languages, the applicants should provide the English translation version along with the documents.

c. Submission of Applications

Applications shall be submitted to bids.iraq.sc@undp.org. Applicants may send as many e-mails as needed; however, the size of each e-mail should not exceed five megabytes (7 MB). As an e-mail can take some time to arrive after it is sent, we advise all Applicants to send e-mail submissions well before the deadline. The Applicants should ensure that submitted applications DO NOT contain viruses and/or corrupted files; such applications will be rejected.

Late applications shall be rejected.

d. Procedures for Evaluation of Applications

Clarification of Applications

- a) To assist in the evaluation of applications, UNDP may, at its discretion, request in writing any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time.
- b) If an Applicant does not provide clarifications of the information requested by the date and time set in UNDP's request for clarification, its application will not be considered for further evaluation.

e. Evaluation of Applications

- a) UNDP shall use the factors, methods, criteria, and requirements defined in the Evaluation Criteria attached at Annex-6 to evaluate the qualification of the Applicants.
- b) Pre-qualification will be based on the Applicant's General Experience, Personnel Capabilities and Financial Position as demonstrated by the Applicant's responses in the forms attached to this Pre-Qualification document. UNDP reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture similar experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

f. Solicitation Process for Prequalified Construction Companies:

- a) After the notification of the results of the pre-qualification to successful applicants, UNDP shall send the ITB documents to only the Pre-Qualified Companies.
- b) Bidders may be required to provide a Bid Security and Bank Guarantee acceptable to the UNDP in the form according to the requirement of the upcoming ITB document and the successful Bidder shall also be required to provide a Performance Security as specified in the upcoming ITB Documents.

G. Confidentiality of information

- c) The pre-qualification applications submitted by Firms/Companies are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

H. Other

- d) UNDP may carry out the verification of accuracy, correctness and authenticity of the information provided by the Applicant on the documents submitted;
- e) Inquiry and reference checking with Government entities with jurisdiction on the Applicant, or any other entity that may have done business with the bidder; if required.
- f) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; if required.
- g) UNDP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to UNDP, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant.
- h) This Pre-qualification does not constitute a solicitation. UNDP reserves the right to change or cancel this pre-qualification process or any of its requirements at any time during the process; such actions by UNDP will either be posted publicly or directly communicated to all participants, as appropriate. Invitations to participate in ITB will be called for later on and any subsequent contract will be issued in accordance with the rules and procedures of UNDP.
- i) In responding to this Pre-qualification, UNDP requires all interested Companies to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests' paramount. Potential Companies must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Any Company found to have a conflict of interest shall be disqualified.

Instruction to Applicants:

The Applicants must submit all required documentations as indicated in the below Data Sheet:

<p>Required Documents as indicated in the right column must be Submitted by the potential Applicants to Establish Qualification and meet the evaluation criteria as mentioned under Annex-7.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Certificate of Registration of the Business= <input checked="" type="checkbox"/> Company profile which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. The company profile should include size, location, areas of expertise, years in the business, etc.) <input checked="" type="checkbox"/> A list of relevant projects implemented by the firm/company over the last 10 years <input checked="" type="checkbox"/> Three references of clients of similar size and complexity as the requirement. The reference should include current contact person, email address, and telephone number. <input checked="" type="checkbox"/> Audited financial statements for the last Four years (Consolidated Balance Sheet, Profit & Loss, and Cash Flow statements). (2013-2014-2015-2016) <input checked="" type="checkbox"/> Dunn & Bradstreet rating – Provide Dunn and Bradstreet Report, for more information/registration, bidders are requested to visit www.dnbsame.com. If not available, those prequalified will be requested to provide such report at the Invitation to Bid stage. <input checked="" type="checkbox"/> Quality assurance policy of your company (with ISO certificates or equivalent, if applicable). <input checked="" type="checkbox"/> Litigation and Arbitration history resulting from contracts completed or under execution by the Consultancy firm over the last ten (10) years. Any consistent history of actions against the Company or any partner of a joint venture may result in failure of the application. <input checked="" type="checkbox"/> Evidence that the Contractor has the capability to work in Iraq (if with a joint venture) this must be properly documented and evidence to be submitted. <input checked="" type="checkbox"/> Documentary evidence of availability of manpower to execute the services. <p>Note: Potential Companies must complete Annexes below as necessary and submit with the ITP including any other necessary documentations.</p>
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ANNEX - 1

Application Submission Form

(to be printed on company letterhead, signed, dated and stamped)

Date: [insert day, month, year]

To: UNDP Iraq

We, the undersigned, apply to be prequalified for the referenced PREQ and declare that:

(a) We have examined and have no reservations to the Prequalification Application, including any Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with Instructions to Applicants.

(b) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

(c) We are not associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design, BOQs, specifications, and other documents to be used for the renovation/rehabilitation services to be procured.

(d) *All the information and statements made in this application are true and we accept that any misrepresentation contained in it may lead to our disqualification;*

(e) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;

(f) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and we do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

(d) The following information shall be used by UNDP to notify us:

Name
Title
Address:
Tel:
Fax:
E mail:

Best regards,

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day]*

umber] day of [insert month], [insert year

ANNEX - 2

JOINT VENTURE DECLARATION (If Any)

We have entered into a private joint venture in order to submit joint application for the Pre-qualification by **United Nations Development Programme (UNDP) Iraq**. If we are prequalified and awarded the contract in the future, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead partner of our joint venture shall be [Indicate name of the lead partner]..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract. Please note that the maximum JV partners shall not exceed more than three.

No	Name of the Partner in the JV	Percentage Share ¹
1		%
2		%
3		%

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

1. Particular Experience Record of Lead Partner: (Electrical Substation/Construction of similar Projects)

S.No.	Description of Projects	Lead partner	Amount	Year

¹ Lead partner's share must not be less than 50%

2. Particular Experience Record of Partner/s:
(Electrical Substation/Construction of similar Projects)

S.No.	Description of Projects	Lead partner	Amount	Year

To prequalify, each partner in JV shall be required to pass the specified Minimum Qualifying Criteria applicable to this form, as set out in attached Annexes of this document. The partner having less qualification/resources will not be considered.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

Note for Joint Venture: If any potential Overseas/Iraqi Construction company intends to make a joint venture with each other, the lead Firm must have all contractual obligations and bindings to implement the Contract with UNDP.

ANNEX -3

**GENERAL AND PARTICULAR EXPERIENCE
(ELECTRICAL WORKS AS WELL AS EXPERIENCE IN SUBSTATIONS**

Electrical work experience details:

Shall be filled in for the Bidder and for each partner of a Joint Venture

1. General Experience; (Electrical Works):

Starting Month/ Year	Ending Month/ Year	Years	- Contract Identification and Name - Name and Address of Employer - Brief Description of the Works Executed by the Bidder	Role of Bidder

2. Particular Experience; (Substations) Experience:

Starting Month/ Year	Ending Month/ Year	Years	<ul style="list-style-type: none"> - Contract Identification and Name - Name and Address of Employer - Brief Description of the Works Executed by the Bidder 	Role of Bidder

ANNEX - 4
LITIGATION HISTORY

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last ten years or currently under execution. A separate sheet should be used for each partner of joint venture.

A. Litigation History

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value US\$ or equivalent)	Blacklist status (if any)

B. Pending litigation: (All pending litigation shall in total not be more than 10% of the average annual turnover and shall be treated as resolved against the Applicant)

Year	Name of Company/Organization	Disputed value in US\$	Current Status,	Remarks

C. History of Non-Performing Contracts (Non-performance on a contract did not occur in the last 10 years)

Year	Name of Company/Organization	Amount of the Contract	Duration of the Contract (From-To)	Status

This is to certify that our firm is neither in the Consolidated list of Individuals and Entities with Association to Terrorist Organizations nor in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]* Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

Annex-5

Proposed Personnel

The Bidder should provide the names of suitably qualified personnel to meet the specified requirements. The data on their experience should be supplied using the Form PER-2 for each candidate.

Main Expertise & professional	Experience & Qualifications	Minimum Years of Experience	Minimum experience (year in similar position)	Quantity
<u>Project Manager</u> Electrical Engineer Full Time	Excellent experience in electrical substations construction and excellent communication and management skills. Excellent ability in reading, writing and communicating in English	15	5	1
<u>Site Engineer</u> (Civil Engineer) Full Time	Excellent experience in electrical substations and construction projects with excellent communication and management skills. Excellent ability in reading, writing and communicating in English	7	5	7
<u>Site Engineer</u> (Electrical Engineer) Full Time	Excellent experience in electrical substations and excellent communication and management skills. Excellent ability in reading, writing and communicating in English	10	5	7
<u>Mechanical Engineer</u>	Excellent experience in mechanical engineering of infrastructure projects. Excellent ability in reading, writing and communicating in English	7	5	2
<u>Forman/Electrical Works</u> Full time	Excellent experience in electrical substations works and excellent communication and management skills. Excellent ability in reading, writing and communicating in English	10	5	7

Note: CVs of all required personnel should be provided with the application

Annex – 6

Evaluation Criteria for the Pre-Qualification Process of

Criteria	Requirements		Required Documents	Score
Conflict of Interest	The Bidder must submit a disclosure that it has no conflict of interest with this Project related issues.		A signed disclosure must be submitted by the authorized official of the company.	Pass/Fail
Litigation History and History of Non-Performing Contracts	<p>Pending Litigation: All pending litigation shall in total not represent more than (10%) of the Bidder's net worth and shall be treated as resolved against the Bidder. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the bidder have been exhausted.</p>	<ul style="list-style-type: none"> - Must meet requirements. - In case of JV, each partner of the existing or intended JV must meet requirement by itself or as a partner to past or existing JV. 	Annex-4(B) must be completed and signed with stamp.	Pass/Fail
	<p>History of non-performing contracts:</p> <p>Non-performance of a contract did not occur within the last (10) years prior to the deadline for application submission, based on all information on contract performance.</p>	<ul style="list-style-type: none"> - Must meet requirements. - In case of JV, each partner of the existing or intended JV must meet requirement by itself or as a partner to past or existing JV. 	Annex-4 (B) must be completed and signed with stamp.	Pass/Fail
		-		

Criteria	Requirements		Required Documents	Score
Financial Situation	<p>Historical Financial Performance:</p> <p>Submission of audited balance sheets or other Audited Financial Statements acceptable to the Employer, for the past most recent three (3) years to demonstrate the current soundness of the bidder's financial position and its prospective long term profitability (2014-15-2016)</p>	<ul style="list-style-type: none"> - Must meet requirements - In case of JV, each partner of the existing or intended JV must meet requirement. 	Audited Financial Statement for the past most recent 3 Years must be submitted. (2014-15-2016)	Pass/Fail
	<p>Comply with the minimum turnover requirement of US10,000,000 in any single year during the last four years (2013-2014-2015-2016).</p>	<ul style="list-style-type: none"> - Must meet requirements - In case of JV, The Lead Firm must meet the requirement. 	Required documents must be submitted.	Pass/Fail
D & B Report	<p>Submission of most recent D&B Report that represents sound financial standing of the Company /JV Partner</p>	<ul style="list-style-type: none"> - Must meet requirements 	D & B Report must be submitted.	Pass/Fail

Criteria	Requirements		Required Documents	Criteria
Experience	<p>a) General Experience:</p> <p>At least 10 years' international experience in implementation of projects in electricity sector, including works of Substation, Transmission Lines, and Distribution Lines, etc.</p>	<ul style="list-style-type: none"> - Must meet the requirements. - In case of JV the lead partner must have 10 years of overall experience. 	Annex-3 must be completed & submitted for the General Experience.	Pass/Fail
	<p>b) Specific Experience: Within the past 10 years the potential companies must have the experience in implementing 3 Projects for similar nature</p> <p>c) Within the aforesaid 03 Projects, the potential Company/in case of JV, the Lead Firm must have experience in implementing at least one Contract in the amount =>USD 5 Million for the supply of sub-stations lines. Submission of three satisfactory performance certificates from the clients to be required.</p>	<ul style="list-style-type: none"> - Must meet the requirement by the company/Lead Firm in case of JV. 	Annex-3 must be completed & submitted for the Specific Experience.	Pass/fail
Personnel	<p>1.1- Company Structural Organization (organogram)</p> <p>1.2- Project Key Staff:</p> <p>1.2.1- Project Manager Electrical Engineer Full Time</p> <p>1.2.2- Site Engineer (Civil Engineer) Full Time</p> <p>1.2.3- Site Engineer (Electrical Engineer) Full Time</p> <p>1.2.4- Forman/Electrical Works Full time</p>		Must meet the requirement. CVs highlighting each key personnel's relevant experience in the required field; Annex-5 must be completed and submitted.	Pass/fail

Criteria	Requirements		Required Documents	Criteria
Documents Arrangement	Registration Certificate: A Potential Company must have valid Registration & Trade License as an entity issued by its own Government. Any Overseas Company willing to participate in the Pre-Qualification process must submit a Letter of Confirmation that it has the ability to obtain necessary registration certificate/work-permit to operate inside Iraq OR JV with the local company/firm		<ul style="list-style-type: none"> - Must meet the requirement - The Bidders must submit a Letter of confirmation. 	Pass/fail
Registration as Tax Payer	Tax Registration and Clearance Certificate for both Overseas and Iraqi Companies from its own government.		<ul style="list-style-type: none"> - Must meet the requirement by the potential Company and Lead Firm with its Partner in case of JV. - Relevant documents must be submitted. 	Pass/fail

Annex-7

Brief Scope of Works/Specifications