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REQUEST FOR PROPOSAL

DEVELOPMENT OF DESIGN SERVICES FOR MEDICAL WASTE MANAGEMENT IN 18 HOSPITALS LOCATED IN VARIOUS LOCATIONS IN IRAQ

RFP No.: RFP-024-22 (Readvertised)

Project: Facility for Immediate Stabilization

Country: Iraq

Issued on: 28 February 2022

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security **(NOT APPLICABLE)**

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

In case your company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company/firm:

Username: event.guest

Password: why2change

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

You may acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

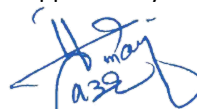


Name: Dolores Maitim

Title: Procurement Analyst

Date: **February 28, 2022**

Approved by:



Name: Ijaz Hussain

Title: Head of Contract Management UNIT/
Procurement Specialist

Date: **February 28, 2022**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents Comprising the Proposal</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal;

	<ul style="list-style-type: none"> c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>

<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are</p>

	<p>found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to</p>

	<p>the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p>

<p>eTendering submission</p>	<p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p>

	24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.

<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the

	selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the</p>

	qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms did not award a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1 In the event that the Bidder offers a lower price to the host Government (e.g.

	<p>General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>
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Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be Conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.05% Max. number of days of delay 30 working days, after which UNDP may terminate the contract
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Dolores Maitim, Procurement Analyst Address: UNDP, Iraq E-mail address: dolores.maitim@undp.org

			Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Event Number: IRQ- RFP-024-22 (Readvertised)
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 50MB <p><i>Other Conditions: Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</i></p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p> <p>IMPORTANT NOTE: The amount of the Financial Offer <u>MUST NOT</u> be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p>
18		Expected date for commencement of Contract	April 1, 2022
19		Maximum expected duration of contract	4 months

20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	UNDP Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	N/A

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No Basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period (N/A)

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Certificates and Licenses	<p>- Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation.</p> <p>- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country.</p> <p>Note: The companies/firms outside Iraq are required to take permission from the Government Authorities prior start of work, in case they are awarded the contract.</p>	Form B: Bidder Information Form

QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<p>Legally registered firm/organization or consortium (Firm or Company) having the following minimum requirements:</p> <ul style="list-style-type: none"> - Minimum of 10 years of experience in environmental management, including hazardous and health care waste management consultancies <p>Each contract shall clearly indicate the nature and scope of services rendered, contract amount, date, and customer's current contact details for references to be sought.</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement)</p>	Form D: Qualification Form
	Statement of Satisfactory Performance from 3 relevant clients	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 250,000 for the last 5 year (2015, 2016, 2017, 2018, 2019). (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Bidder must demonstrate the ability access to the credit facilities for large projects.</p> <p><i>(For JV/Consortium/Association, each Party should meet the requirement).</i></p>	Form D: Qualification Form
	UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation 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.

TECHNICAL EVALUATION CRITERIA

The overall evaluation score will be based on a combination of the technical score (max. 70%) and the financial offer (max. 30%).

The minimum passing technical score is 70% of the technical proposals (i.e. 700 points).

The Technical Proposals will be evaluated on the basis of their responsiveness to the Terms of Reference (Section 5) and other documentation provided, applying the following technical evaluation criteria:

Criteria for Evaluation

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	55%	550
2.	Proposed Methodology, Approach and Implementation Plan	20%	200
3.	Management Structure and Key Personnel	25%	250
Total			1000
Technical Proposal Evaluation			Points obtainable
1	Expertise of the Firm		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing - General Organizational Capability which is likely to affect implementation: management structure, financial stability		75
1.2	Previous Experience – Detailed list of similar projects completed (contract description, amount, duration, completion date, client details) <i>Less than 2 projects= 0 points; 2 projects = 50 points. 3-4 projects = 60 points; 5 projects and above = 75 points</i>		75
1.3	Previous working experience in the security prone areas such as Iraq		50
1.4	Previous experience with UNDP or UN/ major multilateral/ or bilateral programmes		50
1.5	Project financing capacity: Financial standing meets the requirement <i>Average annual turnover of below US\$250,000 = 0 points Average annual turnover of US\$ 250 ,000and above = 10 points</i>		10
1.6	Relevance of specialized knowledge and experience on similar engagements done (medical Waste management, Solid waste management) <i>Similar to the requirement – 70 points Have experience in the requirement but not fully similar to the requirement – 50 points Experience not similar to the requirement – 0 points</i>		70
1.7	Minimum Two references/completion certificate from similar Projects conducted in the 10 years <i>40 points for each reference/satisfactory completion certificate and 20 points for each additional reference/satisfactory completion certificate for relevant similar contract, for a maximum of 100 points</i>		100
1.8	Quality assurance procedures and risk mitigation measures		70
1.9	Organizational Commitment to Sustainability <i>If organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points If organization is a member of the UN Global Compact – 20 points Any other commitment to sustainability through other means -10 points</i>		50
			550

Technical Proposal Evaluation		Points Obtainable
2. Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	100
2.2	Is the scope of task well defined and does it correspond to the TOR? Have the important aspects of the task been addressed in sufficient detail?	40
2.3	Are the different components of the medical waste management adequately weighted relative to one another?	20
2.4	Is the conceptual framework adopted appropriate for the disposal of medical waste and its appropriate management?	20
2.5	Are the quality assurance mechanisms put in place? Has the proposal describe potential risks that may affect the negative impacts because of medical wastes and its mitigation measures?	10
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient medical waste treatment and final disposal?	10
		200

Technical Proposal Evaluation		Points Obtainable
3. Management Structure and Key Personnel (Core Team)		
3.1	Team Leader (all stages)	Sub-Score
	Education: At least Bachelor's degree in Environmental Engineering (Preferred), Chemical, Environmental Sciences or related Field. <i>Bachelor's Degree in Environmental Engineering – 10 points Other Bachelor's Degree, Chemical, Environmental Sciences or related field (8 points)</i>	10
	Must have at least fifteen (15) years of experience on health care, general waste management and treatment, or related fields. <i>Below 15 years = 0 points; 15 years = 13 points; 16 years and more – 15 points</i>	20
	Proven record of professional experience of 3 completed projects of similar nature and complexity with (liaising, collaborating and co-operating with government officials, local authorities, academic institutions, NGOs and the private sector) and Project management experience. <i>Less than 3 projects = 0 points; 3 projects = 13 points; more than 3 projects = 15 points</i>	20
3.2	Capacity Building Expert (All stages)	Sub-Score
	General Qualification and Suitability for the Project <i>Bachelor's degree in Environmental Engineering (Preferred), Medical or Environmental Sciences or related fields. Bachelor's degree in Environmental Engineering (20 points) Bachelor's degree in Medical or Environmental Sciences or related fields (15 points)</i>	20
	Minimum of Seven (7) years of experience in health care, general waste management and treatment, or related fields. <i>Less than 7 years = 0 points; 7 -8 years = 8 points More than 9 years – 10 points</i>	15

	<p>Must have satisfactorily completed training sessions in at least three (3) completed project related to capacity building and knowledge sharing, trainings on health care, general waste management or related fields</p> <p><i>Have conducted less than 3 training sessions – 0 points</i> <i>Have conducted 3 training sessions – 8 points</i> <i>Have conducted more than 3 training sessions – 10 points</i></p>	15	
3.3	Healthcare Waste Management Specialist (All stages)	Sub-Score	50
	<p>Bachelor’s degree in Environmental Engineering (Preferred), Chemical, Medical waste or related fields.</p> <p><i>Bachelor’s degree in Environmental Engineering (20 points)</i> <i>Bachelor’s degree in Chemical, Medical waste or related fields (18 points)</i></p>	20	
	<p>Minimum of Ten (10) years of experience in healthcare waste management or treatment, or related fields. Good knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management.</p> <p><i>Less than 10 years = 0 points;</i> <i>10 -11 years = 8 points</i> <i>12 years and more – 10 points</i></p>	15	
	<p>Must have satisfactorily completed at least three (3) projects in waste audits, infectious healthcare waste management or treatment, waste minimization, plastic issues, medical waste related knowledge sharing, or related fields.</p> <p><i>Less than 3 projects = 0 points; 3 projects = 8 points; more than 3 projects = 10 points</i></p>	15	
3.4	Solid waste Management Expert		50
	<p>Education:</p> <p>Bachelor’s degree in Environmental Engineering (Preferred), Medical or Environmental Sciences, Civil Engineering or related fields.</p> <p><i>Bachelor’s degree in Environmental Engineering (20 points)</i> <i>Bachelor’s degree in Chemical, Medical waste or related fields (18 points)</i></p>	20	
	<p>Must have at least ten (10) years of experience in health care, general waste management and treatment, or related fields.</p> <p><i>Less than 10 years = 0 points;</i> <i>10 -11 years = 8 points</i> <i>12 years and more – 10 points</i></p>	15	
	<p>Must have satisfactorily completed at least three (3) completed project related to Solid waste management medical wastes, radioactive wastes and general waste management or related fields.</p> <p><i>Less than 3 projects = 0 points; 3 projects = 8 points; more than 3 projects = 10 points</i></p>	15	

3.5	Draftsman – (Detail Design stage)		25
	Educational background – Bachelor’s degree in relevant engineering/architecture field	8	
	minimum of five years professional experience in green building <i>Less than 5years experience = 0 points; 5 -6 years– 5 points 7 years and more – 7 points</i>	7	
	undertook and completed at least one similar project <i>1 similar project – 6 points</i>	6	
	knowledge of English is essential	4	
3.6	Surveyor – (Detail Design stage)		25
	Educational background – Bachelor’s degree in Architecture, Civil Engineering or related fields. Certificate in Total Station or GIS is preferred. <i>Bachelor’s degree in Architecture, Civil Engineering or related fields with Certificate in Total Station or GIS – 8 points Bachelor’s degree in Architecture, Civil Engineering or related fields with no Certificate in Total Station or GIS –6 points</i>	8	
	minimum of seven years professional experience in green building <i>Less than 7 years’ experience = 0 points; 7-8 years – 5 points 9 years or more – 7 points</i>	7	
	undertook and completed at least one similar project <i>1 similar project – 6points</i>	6	
	knowledge of English is essential	4	
			250

1. Background

The United Nations Development Programme (UNDP) has been present in Iraq since 1976. Since 2003, it has worked to support the Government and people of Iraq in their transition towards reconciliation, peace and stability.

The Funding Facility for Immediate Stabilization (FFIS) was established in response to the Government of Iraq's need to stabilize areas newly liberated from the Islamic State in Iraq and Levant (ISIL).

The FFIS supports four activity sets, each with a dedicated window. All activities will be decided in agreement with the Provincial Council and Governor, based on priorities identified at the local level through consultations.

- a. Window One: Public Works and Light Infrastructure Rehabilitation.
- b. Window Two: Livelihoods.
- c. Window Three: Capacity Support.
- d. Window Four: Community Reconciliation.

The Funding Facility for Expanded Stabilization (FFES) is an intermediate mechanism designed to quickly consolidate the gains made during immediate stabilization by generating large numbers of jobs in newly liberated cities and stabilizing the corridors between liberated districts. The focus of FFES is on the rehabilitation of large public institutions, including universities and public hospitals, which provide work for thousands of employees and incentivize families to remain in, rather than leave, liberated areas. Priority is also given to repairing the sections of the transport, electricity, sanitation and agricultural corridors that link liberated cities to each other. The FFES will fast-track implementation of a selected range of medium-sized, high-impact, low-cost, visible projects in liberated areas.

Both FFIS and FFES are overseen by a Steering Committee, chaired by the Prime Minister's Chief of Staff and DSRSG/RC/HC/RR. Key partners and counterparts are members. The Facilities are managed by UNDP, which also serves as the secretariat to the Steering Committee.

2. Objectives

Medical waste is generated during the process of patient care in healthcare facilities. While the quantity is relatively small, it can pose grave risks if not managed properly. The waste from the healthcare facilities, according to the WHO, contain a wide range of materials, including 1) Infectious waste includes waste contaminated with blood and other bodily fluids (discarded diagnostic samples), infectious agent cultures and stocks from laboratory work (waste from autopsies and infected animals from laboratories), and waste from infected patients (swabs, bandages, and disposable medical devices). 2) Human tissues, organs, or fluids, body parts, and contaminated animal carcasses are examples of pathological waste. 3) Syringes, needles, disposable scalpels and blades, and other sharps trash. 4) Solvents and reagents used in laboratory preparations, disinfectants, sterilizing compounds, and heavy metals found in medical devices (mercury in broken thermometers) and batteries are examples of chemical waste. 5) Expired, unused, and contaminated medications and vaccines are examples of pharmaceutical waste. 6) Products polluted by radionuclides, such as radioactive diagnostic or radiotherapeutic materials, are examples of radioactive waste. 7) Waste that is not biologically, chemically, radioactively, or physically harmful is referred to as non-hazardous or general waste. The negative health outcomes and hazards linked to medical waste are; sharps-inflicted injuries, exposure to pharmaceutical products, chemical and radiation burns, air pollution, and thermal injuries.

The objective of this consultancy is to:

Study the existing medical waste management system and its infrastructure, in addition to the capacity of human resource to develop comprehensive medical waste management system in addition of developing medical waste infrastructure design.

3. Scope of Work:

The Contractor will perform the following tasks:

- 1- Study and analyze the existing medical waste management, infrastructure and human resources available within Iraq.
- 2- Based on the result of the study and analysis, develop recommendations on a waste management plan to reduce waste generation.
- 3- Establish medical waste management in accordance with Iraqi and international environmental standards.
- 4- Design infrastructure for medical waste including B.o.Q, drawings, and technical specifications.
- 5- Conduct assessment of training or capacity development needs of identified participants in coordination with MoH & DoH.
- 6- Develop a clear and comprehensive training curriculum in medical waste management, risks, control and treatment.
- 7- Organize training sessions with at least 2 health care facility personnel from each of the 18 Hospitals (total 32) to include sorting, transferring and treatment process. UNDP will take care of the venue and other expenses related to the training.
- 8- The Contractor shall provide a complete SOW, including the BOQs, Drawings. Etc. as detailed in section 2, signed, and stamped by the Contractor/s and all other relevant documents such as Warranties/Guarantees, and correspondences related to the contract.

The Scope of work will be devised into 4 stages:

Stage 1 - Assessment, analysis and recommendations:

- The first aim is to create **baseline data** on Iraq's existing state of healthcare and medical waste management by reviewing the solid waste collection and disposal procedures in use throughout the country by review the existing and available data provided by WHO and MoH.

- Based on interviews and field trips, the Contractor will compile data on the number and types of generators, volumes and types of waste for various facilities, number and registration of transporters, the status of landfill operations, bio-clave operation, and so on. Compliance with national laws, climate adaption strategies, and best practices must all be considered, as well as any emissions to air, water, or soil.

The Contractor will evaluate current occupational health and safety practices, including training, the use of protective equipment, waste isolation and segregation, and other aspects that could affect infection or disease exposure, waste or hazardous material exposure, radiation, and fire safety.

The Contractor will evaluate the appropriateness of the existing physical infrastructure available in primary health care facilities and associated facilities.

In addition, the Contractor will assess liquid waste disposal procedures such as the kind of disposal system (septic tank, leach field, cesspool, sewage system, and package treatment plant), the predicted types of wastes, whether chlorination is required, and the level of treatment. Health care personnel, landfill workers, and trash hauliers will all be evaluated by the consulting firm for their degree of training and capacity. The consulting firm will make recommendations for physical and capacity enhancements based on the evaluation.

Stage 2 Concept Design:

Based on the assessment results, the consultancy firm will submit different concept scenarios (for waste management and required equipment) outlining the estimated cost. The concept design will include the draft design based on technical parameters.

Stage 3 Detailed Design:

Based on the selected scenario between the end-user and UNDP, at this stage the Contractor will present all technical detail drawings (architectural, structural, electrical, and mechanical), B.o.Q, and technical specifications.

Stage 4 - Capacity Building:

The Contractor will develop protocols, and management system to govern the selected infrastructure and design, accordingly the consultant will set a training proposal on the new management system and its infrastructure.

4. Required Qualification

The Contractor should have the following minimum qualifications:

- Proven track record in undertaking works of similar nature. Must provide at least 3 minimum reference letters.
- Specialized on environmental field including solid and medical waste management design.
- Experienced in the Design of at least 2 similar projects in the past 10 years to establish reputable track record and robust knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management
- Outstanding interpersonal skills/people skills, relationship management and client service orientation.
- Working experience in the security prone areas such as Iraq.

5. Obligations of the Contractor

- The Contractor shall perform the services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advance technology and safe and effective equipment, machinery, materials and methods.
- The Contractor shall exercise all reasonable care to protect the interests of the UNDP, to ensure the timely completion of services.
- The Contractor will be responsible to ensure that the services provided to UNDP shall not be shared with any other entity or firms that could ultimately lead toward leakage of internal information to other potential firms/companies. Such action will severely impact the contract and leads toward termination and imposing a penalty on the Contractor.

6. Team Composition

The Contractor is not limited to the below key personnel and may propose more as deemed necessary to deliver the activities and outputs required in this TOR. For the purpose of evaluating proposals, UNDP shall assess the qualifications of project personnel only for the roles enumerated below:

Team Members	Qualifications
1. Team Leader	Experience: Must have at least fifteen (15) years of experience on health care, general waste management and treatment, or related fields. Must have satisfactorily completed three projects as Team Leader (liaising, collaborating and co-operating with government officials, local authorities, academic institutions, NGOs and the private sector)
	Education: Bachelor's degree in Environmental Engineering (Preferred) Chemical, Medical or Environmental Sciences or related Engineering Degree
	Skills and Competencies: Good knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management.

2. Healthcare Waste Management Specialist	<p>Experience:</p> <p>Must have at least Ten (10) years of experience in healthcare waste management or treatment, or related fields.</p> <p>Must have satisfactorily completed at least three (3) projects in waste audits, infectious healthcare waste management or treatment, waste minimization, plastic issues, medical waste related knowledge sharing, or related fields.</p>
	Education: Bachelor's degree in Environmental Sciences/Engineering (Preferred), Chemical, Medical or related fields.
	<p>Skills and Competencies:</p> <p>Good knowledge of the policies and institutional frameworks relevant to healthcare waste treatment and management.</p>
3. Capacity Building Expert	<p>Experience:</p> <p>Must have at least Seven (7) years of experience in health care, general waste management and treatment, or related fields. Must have satisfactorily completed at least three (3) completed project related to capacity building and knowledge sharing, trainings on health care, general waste management or related fields</p>
	<p>Education:</p> <p>Bachelor's degree in Environmental Engineering (Preferred), Medical or Environmental Sciences or related fields.</p>
4. Solid waste Management Expert	<p>Experience:</p> <p>Must have at least ten (10) years of experience in health care, general waste management and treatment, or related fields. Must have satisfactorily completed at least three (3) completed project related to Solid waste management medical wastes, radioactive wastes and general waste management or related fields.</p>
	<p>Education:</p> <p>Bachelor's degree in Environmental Engineering (Preferred), Medical or Environmental Sciences, Civil Engineering or related fields.</p>
5. Drafts Man	<p>Experience:</p> <p>Must have at least five (5) years of experience in architecture and Autocad work related to health care, general waste management and treatment, or related fields. Must have satisfactorily completed at least three (3) completed project related to drafting.</p>
	<p>Education:</p> <p>Bachelor's degree in Architecture, Civil Engineering or related fields. Certificate in Auto cad 2D and 3D is preferable.</p>
	<p>Skills and Competencies:</p> <p>Knowledge of English is essential</p>
6. Surveyor	<p>Experience:</p> <p>Must have at least Seven (5) years of experience in Civil Engineering Surveying, related to health care, general waste management and treatment, or related fields. Must have satisfactorily completed at least three (3) completed project related to site Surveying.</p>

	Education: Bachelor's degree in Surveying, Civil Engineering or related fields. Certificate in Total Station or GIS is preferred.
	Skills and Competencies: Knowledge of English is essential

7. TARGETED LOCATIONS

#	Name of the Hospital	MGRS / Coordinates	Number of Beds	Notes
1	Al-Batool hospital	38SLF3085225135	288	under reconstruction by UNDP
2	Oncology hospital	38SLF3069325336	100	under reconstruction by UNDP
3	Blood Bank	38SLF3074125246	Clinic	under reconstruction by UNDP
4	Radiology unit	38SLF3072725215	Clinic	under reconstruction by UNDP
5	Fertility Clinic	38SLF3093125224	15	under rehabilitation by UNDP
6	Dialysis Unit	38SLF3046725329	50	under reconstruction by DoH
7	Burns Unit	38SLF3096125262	60	Hospital operating
8	Al-Ataba Hospital	38SLF3101124991	200	Hospital operating
9	Al-Batool hospital (Temporary hospital)	38SLF3084425234	75	Hospital operating
10	GIZ - AlJumhory temporary Hospital	38SLF3084425234	150	Hospital operating
11	Emergency Hospital	38SLF3083725077	100	under reconstruction by DoH
12	Ibn Sena General Hospital	38SLF3057525319	400	building damaged / no project ongoing
13	Al Jumhory Teaching Hospital	38SLF3108325110	600	building damaged / no project ongoing
14	Ibn Al Atheer hospital	38SLF3405727045	176 /the actual No. of bed that using by Ibn Al Atheer hospital - doH (240 bed)	under rehabilitation by UNDP
15	Gayara Hospital	38SLE 4578563569	140	Hospital operating
16	Hamdaniya Hospital	38SLF5483815588	200	Hospital operating
17	Baharka Hospital (Erbil)	38SMF1248618373	38	Under construction
18	Baaj Hospital	37SGV4475591647	35	Under rehabilitation

8. DELIVERABLES AND DEADLINES

The Contractor will submit the required deliverables as per below deadline for completion. The the deliverables should cover all the documents mentioned above together with the recommendations and conclusions. The provided documents will be reviewed and subject to endorsement by UNDP. The deliverables will be presented as below.

Stage	Deliverables	Deadline for completion
Stage I – Initial Assessment	Assessment report and recommendations, including meeting held, site visits , laboratory testing...etc	3 weeks
Stage II-Concept design	Draft design with different scenarios and estimated costs	4 weeks
Stage III – Final Detailed Design	Detail drawings (Arch. Strut. Elect. Mech), B.o.Q, SOW, and technical specifications. The drawings /design, assessment reports, SOW, BOQ to be submitted in hard copies (2) and soft copy (2 electronic) (CAD drawings in CD).	3 weeks
Stage IV-Capacity Building	Developing new medical waste management system and conduct of training.	4 weeks

9. CONSULTANTS ACCOUNTABILITY & RESPONSIBILITY

The consultant has the overall responsibility for providing technical design services including provision of the professional experiences and qualifications representing multi-engineering disciplines in relation to the scope of this assignment with a professional practice of engineering, and then production of a complete set of the final design files and documents in compliance with the UNDP's requirements and procedures. The consultant thereafter assumes sole responsibility for the technical adequacy, competence, and structural soundness of the design and technical specifications.

When the final version of the design files and related documents are approved and endorsed by UNDP/PSC, the ultimate responsibility and potential professional liability for the final design deliverables are the key task to be considered by the Contractor. Indeed, the obligations of the consultant "in responsible charge" continue after the design submittal and endure throughout the life of the construction of works. Hence, the Contractor will be committed to provide prolonged design review / design modification services for all essential deficiencies, structural challenges and possible changes which might arise during the upcoming construction phase.

From above mentioned, the consultant shall carry the full responsibility lonely at any stage for the design regardless the endorsement from UNDP and/or the end user. Also, the consultant must submit all required efforts upon request to do any required modifications for the design during any stage and with fastest time without any additional fees.

Reports

The Contractor shall prepare and submit the detailed reports at the end of each stage. The report should also highlight any major issues/problems identified by the consultant and suggest mitigation strategies accordingly.

1. Services to be provided by UNDP:

UNDP will provide feedback for any inquiry regarding any specific requirements. After awarding the contract, UNDP will appoint a liaison officer (Project Manager) and qualified Engineers through whom all requests for information, guidance and assistance should be addressed and provided, including liaison with other UNDP and

National departments and access to any relevant data that is not classified as restricted. Other personnel from the UNDP’s organization to be assigned to the project shall be as agreed during the pre-contact meeting.

2. Methodology, Approach, and Implementation Plan

As part of the technical submission, the Contractor should provide a description of how the scope of services will be implemented by experts and accompanied by an implementation plan outlining actions and timings. This approach and implementation plan should take into consideration the local conditions and environment. For further details, refer to and Implementation Plan, Technical Proposal Form.

The approach and implementation plan should include the following:

- a) Schedule of activities to implement consultancy services, timeframes for each deliverable as per clause 4. of this ToR; the Time schedule that shall illustrate detailed stages. This is a graphic representation of the project activities, the time it takes to complete them, and the sequence in which they must be done.
- b) Description of the internal quality assurance review mechanism(s) to be used for the monitoring of service delivery.
- c) Effective quality assurance procedures in place to regulate production of deliverables.
- d) Description of potential risks that may affect the timely and quality implementation of services. Also, describe measures that will be put in place to mitigate these risks.

10. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The service provider is expected to propose its own realistic timeframe based on the assessment and prior experience of similar works to conduct the mentioned works as per the TOR. The tentative timelines are as follows:

Stage I: Initial Assessment - 3 Weeks

Stage II: Concept design - 4 Weeks

Stage III: Final Detailed Design - 3 Weeks

Stage IV: Capacity Building Training – 4 Weeks

11. Deliverables and Payment Terms

The Contractor shall prepare and submit to UNDP electronic copies of the following reports in the English language:

During the fulfillment of the assignment, the Contractor will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur:

The following deliverables are requested:

Stage	Deliverables	Time Frame	Payment %
Stage I – Initial Assessment	Full Assessment report with recommendations including meeting held, site visits, laboratory testing...etc	3 Weeks	90% of each stage upon satisfactory acceptance of the work. The remaining 10% of each stage upon the submission of final report and end user final acceptance
Stage II-Concept design	Draft design with different scenarios and estimated costs	4 Weeks	
Stage III – Final Detailed Design	Detail drawings (Arch. Strut. Elect. Mech), B.o.Q, SOW, and technical specifications complete package for advertisement.	3 Weeks	
Stage IV-Capacity Building Training	Developing new medical waste management system and conduct of training.	4 Weeks	

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form B: Bidder Information Form	<input checked="" type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input checked="" type="checkbox"/>
▪ Form D: Qualification Form	<input checked="" type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input checked="" type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ Form G.1: Bid Security Confirmation	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separately/password protected email)

▪ Form F: Financial Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form G: Financial Proposal Form	<input checked="" type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	IRQ- RFP-024-22 (Readvertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq		

We, the undersigned, offer to provide the services for - RFP-024-22 (Readvertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq in accordance with your Request for Proposal No. **IRQ-RFP-024-22 (Re-advertised)** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ A detailed description of the approach to the assignment. ▪ A proposed working plan (included in schedule) with a list of key events ▪ References to, or summaries of previous successfully completed projects (at least 3 references to clearly demonstrate relevancy, scope of work and Contractor's results)

- At least 3 recommendations from previous clients with clear indication of the service provided, relevant to the nature of the current requirement.
- Audited financial statement for the last 5 years (2015, 2016, 2017, 2018, 2019)
- CVs of the required personnel

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-024-22 (Re-advertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-024-22 (Re-advertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 10 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 5 years	Year	USD
	Year	USD
	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 5 years				
	Year 1	Year 2	Year 3	Year 4	Year 5
	<i>Information from Balance Sheet</i>				
Total Assets (TA)					
Total Liabilities (TL)					
Current Assets (CA)					
Current Liabilities (CL)					
	<i>Information from Income Statement</i>				
Total / Gross Revenue (TR)					

Profits Before Taxes (PBT)					
Net Profit					
Current Ratio					

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-024-22 (Re-advertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-024-22 (Re-advertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. **RFP-024-22 (Re-advertised)** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-024-22 (Re-advertised) – Development of Design Services for Medical Waste Management in 18 Hospitals Located in Various Locations in Iraq		

- The Contractor is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.
- The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.
- All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Clause 18. ’
- The Price Schedule/financial proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.
- Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.
- The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Currency of the Proposal: USD

Table 1: Summary of Overall Prices

	Amount (s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	

Table 2: Breakdown of Professional Fees

Name	Position	Fee	No. of Days	Total Amount
In-Country				
Home-Based				
Subtotal Professional Fees				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International Flights (if applicable)	Trip			
Subsistence Allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs (please specify)				

Table 4: Breakdown of Price per Deliverable/Activity

The Proposers shall submit a cost breakdown for the expenses specified above for each subtotal using the form provided below. UNDP will use the cost breakdown to assess the credibility of prices and for price estimates should both party agree on adding extra deliverables for the original scope of services.

Stage	Deliverables	Total Amount
Stage I – Initial Assessment	Full Assessment report with recommendations including meeting held, site visits, laboratory testing...etc	
Stage II-Concept design	Draft design with different scenarios and estimated costs	
Stage III – Final Detailed Design	Detail drawings (Arch. Strut. Elect. Mech), B.o.Q, SOW, and technical specifications complete package for advertisement.	
Stage IV-Capacity Building Training	Developing new medical waste management system and conduct of training.	

Note
Payment Terms:

90% of each stage upon satisfactory acceptance of the work.
The remaining 10% of each stage upon the submission of final report and end user final acceptance

Form H: Form of Proposal Security (Not Applicable)

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]