



Re-Advertised

REQUEST FOR PROPOSAL (RFP)

United Nations Development Programme (UNDP)	DATE: June 23, 2022
	REFERENCE: RE-RFP-145-22: Engineering Design Services for Intake Structures of two Water Treatment Plants in Mosul

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Engineering Design Services for Intake Structures of two Water Treatment Plants in Mosul**.

Please be guided by the form attached hereto as Annex 2, Annex 3 and Annex 4, in preparing your Proposal.

IF you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedures as set in this RFP and submit it by the deadline set out in the UNDP e-Tendering website.

Pre-Proposal meeting	<p>Time: 10:30 AM Erbil time Zone</p> <p>Date: 3 July 2022</p> <p>Venue: Through Zoom App</p> <p>The UNDP focal point for the arrangement is: Mohammad Ashraf Baaser – Procurement Analyst</p> <p>E-mail: mohammad.ashraf.baaser@undp.org</p> <p>Note: Interested firms/companies are requested to send an email request at-least one day before the pre-proposal conference so that the zoom invitation can be shared with the requesting participants.</p> <p>No last minute's request will be entertained.</p>
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Bidders who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website: <http://etendering.partneragencies.org/>

In case your company not registered in the e-tendering system, you can register your company by visiting <http://etendering.partneragencies.org/> and to sign in with below username and password:

- Username: event.guest
- Password: why2change

It is highly recommended to acknowledge the receipt of this case by using "Accept Invitation". This will enable you to be updated and receive Tender amendments or updates. In case you require further clarifications regarding this case, please contact the case focal point (s) identified in the attached bid datasheet.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL**

PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline indicated by UNDP in the E-tendering system. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Documents uploaded in the system as part of your proposal must be free of any form of virus or corrupted contents, or the proposal shall be rejected.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.


UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved

in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:


430A29497A2F45E...

Enkhmandakh Ishdorj
OIC Head of Procurement
Service Center
UNDP

Annex 1:**Description of Requirements**

Context of the Requirement	The aim of the consultancy is to provide UNDP and the Ninewah DoW with options on how to deal with the decreased water levels in the Tigris and identify the works required to ensure the full pumping capacity of the two WTPs mentioned in the annex of these ToRs, al-Qubba WTP and the New Right Bank WTP
Implementing Partner of UNDP	NA
Brief Description of the Required Services ¹	(As indicated in the ToR attached as Annex 4)
Pre-Proposal meeting	<p>Time: 10:30 AM Erbil time Zone</p> <p>Date: 3 July 2022</p> <p>Venue: Through Zoom App</p> <p>The UNDP focal point for the arrangement is: Mohammad Ashraf Baaser – Procurement Analyst E-mail: mohammad.ashraf.baaser@undp.org</p> <p>Note: Interested firms/companies are requested to send an email request at-least one day before the pre-proposal conference so that the zoom invitation can be shared with the requesting participants.</p> <p>No last minute's request will be entertained.</p>
List and Description of Expected Outputs to be Delivered	<p>The consultancy services will be completed in three stages, as below. Each stage will be approved by the UNDP focal point/engineer before progressing to the next stage.</p> <p><u>Stage 1 – Assessment</u></p> <p>The consultant shall conduct all necessary pre-engineering surveys and investigations, and on-site assessment of the two WTPs and their intake structures in consultation with UNDP and the planning and design department of the DoW:</p> <ul style="list-style-type: none"> • Provide a sectional profile of the Tigris River in front of the two selected WTP intake structures. • Study the changing water levels and the direction of the water and the impact on the functioning of the WTPs; diverting the river water flows into the intake structure of the WTPs. • Study and evaluate the current functioning and pumping capacity of the WTP intake structures, the design of the plant and the submersible pumps; taking into account submersible pumps to remain submersed during operation. • Coordinate with Water Directorate, Water Resource Directorate, and other relevant directorates in collecting data on Tigris current and future water flows. <p><u>Stage 2 – Conceptual Design and Scenarios</u></p> <p>On the basis of the above assessment, prepare a simple presentation with two or three valid options for the re-fitting/rehabilitation/re-structuring of the WTP intakes to deal with the lower water levels and ensure pumping capacity. This presentation should include indicative costs for each option, and pros/cons of each approach.</p> <p>Organize presentation with the DoW, the managers of the WTPs and UNDP to discuss</p>

	<p>the findings of the assessment and the options and agree with them on a single approach forward.</p> <p><u>Stage 3 – Detailed Design</u></p> <p>Based on the selected conceptional design scenario and the agreed-upon approach, the consultant will provide and prepare a complete design package that should include but not limited to : Design report , B.o.Q., detailed drawings, and technical specifications . The consultant will provide UNDP and the DoW with the following:</p> <ul style="list-style-type: none"> • Full report of the assessment undertaken under stage 1, as well as copied of all surveys and studies used. • Engineering Designs for the proposal for the two WTPs, al-Qubba and the New Right Bank, using AutoCAD and, satellite imagery defining the location of the proposed solutions. • Full Bill of Quantity (BoQ) for the new WTP intake solutions for the two WTPs. A priced BoQ will be shared with UNDP, the unpriced one with the DoW. • Specifications for all required pumps and other civil, mechanical or electrical equipment and works required. <p>Please refer to Terms of Reference for Full details.</p>			
Person to Supervise the Work/Performance of the Service Provider	UNDP Focal Engineer			
Frequency of Reporting	As indicated in the ToR attached as Annex 4)			
Progress Reporting Requirements	As indicated in the ToR attached as Annex 4)			
Location of work	#	Name of WTP	MGRS	
	1	Al-Qubba WTP	38SLF2205031710	
	2	New Right Bank WTP	38SLF2118029781	
Expected duration of work	(9 Weeks)			
Target start date	31 September 2022			
Latest completion date	(30 December 2022)			
Travels Expected	(As indicated in the ToR attached as Annex 4)			
Special Security Requirements	(As indicated in the ToR attached as Annex 4)			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p>UNDP will provide the contractor with the following:</p> <ul style="list-style-type: none"> • UNDP will appoint a focal point engineer who will be the direct intermediary with the consultant. • UNDP will introduce the consultants to the Ninewah Directorate of Water and the managers of the selected water Treatment Plants and ensure a good liaison between them. • UNDP will provide the consultant with a formal letter indicating that the consultant is working for UNDP and the Ninewah DoW. However, it is the 			

	consultant's responsibility to provide access / security documents if required, and to have access to the sites.														
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required, CVs of key staff will be engaged in contract implementation and who meet the qualifications and experiences should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff and be signed by the individuals. A service provider is requested to name the potential lecturers for the respective area specified in the proposal with CVs. Only accepted lectures by UNDP will be finally included in the call of contract.														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars														
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Deliverable 1: Assessment)</td><td>30%</td><td>Upon substantial completion of Deliverable-1</td><td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the </td></tr> <tr> <td>Deliverable 2: Conceptual Design and Scenarios</td><td>30%</td><td>Upon substantial completion of training Deliverable-2</td></tr> <tr> <td>Deliverable 3: Detailed Design</td><td>40%</td><td>Upon substantial completion of Deliverable-3</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1: Assessment)	30%	Upon substantial completion of Deliverable-1	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the	Deliverable 2: Conceptual Design and Scenarios	30%	Upon substantial completion of training Deliverable-2	Deliverable 3: Detailed Design	40%	Upon substantial completion of Deliverable-3
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNDP Focal Engineer whom shall be provided upon Contract stage																																								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html																																								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution); <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non acceptance of the GTC may be grounds for the rejection of the Proposal.																																								
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 55% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25%																																								
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise of Firm / Organization</td><td>55%</td><td>550</td></tr> <tr> <td>2.</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>20%</td><td>200</td></tr> <tr> <td>3.</td><td>Management Structure and Key Personnel</td><td>25%</td><td>250</td></tr> <tr> <td colspan="2">Total</td><td></td><td>1000</td></tr> <tr> <td colspan="3">Technical Proposal Evaluation</td><td>Points obtainable</td></tr> <tr> <td>1</td><td colspan="3">Expertise of the Firm</td></tr> <tr> <td>1.1</td><td colspan="2">Reputation of Organization and Staff / Credibility / Reliability / Industry Standing</td><td>75</td></tr> <tr> <td></td><td colspan="2">- General Organizational Capability which is likely to</td><td></td></tr> </tbody> </table>					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		75		- General Organizational Capability which is likely to		
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		affect implementation: management structure, financial stability	
	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 (Water Treatment plants, environmental engineering, hydrology). <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 10years. <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 design services for the water treatment plant adequately weighted relative to one another?	20
2.4	Is the conceptual framework adopted appropriate for the water treatment plant and its appropriate management?	20
2.5	Are the quality assurance mechanisms put in place?	10

	2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient intake of water for the water treatment plants?	10
			200
	Technical Proposal Evaluation		Points Obtainable
	3. Management Structure and Key Personnel (Core Team)		
	3.1	Team Leader (all stages)	Sub-Score 50
		Education: At least Bachelor's degree in Civil Engineering, Environmental engineering or related Field. <i>Bachelor's Degree in Civil Engineering - 10 points</i> <i>Other Bachelor's Degree, Environmental Engineering or related field {8 points}</i>	10
		Must have at least fifteen (15) years of experience in civil engineering, hydrology, water treatment plants, 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	Civil Engineer (All stages)	Sub-Score 50
		General Qualification and Suitability for the Project	
		<i>Bachelor's degree in Civil Engineering.</i> <i>Bachelor's degree in Civil Engineering {20 points}</i> <i>Bachelor's degree in Environmental engineering or related fields {15 points}</i>	20
		Minimum of ten (10) years of experience in civil engineering, water treatment plants, hydrology, or related fields. Less than 7 years = 0 points; 7 -8 years = 8 points More than 9 years - 10 points	15

		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. fields <i>Less than 3 projects = 0 points; 3 projects = 13 points; more than 3 projects = 15 points</i>	15	
	3.3	Mechanical Engineer (All stages)	Sub-Score	50
		Bachelor's degree in Mechanical Engineering or related fields. <i>Bachelor's degree in Mechanical Engineering {20 points}</i>	20	
		Minimum of Ten (10) years of experience in water treatment plant, mechanical engineering, or related fields. Good knowledge of the policies and institutional frameworks relevant to water treatment and management. <i>Less than 10 years = 0 points; 10 -11 years = 8 points 12 years and more - 10 points</i>	15	
		Must have satisfactorily completed at least three (3) projects in water treatment plants, hydrology, or related fields. <i>Less than 3 projects = 0 points; 3 projects = 8 points; more than 3 projects = 10 points</i>	15	
	3.4	Electrical Engineer (All stages)		50
		Education: Bachelor's degree in Electrical Engineering or related fields <i>Bachelor's degree in Electrical Engineering {20 points}</i>	20	
		Minimum of Ten (10) years of experience in water treatment plant, mechanical engineering, or related fields. Good knowledge of the policies and institutional frameworks relevant to water treatment and management. <i>Less than 10 years = 0 points; 10 -11 years = 8 points 12 years and more - 10 point</i>	15	
		Must have satisfactorily completed at least three (3) projects in water treatment plants, hydrology, or related fields. <i>Less than 3 projects = 0 points; 3 projects = 8 points; more than 3 projects = 10 points</i>	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 GIS is preferred. <i>Bachelor's degree in Architecture, Civil Engineering or related fields with Certificate in GIS - 8 points</i>	8	

		<i>Bachelor's degree in Architecture, Civil Engineering or related fields with no Certificate in GIS -6 points</i>		
		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
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Document to be submitted	<input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 2 (Annex-2a & Annex-2b) <input checked="" type="checkbox"/> Latest Business Registration Certificate and/or License; <input checked="" type="checkbox"/> Company Profile paying attention to the description of the company expertise in the fields mentioned in the attached Terms of References, Annex 3, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Track Record –list of clients for similar services for the last 10 years as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; <input checked="" type="checkbox"/> CVs for the proposed staff will be engaged in the project and declaration of availability of involved specialists during contract implementation period; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past five years (2016-2017-2018-2019-2020). The bidder having completed Audited Financial Statement for 2021 should submit the report which will be considered for evaluation <input checked="" type="checkbox"/> Proposed Methodology with regard to the training programme; <input checked="" type="checkbox"/> Detailed breakdown of proposed implementation timeline.;			
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)			
Contact Person for Inquiries (Written inquiries only) ⁶	Name: Mohammad Ashraf Baaser Title: Procurement Analyst Email: mohammad.ashraf.baaser@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.			

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they must confirm in their Bid that : (i) they have designated a party to act as the lead entity, duly vested with the authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly authenticated Agreement between the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract will be entered into, by and between UNDP and the designated lead entity, which will act in the name and on behalf of all the member entities comprising the joint venture.</p> <p>After the Proposal Submission Deadline, the lead entity identified to represent the joint venture, consortium or association shall not be changed without the prior written consent of UNDP.</p> <p>The lead entity and the member entities of the JV, Consortium or Association will comply with the provisions of Clause 9 herein with respect to the submission of only one proposal.</p> <p>The description of the organization of the JV, consortium or association shall clearly define the expected role of each of the JV entities in the realization of the RFP requirements, both in the Proposal and in the JV, consortium or association agreement. All entities comprising the JV, Consortium or Association shall be subject to eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association in presenting its background and experience must clearly differentiate between:</p> <ul style="list-style-type: none">(a) those that have been undertaken jointly by the JV, Consortium or Association; and(b) those that have been undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately, but who are permanently or have been temporarily associated with any of the member firms, cannot be claimed as the expertise of the JV, Consortium or Association or its members, but should only be claimed by the individual experts themselves in their submission of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high-value, multi-sector requirements when the spectrum of skills and resources needed may not be available within a company</p>
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Proposal Submission Form

To: Procurement Unit, UNDP IRAQ

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *90 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]

Annex 2b

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. For details of the requirement, please refer to TOR, Section-2 "Scope of Work"

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.*

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 3

Financial Proposal
(Must be password protected)

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1: Assessment	30%	
2	Deliverable 2: Conceptual Design and Scenarios	30%	
3	Deliverable 3: Detailed Design)	40%	
	Total	100%	

**This shall be the basis of the payment tranches*

Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1.1 Team Leader				
1.2 Civil Engineer				
1.3 Mechanical Engineer				
1.4 Electrical Engineer				
1.5 Draftsman				
1.6 Surveyor				
1.7 Any other support staff (if applicable)				
II. Out of Pocket Expenses				
2.1 Transportation, Stationery, DSA, etc.				
2.2 Any Other Costs (please specify)				

Note: The firms/company must maintain the same Financial proposal format.

Name: _____

Title: _____

Email: _____

Date: _____

Signature: _____

[Stamp with official company name]

Terms of Reference (ToR)

Engineering Design Services for Water Level Increase in WTP Intake Structures

1. Introduction / problem statement:

United Nations Development Programme (UNDP)'s Funding Facility for Stabilization (FFS) 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.

As part of its work in Mosul, UNDP rehabilitated 11 Water Treatment Plants (WTPs) in the city of Mosul, most of them in the period 2017-2019. This included the full reconstruction of damaged infrastructure, replacement of pumps, filter systems etc. All WTPs were fully functional once the works were completed.

Unfortunately, due to increasingly low water levels in the Tigris, there is a serious risk that the WTPs will not be able to pump to capacity any longer. Especially for large WTPs like al-Qubba, the current intake structures are no sufficient to deal with the lower water levels and pumping capacity has dropped to some 30% with the expectation to reach 5% by summer 2022. The Ninewah Directorate of Water (DoW) requested UNDP's support in helping to find proper solution for increasing water level in the existing intake structure.

This ToRs are for the procurement of the services of an engineering consultancy firm to assess the current functioning of the intake structures at the WTPs, discuss options on how to increase level of water and provide UNDP and the Ninewah DoW with the proper solution design, BoQs and specifications.

2. Scope of Work

The aim of the consultancy is to provide UNDP and the Ninewah DoW with options on how to deal with the decreased water levels in the Tigris and identify the works required to ensure the full pumping capacity of the two WTPs mentioned in the annex of these ToRs, al-Qubba WTP and the New Right Bank WTP.

The consultancy services will be completed in three stages, as below. Each stage will be approved by the UNDP focal point/engineer before progressing to the next stage.

Stage 1 – Assessment

The consultant shall conduct all necessary pre-engineering surveys and investigations, and on-site assessment of the two WTPs and their intake structures in consultation with UNDP and the planning and design department of the DoW:

- Provide a sectional profile of the Tigris River in front of the two selected WTP intake structures.
- Study the changing water levels and the direction of the water and the impact on the functioning of the WTPs; diverting the river water flows into the intake structure of the WTPs.
- Study and evaluate the current functioning and pumping capacity of the WTP intake structures, the design of the plant and the submersible pumps; taking into account submersible pumps to remain submersed during operation.
- Coordinate with Water Directorate, Water Resource Directorate, and other relevant directorates in collecting data on Tigris current and future water flows.

Stage 2 – Conceptual Design and Scenarios

On the basis of the above assessment, prepare a simple presentation with two or three valid options for the re-fitting/rehabilitation/re-structuring of the WTP intakes to deal with the lower water levels and ensure pumping capacity. This presentation should include indicative costs for each option, and pros/cons of each approach.

Organize workshop with the DoW, the managers of the WTPs and UNDP to discuss the findings of the assessment and the options and agree with them on a single approach forward.

Stage 3 – Detailed Design

Based on the selected conceptional design scenario and the agreed-upon approach, the consultant will provide and prepare a complete design package that should include but not limited to : Design report , B.o.Q., detailed drawings, and technical specifications . The consultant will provide UNDP and the DoW with the following:

- Full report of the assessment undertaken under stage 1, as well as copied of all surveys and studies used.
- Engineering Designs for the proposal for the two WTPs, al-Qubba and the New Right Bank, using AutoCAD and, satellite imagery defining the location of the proposed solutions.
- Full Bill of Quantity (BoQ) for the new WTP intake solutions for the two WTPs. A priced BoQ will be shared with UNDP, the unpriced one with the DoW.
- Specifications for all required pumps and other civil, mechanical or electrical equipment and works required.

3. Obligations of the consultant

The consultant 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 consultant shall exercise all reasonable care to protect the interests of the UNDP, to ensure the timely completion of services.

Under this request for proposal, the consultant will be responsible for providing the required team of qualified experts and resources capable to perform the services upon award of contract by UNDP.

The consultant will be responsible to ensure that the services provided to UNDP shall not be shared with any Contractor/Firm 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 consultant. The consultant shall be responsible of their own design and ensure accuracy and will be liable for the design. The consultant will provide any required design modifications found necessary during the implementation caused by the proposed design.

The Consultant will be expected to work on-site in Mosul and take care of their own access letters to get there.

4. Deliverables and deadlines:

The firm will submit a comprehensive report for entire project within 9 weeks of the site visit; the report will include 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 1 – Assessment	<p>Report outlining the following:</p> <ul style="list-style-type: none"> • A sectional profile of the Tigris River in front of the selected WTP intake structures. • The changing water levels, the direction of the water and the impact on the functioning of the WTPs. • The current functioning and pumping capacity of the WTP intake structures, the design of the plant and the submersible pumps. 	4 weeks after signing of the contract
Stage 2 - Conceptual Design and Scenarios	<ul style="list-style-type: none"> • Internal presentation organized with DoW and UNDP to discuss options. • Agreed-upon way forward with all parties: one option selected. 	2 weeks after the assessment report is received.
Stage 3 – Detailed Design	<p>Set of documents to UNDP:</p> <ul style="list-style-type: none"> • Final report/evaluation of the situation at the selected WTPs and the options discussed with DoW. • Detailed and duly certified project design for each of the two WTPs to bring the intake structures back to their original capacity. • Detailed and duly certified priced Bill of Quantities for the design above. • Detailed and duly certified specifications for the design drawings. 	3 weeks after the workshop

	The drawings /design, assessment reports, SOW, BOQ will be submitted in hard copies (2) and soft copy (2 electronic) (CAD drawings in CD or Pen drive). These documents will be drafted in English.	
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5. Services to be provided by UNDP:

UNDP will provide the contractor with the following:

- UNDP will appoint a focal point engineer who will be the direct intermediary with the consultant.
- UNDP will introduce the consultants to the Ninewah Directorate of Water and the managers of the selected water Treatment Plants and ensure a good liaison between them.
- UNDP will provide the consultant with a formal letter indicating that the consultant is working for UNDP and the Ninewah DoW. However, it is the consultant's responsibility to provide access / security documents if required, and to have access to the sites.

6. Proposal:

The Proposer shall submit the following as part of their bid, all signed and stamped:

1. Complete scope of work and implementation plan for the assignment. The consultant will provide a description of how the 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. The approach and implementation plan should include the following:
 - Background, relevant experience and governance (board) and management structures of the consultant company.
 - Reporting line and monitoring of assigned consultants by the consultant company.
 - Schedule of activities to implement consultancy services, timeframes for each deliverable as per the table below.
 - Description of the internal quality assurance review mechanism(s) to be used for the monitoring of service delivery.
 - Type of effective quality assurance procedures in place to regulate production of deliverables.
 - 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.
2. Time schedule that illustrates the design stages and the required works in MS office or another graphic programme
3. Financial offer detailing the costs of the services as per paragraph 4 of these ToRs:

#	OUTPUT/DELIVERABLE	Number/Type of Expert	Number of Days	Rate Per Day	Total Amount
1	Stage 1				
2	Stage 2				
3	Stage 3				
	Total Amount				

4. CVs of the expert staff (1 Team Leader, 1 Civil Engineer, 1 Mechanical Engineer, 1 Electrical Engineer, 1 Draftsman and 1 Surveyor).
5. Evidence of at least three past similar projects the consultant has undertaken, including contact references
6. Warranty/guarantee for the design services, in case of any design liabilities.

7. Minimum Qualifications Requirements:

The consultant should have the following minimum qualifications:

- Proven track record of at least 10 years of experience in undertaking consultancy works of a similar nature.
- Excellent background / knowledge of the functioning and operationalization of water treatment plant, engineering designs, and civil, mechanical, and electrical activities related to WTPs and wider water engineering and hydrology.
- Ability to work in Ninawa governorate, and the city of Mosul in particular.
- Excellent Arabic and English language skills.
- Outstanding interpersonal skills/people skills, relationship management and client service orientation.

8. Technical Criteria Evaluation:

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).

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\$ 250,000 and above = 10 points</i>		10

1.6	Relevance of specialized knowledge and experience on similar engagements done (Water Treatment plants, environmental engineering, hydrology). <i>Similar to the requirement - 70 points</i> <i>Have experience in the requirement but not fully similar to the requirement - 50 points</i> <i>Experience not similar to the requirement - 0 points</i>	70
1.7	Minimum Two references/completion certificate from similar Projects conducted in the 10years. <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</i> <i>If organization is a member of the UN Global Compact - 20 points</i> <i>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 design services for the water treatment plant adequately weighted relative to one another?	20
2.4	Is the conceptual framework adopted appropriate for the water treatment plant and its appropriate management?	20
2.5	Are the quality assurance mechanisms put in place?	10
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient intake of water for the water treatment plants?	10
		200

Technical Proposal Evaluation			Points Obtainable
3. Management Structure and Key Personnel (Core Team)			
3.1	Team Leader (all stages)	Sub- Score	50
	Education: At least Bachelor's degree in Civil Engineering, Environmental engineering or related Field. <i>Bachelor's Degree in Civil Engineering - 10 points</i> <i>Other Bachelor's Degree, Environmental Engineering or related field {8 points}</i>	10	
	Must have at least fifteen (15) years of experience in civil engineering, hydrology, water treatment plants, 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	Civil Engineer (All stages)	Sub-Score	50
	General Qualification and Suitability for the Project		
	<i>Bachelor's degree in Civil Engineering.</i> <i>Bachelor's degree in Civil Engineering {20 points}</i> <i>Bachelor's degree in Environmental engineering or related fields {15 points}</i>	20	
	Minimum of ten (10) years of experience in civil engineering, water treatment plants, hydrology, or related fields. Less than 7 years = 0 points; 7 -8 years = 8 points	15	

	More than 9 years - 10 points		
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	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. fields <i>Less than 3 projects = 0 points; 3 projects = 13 points; more than 3 projects = 15 points</i>	15	
3.3	Mechanical Engineer (All stages)	Sub-Score	50
	Bachelor's degree in Mechanical Engineering or related fields. <i>Bachelor's degree in Mechanical Engineering {20 points}</i>	20	
	Minimum of Ten (10) years of experience in water treatment plant, mechanical engineering, or related fields. Good knowledge of the policies and institutional frameworks relevant to water treatment and management. <i>Less than 10 years = 0 points; 10 -11 years = 8 points 12 years and more - 10 points</i>	15	
	Must have satisfactorily completed at least three (3) projects in water treatment plants, hydrology, or related fields. <i>Less than 3 projects = 0 points; 3 projects = 8 points; more than 3 projects = 10 points</i>	15	
3.4	Electrical Engineer (All stages)		50
	Education: Bachelor's degree in Electrical Engineering or related fields <i>Bachelor's degree in Electrical Engineering {20 points}</i>	20	
	Minimum of Ten (10) years of experience in water treatment plant, mechanical engineering, or related fields. Good knowledge of the policies and institutional frameworks relevant to water treatment and management. <i>Less than 10 years = 0 points; 10 -11 years = 8 points 12 years and more - 10 point</i>	15	
	Must have satisfactorily completed at least three (3) projects in water treatment plants, hydrology, or related fields. <i>Less than 3 projects = 0 points; 3 projects = 8 points; more than 3 projects = 10 points</i>	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 5 years experience = 0 points; 5 -6 years- 5 points</i> <i>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 GIS is preferred. <i>Bachelor's degree in Architecture, Civil Engineering or related fields with Certificate in GIS - 8 points</i> <i>Bachelor's degree in Architecture, Civil Engineering or related fields with no Certificate in GIS -6 points</i>	8	
	minimum of seven years professional experience in green building <i>Less than 7 years' experience = 0 points;</i> <i>7-8 years - 5 points</i> <i>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

ANNEX A

#	Name of WTP	MGRS
1	Al-Qubba WTP	38SLF2205031710
2	New Right Bank WTP	38SLF2118029781

