



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 12 NOVEMBER 2021

REQUEST FOR PROPOSAL (RFP): No. RFP/AZE/006/2021

FOR

LEGAL SERVICES TO STATELESS AND UNDOCUMENTED PERSONS IN AZERBAIJAN

PROPOSALS TO BE RECEIVED BY: COB – 10 DECEMBER 2021

The tender is open for lawyers, law firms, and other commercial legal entities able to provide legal services.

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Baku, Azerbaijan invites qualified bidders to submit proposals for Legal Services to Stateless and Undocumented Persons in Azerbaijan.

To enable you to submit a proposal, please find enclosed:

1. Terms of Reference (TOR), which contains:

Annex I: Description of requirements for which services are being sought;

Annex II: General Conditions for Provision of Services (July 2018 version), outlining conditions and terms for UNHCR Purchase Orders for Services;

Annex III: UNHCR Vendor Registration Form which should be completed and returned together with your offer (only applicable for vendors not already registered with UNHCR Baku, Azerbaijan).

1.1 Minimum Requirement

The aspiring bidders that will submit bid for this RFP should be registered with the relevant authorities in Azerbaijan for providing such services **as commercial legal entity**. Please submit your registration certificate under the technical offer. **Offers without such certificates may be disqualified.**

2. Technical Component

Your technical offer shall be prepared in English, while the officially issued supporting documents (1.1) can be submitted in Azeri language in an ordinary scanned photocopy form, the selected bidder will have to provide a Certified Copy or original document on a later stage. There is no need to submit original documents at this stage.

The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) *Description of the Entity and qualifications*

A brief description and an outline of recent experience or projects of a similar nature. You must also provide references, and any information that will facilitate our evaluation of your substantive reliability and managerial capacity to provide the services within the proposed timeframe.

b) *Understanding of the Requirements for Services, incl. Assumptions*

Include any assumptions as well as comments on the requirements as indicated in the TOR, or as you may otherwise believe to be necessary.

c) Proposed Approach, Methodology, Timing and Outputs

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your entity would respond to the TOR.

d) Proposed personnel to carry out the assignment

The proposed candidate(s), with their qualifications and experience. UNHCR may meet with your personnel prior to making a final decision.

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required as per the description above.

3. Price Component

Your separate price component must contain an overall quotation in Azerbaijani New Manats according to the requirement outlined in ANNEX I (ToR). Any additional expenses apart from those reflected in ToR must be specified clearly.

Important note: UNHCR's payment terms are within 30 days after the receipt of invoice.

4. Evaluation of Proposals

The technical offers will be evaluated first. The minimum passing scoring for the technical offers is 50% (35 points) of the total obtainable points under the technical component. Offers which technical offers will not meet the passing threshold will be returned to the bidder without opening the financial offers.

Your submissions will be evaluated through a combined system evaluating the quality of the proposal 70% and the financial offer 30%. A point system will be used in evaluating the technical offer (quality) of the proposals, taking into consideration the technical expertise and experience of the personnel assigned and price proposed. The number of points assigned to each component will be determined based on the following criteria:

Component	Maximum Points	Description
Approach/Methodology	20	Highest points will be awarded to the proposal with best evaluated methodology while the other proposals will receive points in reversal.
Qualification of Personnel	25	Highest points attributed to the professional/ experienced personnel based on the information provided in the CVs. Please submit maximum 10 CVs for the key personnel for the project.
Prior experience in the project area of legal assistance to vulnerable and marginalized groups.	25	Highest points attributed to the best performance record and relevant experience. The years of relevant experience will be evaluated based on: a) Registration Certificate b) CV of the proposed Project Manager c) CVs of the proposed key personnel . d)As well as the <i>Description of the Entity and qualifications- from the technical</i>

		<i>component</i>
--	--	------------------

Financial Offer

Please send your financial offer in a separately sealed envelope. The financial offer should be printed, signed and stamped by your side.

Also please include a USB drive with the financial offer in an excel format to enable smoother comparisons of offers.

The **Financial offer** will use the following percentage distribution: **30%** from the total score.

Methodology: The maximum number of points will be allotted to the lowest price offer that is opened and compared among the other submitted bids. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR reserves the right to accept or reject any offer prior to the award and to annul the bidding process and to reject all the offers at any time.

UNHCR reserves the right, in an event of any formula errors to use the unit prices for the purpose of calculation and comparison of the financial offers

UNHCR may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders and Services Contract.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the companies submitting bids and does not bind itself in any way to select the company offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

UNHCR will award the contract to the bidder offering the best offer, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in Azerbaijani New Manats (without VAT). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued.

Payments shall only be initiated after confirmation of successful completion by UNHCR business owner, however upon signing of the contract and on request of the successful bidder UNHCR may release a certain percentage of the total PO amount, in advance exceptionally when such justification exists. The advance payment is at discretion of UNHCR and can be subject to negotiations and availability of funds.

5. Validity

Your quotation should remain valid for **90 days**, during which period a purchase order, if placed, will be accepted by you.

Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

6. Manner of Submission

Your proposal should be prepared in English.

Your proposal shall comprise the following documents:

- a) Technical Component (TC) proposal; and
- b) Price Component (PC) proposal.

Each proposal should be placed and sealed in an inner envelope, both of which are then placed in an outer envelope, each carrying the name of the offer (i.e Technical Offer and Financial Offer) and **must not bear your official letter head or in any other way identify your company as this may get your bid disqualified.**

The two envelopes must be placed in a double sealed third envelope and must NOT bear your official letter head, or in any other way identifying your company.

Bids should be submitted by post-mail or hand delivered to UNHCR office.

Please indicate on the cover double-sealed envelope subject field:

Addressed to: Secretary of the Committee of Contracts. Failure to do so may result in disqualification of your bid/proposal

The outer envelope should be sent by mail and addressed as follows:

RFP/AZE/006/2021
LEGAL SERVICES TO STATELESS AND UNDOCUMENTED PERSONS IN
AZERBAIJAN
United Nations High Commissioner for Refugees (UNHCR)
Winter Park Plaza, 210, Mirzaagha Aliyev Str, 1014
Baku, Azerbaijan

- **Not to be opened by the registry**

- Offers Transmitted in any manner other than as indicated above will not be considered. Offers should be submitted before the closing date/time and late offers will not be considered. Your proposal must be accompanied by a cover memo using the firm's official letter head;
- Proposals received after the deadline may not be accepted;
- Please note that, because of the volume of messages, applications will not be acknowledged.
- Only applicants possessing the required qualifications will be taken into consideration.
- All the bidders that will submit offers will be notified of the outcome of the selection.

IMPORTANT:

The technical offer and financial offer are to be sent in separate sealed envelopes. **Both envelopes shall be enclosed in one double sealed envelope. Failure to do so may result in disqualification.**

UNHCR will award the contract to the bidder offering the best offer, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

7. Questions and Answers Session

For the purpose of closer familiarization with the requirement and the selection process, UNHCR would like to organize an information session related to addressing questions about Terms of Reference and implementation modalities. Interested bidders/companies should register their interest by sending email to the mailbox (azebabid@unhcr.org) with a subject line: "Re: RFP/AZE/006/2021 Info day [name of the vendor]" by 22 November 2021. In the email please indicate the full name, position and email address of your representative that would like to participate in the information session.

UNHCR will arrange an online info session through MS TEAMS details of which will be shared with the respective inquirers.

In addition to the session described above, bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to azebabid@unhcr.org. **The deadline for receipt of questions is 17.00 hrs. Baku time, 22 November 2021.** Bidders are requested to keep all questions concise. UNHCR will share the answers to such questions with all interested and known bidders, especially those that will registered for the Question and Answer's session.

IMPORTANT:

Please note that **Proposal Submissions are not to be sent to the e-mail address above.** Sending a bid submission to azebabid@unhcr.org or any other email address will disqualify the bidder from the selection process.

UNHCR shall not entertain any further queries after the set time.

8. Currency

Prices should be all inclusive in Azerbaijani New Manat (AZN).

9. Closing Date for Receipt of Offers

10 December 2021 at 23:59 hours Baku time.

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

10. Duration of contract:

The duration of the contract is 12 months (01 January – 31 December 2022).

11. Registration/Reference

Please provide us with the copy of your state registration, and information on your past and present experience, as well as any available references and evaluation of your services.

12. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**Annex II**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

Sincerely yours,



Blaze Kojdevski
Programme Officer
UNHCR Baku, Azerbaijan