

REQUEST FOR PROPOSALS (RFP) AND GENERAL INSTRUCTION TO SERVICE PROVIDERS
BID DATA SHEET (BDS)

The International Organization for Migration (**IOM**) is an intergovernmental humanitarian organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of Community Revitalization Program VII, the IOM invites interested Service Providers (hereinafter referred to as Service Provider or Evaluator) to submit Proposals for the proposed project.

The following data sheet outlines Instructions to the Service Providers, Terms of Reference (annexed) and administrative requirements that Service Providers will need to follow in order to prepare and submit their Proposal for consideration by IOM.

No.	Data	Specific Instructions / Requirements
1	Tender Title	<i>Evaluation of IOM's Community Revitalization Program VII 2017/18 Project Cycle</i>
2	RFP Reference No.:	2018/ERB/CRP/004
3	Language of the Proposal	English
4	Contract Price	Prices quoted by the Service Providers shall be fixed during the Service Providers performance of the contract and shall not be subjected to price escalation and variation on any account, unless otherwise approved by IOM. A submitted Proposal with an adjustable price Proposal will be treated as non-responsive and will be rejected.
5	Submitting Proposals for Parts or Sub-Parts of the Schedule of Requirements (Partial Proposals)	Not Allowed
6	One Proposal per Bidder	Each Bidder shall submit only one Proposal
7	Alternative Proposals	Shall not be considered
8	Pre-Tender Conference	Will not be conducted
9	Proposal Validity Period	45 days
10	Documents Comprising the Proposal	The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Bid Security, if required; e) Any attachments and/or appendices to the Proposal.
11	Late Proposals	Any Proposal received by IOM after the deadline will be rejected
12	Bid Security	Not Required Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section Forms for template)

		<ul style="list-style-type: none"> ▪ Any Bank-issued Check / Cashier's Check / Certified Check
13	Advance Payment upon Signing of Contract	Not Allowed
14	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.1% Max. number of days of delay 30, after which IOM may terminate the contract
15	Performance Security	Not Required
16	Currency of Proposal	United States Dollar
17	Deadline for submitting requests for clarifications/questions	3 days before the submission deadline
18	Contact details for submitting clarifications/questions	Focal Person in IOM: Procurement Unit Address: Erbil Office, Building No. 319/245-5, Gulan Street E-mail address: dwani@iom.int
19	Manner of disseminating supplemental information to the RFP and responses/clarifications to queries	Direct communication to prospective Bidders by email and Posting on http://iraqportal.iom.int/
20	Deadline & Address for Submission of Proposals	09 September 2018, 14:00 PM (GMT+3 Iraq time) Address: Erbil Office, Building No. 319/245-5, Gulan Street
21	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email
22	IOM will award the contract to	One Bidder Only
23	Proposal Submission Requirements	<p>Electronic Submission (when applicable):</p> <ul style="list-style-type: none"> ▪ Email address that Proposals should be sent to: AAMEEN@iom.int ▪ Format: PDF files only ▪ All files must be free of viruses and not corrupted ▪ Password for Financial Proposal must not be provided to IOM until requested so by IOM. IOM will request password only from bidders, whose Technical Proposal has been found to be technically responsive ▪ Max. File Size per transmission: 5mb ▪ Mandatory subject of email: RFP No ▪ Documents, which are required in original (e.g. Bid Security), should be sent to IOM Erbil Office in hard copy ▪ The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. <p>Hand delivery or by express courier: 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:</p>

		<p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to IOM as specified in the BDS.</p>
24	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.
25	Evaluation of Proposals	<p>IOM will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>Evaluation of proposals is made in the following steps:</p> <p>a) Preliminary Examination</p> <p>b) Minimum Eligibility and Qualification</p> <p>c) Evaluation of Technical Proposals</p> <p>d) Evaluation of Financial Proposals</p>
26	Documents to be submitted	<p>Technical Proposal:</p> <p><input checked="" type="checkbox"/> Duly Completed Technical Proposal Forms (TPF Forms);</p> <p><input checked="" type="checkbox"/> Copy of government registration/license;</p> <p><input checked="" type="checkbox"/> At least two recent reports of similar evaluations;</p> <p><input checked="" type="checkbox"/> Reference letters from other UN Agencies of INGO for similar services provided (include contact details);</p> <p><input type="checkbox"/> Bid Security, if applicable;</p> <p><input checked="" type="checkbox"/> Vendor Information Form, Code of Conduct for IOM Vendors and Vendor Information Sheet. If the Bidder is already registered with IOM Iraq Mission, Vendor Information Form should be provided if the Bidder wishes to bring updates to IOM attention.</p> <p>The Technical Proposal shall not include any price or financial information.</p> <p>Financial Proposal:</p> <p><input checked="" type="checkbox"/> Duly Completed Financial Proposal Forms (FPF Forms);</p> <p>The Financial Proposal shall be prepared using the Standard Form provided in RFP Forms. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 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>
27	Expected Date for Commencement of Contract	<i>October 1, 2018</i>
28	Settlement of Dispute	The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the Contract
29	IOM will award the contract to	One Bidder Only
30	Right to Accept, Reject, Any or All Proposals	IOM 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 IOM's

		action. IOM shall not be obliged to award the contract to the lowest priced offer.
31	Right to Vary Requirements at the Time of Award	At the time of award of Contract, IOM reserves the right to vary the quantity/volume of services, by up to a maximum ten percent (10%) of the total Contract Price, without any change in the unit price or other terms and conditions.
32	Price Verification	Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IOM. The unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the final price based on IOM's re-computation and correction of errors, its quotation will be rejected.
33	Bidding Forms	Bidding Forms can be found here: Vendor Information Form Code of Conduct for IOM Vendors Vendor Information Sheet Other Mandatory Bidding Forms
34	Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the ITB must be cited here, and any further entries that may be added below this table row]</i>

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 (if applicable)
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Proposal Validity
- Bid Security (if required) submitted as per RFP requirements with compliant validity period

IOM reserves the right to reject any Proposal at this stage.

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria
ELIGIBILITY	
Legal Status	Vendor is a legally registered entity
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by IOM or any other UN Organization
Conflict of Interest	No conflicts of interest detected
QUALIFICATION	
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 3 years
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years
EXPERIENCE	
Previous Experience	Minimum 5-7 years of hands-on experience working on livelihood, emergency and community programming
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years
	Strong background in monitoring and evaluation techniques, and ideal experience in doing assessments in conflict-affected countries
	Conversant with the context in Iraq, other countries in the Middle East or MENA region
	Experience in developing and implementing Evaluations with the UN, International NGOs or donors
	Excellent knowledge and experience in survey design, implementation of surveys and statistical data analysis
	Ability to analyze complex intervention
Financial Standing	Reference from the bank evidencing of adequacy of working capital for this Contract, net of other contractual commitments (access to line(s) of credit and availability of other financial resources)
	Bidder must demonstrate the current soundness of its financial standing for satisfactory performance of the bided project
Evaluation of Technical and Financial Proposals	The evaluation committee 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 below the document. 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.

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, IOM will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.

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. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Proposal} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Proposal} / \text{Price of the Proposal Being Reviewed}) \times 100$$

Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

Technical Evaluation Criteria

	Maximum	Assessment
i) Relevant experience and financial capacity		
a. Specific experience of the Service Provider relevant to the assignment	20	
b. Similar contracts with public sector, non-governmental agencies, and related contracting authorities	10	
c. Recent reports of similar evaluations (reporting quality)	10	
Total points for criterion (i)	40	
ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference		
a. Technical approach and methodology	15	
b. Work plan	15	
Total points for criterion (ii)	30	
iii) Staffing capacity and competence for the assignment:		
a. Organization and staffing	30	
Total points for criterion (iii)	30	
Overall total score	100	