



Amendment No. 4 for RFP 057/14

Date: 21 September 2014

Provision of HS&E Training - Enhancement of Micro-Small and Medium Enterprises (MSME) - Capacity Building for Shell Contractors in Basrah, Iraq

Dear Proposers,

Please take note on the following amendments to above mentioned RFP:

- 1) At the Letter of Invitation & Instructions to Proposers, Data Sheet, DS No. 26, clause “Statement of Satisfactory Performance from the Top *Three* Clients in terms of provision of similar services during the last 3 years” will be amended to be read as follows:

26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	1) <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top <i>Three</i> Clients in terms of provision of similar services during the last 3 years (if available) ”.
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- 2) The following 4 points added to the check list, see below the revised check list.

- Company Profile [Letter of Invitation & Instructions to Proposers, Data Sheet, DS No. 26]
- Valid license from NEBOSH to conduct HS&E [Letter of Invitation & Instructions to Proposers, Data Sheet, DS No. 26]
- Project Implementation Plan [Technical Proposal & Submission Forms, Clause 3.2 (Section 6)]
- Statement of Satisfactory Performance from the Top *Three* Clients in terms of provision of similar services during the last 3 years (if available)

4 CHECKLIST FOR PROPOSERS

The hereunder checklist will assist Proposers to verify the required documents that need to be submitted together with the Technical and Financial Proposal.

Subject: RFP-057/14: Provision of HS&E Training - Enhancement of Micro-Small and Medium Enterprises (MSME) - Capacity Building for Shell Contractors in Basrah, Iraq

No.	Description of Documents	<i>Provided OR Not Applicable</i>
1	Company Profile [Letter of Invitation & Instructions to Proposers, Data Sheet, DS No. 26]	
2	Valid license from NEBOSH to conduct HS&E [Letter of Invitation & Instructions to Proposers, Data Sheet, DS No. 26]	
3	Proposal Submission Form signed and stamped [Technical Proposal & Submission Forms, Clause 2.1 (Section 4)].	
4	Proposer Information Form signed and stamped [Technical Proposal & Submission Forms, Clause 2.2.1 (Section 5)].	
5	Partners or JV of Company Participating signed and stamped [Technical Proposal & Submission Forms, Clause 2.2.2 (Section 5)] if applicable.	
6	Declaration of NO Conflict of Interest Form signed and stamped [Technical Proposal & Submission Forms, Clause 2.2.3 (Section 5)]	
7	Declaration of Litigation and Arbitration History Form signed and stamped [Technical Proposal & Submission Forms, Clause 2.2.4 (Section 5)] <i>All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. If applicable</i>	
8	Declaration by Applicant Form signed and stamped [Technical Proposal & Submission Forms, Clause 2.2.5 (Section 5)]	
9	Forms 1 to 3: Details of Organization / Expertise of Firm [Technical Proposal & Submission Forms, Clause 3.1 (Section 6)]	
11	Project Implementation Plan [Technical Proposal & Submission Forms, Clause 3.2 (Section 6)]	
12	Organogram reflecting the reporting lines for each staff member [Technical Proposal & Submission Forms, Clause 3.3 (Section 6)]	
13	Duly signed CV's of all proposed key staff [Technical Proposal & Submission Forms, Clause 3.4.1 (Section 6)]	
14	Project Specific Information reflecting[Technical Proposal & Submission Forms, Clause 3.4.2 (Section 6)]	
15	Project Activity (Work) Schedule[Technical Proposal & Submission Forms, Clause 3.4.3 (Section 6)]	
16	List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation	

17	Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.	
18	Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation	
19	Local Government permit to locate and operate in the current location of office	
20	Official Letter of Appointment as local representative, if the Proposer is submitting an proposal on behalf of an entity located outside the country	
21	Quality Certificate (e.g. ISO....etc..) and/ or other similar certificates, accreditations, awards or citations received by the Bidder, if any	
22	Latest Audited Financial Statements (Income Statement and Balance Sheet) Including Auditor's Report for the past Three Years.	
23	If available credit rating evidenced by reputable reporting agencies (i.e., Dunn and Bradstreet, Moody's Investor Services) for reports on the company's production facilities, financial and management status; if not provided, UNDP will ask the reporting agency to contact the company and obtain a report on later stage.	
24	Financial Proposal Form Section 7 (Price Schedule). To be submitted separately from the Technical Proposal	
25	Statement of Satisfactory Performance from the Top Three Clients in terms of provision of similar services during the last 3 years (if available)	
26	This Check List	

Authorized Signature: *[In full and initials]*

Date: *[Day/Month/Year]*

Company

Stamp

Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

- 3) At Submission Forms, Section 6 - Technical Proposal, Details of Organization / Expertise Firm, Form 1, Details of Organization, clause "Provide Profile of the organization (maximum 5 pages), including the address of the office and branches and contact details. Information on registration with government and relevant ministries" will be amended to be read "Provide Profile of the organization (maximum 15 pages), including the address of the office and branches and contact details. Information on registration with government and relevant ministries".

See below the revised form.

3. **SECTION 6: TECHNICAL PROPOSAL**

Entering into a Contract for Professional Consulting Services for HS&E Training - Enhancement of Micro-Small and Medium Enterprises (MSME) - Capacity Building for Shell Contractors in Basrah, Iraq

The Technical Proposal MUST be submitted in a Separate Electronic File from the Financial Proposal and must not contain any pricing information. Please see DS No. 23 “Conditions and Procedures for electronic submission”. Technical Proposals not submitted in this format may be rejected.

Name of Proposing Organization / Institution :	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

1.1 Details of Organization / Expertise Firm

FORM 1: Expertise of Institution / Organization	
1.1 Details of Organization:	Provide a brief description of the organization/institution profile submitting the proposal with the following data: <ul style="list-style-type: none">- <i>Provide Profile of the organization (maximum 15 pages), including the address of the office and branches and contact details. Information on registration with government and relevant ministries.</i>- Independent assessment, organization performance and achieved results on similar projects. The following documents are required as a proof:<ul style="list-style-type: none">- Internal and external evaluation. (if available)- Independent capacity assessment made by international organizations (if available).- Assessment of performance made by beneficiaries, stakeholders and clients of organizations.- Brief information on adopted and certified curriculums.
1.2 General Organizational Capability:	<ul style="list-style-type: none">- Valid license from NEBOSH to conduct the HS&E trainings. Provide proving documentation.

- Provide information on financial stability of the Organization, provide detailed Financial Statements for the last three years of 2011, 2012, 2013, to present Income Statement and Balance Sheet duly certified by a Public Accountant.
- Date of creation and length in existence; has the organization evolved in terms of scope and operational activity? Provide annual report, website reference link and media reports if available.
- Provide information on availability of sufficient workshops, classes, equipment and materials in Basrah.
- Standard of HS&E training curriculum which is nationally and internationally accepted.
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- Brief description on organizational links with other recognized national and international organizations/institutions involved in the provision of HS&E Trainings including NEBOSH.
- Provide evidence of accreditation by NEBOSH.
- Provide information on logistic support of trainers. How you will organize the travel, security 24/7, evacuation of the trainers in case of war, civil disorders, others.

1.3 Quality assurance procedures, warranty

- Provide information adequate training assessment tools used to ensure the quality of training delivered.
- Present effective reporting methods on achieved results to share with stakeholders.

1.4 Brief information on relevance of specialized Knowledge Experience on Similar Programme / Projects in Iraqi and region.

1.5 Management Structure of the Institute /Organization.

Management Structure and Governing or oversight board of the Organization, the following information required:

- Organizational chart and hierarchy.
- Partnerships/Joint Ventures: Explain any partnerships/joint ventures with local, international or other organizations.

Please consider the above changes while preparing your offers.

For any additional clarifications please contact Sherali Toshmurodov, Procurement Analyst, sending your questions to e-mail: sherali.toshmurodov@undp.org