



**UNHCR**

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

DATE: MONDAY 13 OCTOBER 2022

REQUEST FOR PROPOSAL: RFP/HCR/GSO/2022/007

PROVISION OF REHABILITATION(UPGRADE) SERVICES AT UNHCR'S GUESTHOUSE IN BIBIKRI CAMP, BASUNDA  
LOCALITY, GEDAREF STATE, SUDAN

CLOSING DATE AND TIME: SUNDAY 3<sup>RD</sup> NOVEMBER 2022 - 23:59 HRS SUDAN LOCAL TIME

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

## 1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified construction, engineering, and architectural companies to make a firm offer for the provision of **Rehabilitation (Upgrade) Services at UNHCR's Guesthouse in Bibikri Camp, Basunda Locality, Gedaref State, East Sudan.**

Sub-Contracting: Please take careful note of article 5 of the attached General Conditions of Contract for the Provision of Goods and Services **Annex E.**

### Note:

This document is not to be considered in any way as an offer to contract your firm.

### IMPORTANT:

SoW/Bill of Quantities (BOQs) are detailed in **Annex A** of this document.

## 2. BIDDING INFORMATION

### 2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for Proposal:

Annex A: SoW/Bill of Quantities (BOQ)

Annex B: Technical Evaluation Criteria

Annex C: Financial Form

Annex D: Vendor Registration Form

Annex E: UNHCR General Conditions of Contracts for Goods and Services (July 2018 revision)

Annex F: Supplier's Code of conduct

Annex G: Bid Data Sheet

Annex H: Calendar of Activities

**IMPORTANT:**

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to send the above requested information may result in disqualification from the evaluation process.

**2.2 ACKNOWLEDGEMENT**

We would appreciate you informing us of the receipt of this RFP by return e-mail to [SUDGESU@unhcr.org](mailto:SUDGESU@unhcr.org), as to:

- Your confirmation of receipt of this Request for Proposal (RFP)
- Whether or not you will be submitting a bid

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to [SUDGESU@unhcr.org](mailto:SUDGESU@unhcr.org). UNHCR may, at its discretion, copy and reply to a question to all other invited firms.

The deadline for receipt of queries is 23:59 HRS on 27<sup>th</sup> October 2022. Bidders are requested to keep all questions concise.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

**EMAIL SUBJECT: RFP/HCR/GSO/2022/007 – QUERY**

**2.3.1 SITE VISIT:**

All the participating construction companies/contractors **MUST** inspect the construction site before submitting their offer. There will be no organized site visit by UNHCR. Therefore, UNHCR's IHP Camp located in Um Rakuba Camp could be visited any time within UNHCR's official working hours (08:30am to 16:30pm Sudanese Time) on or before 27 October 2022 after prior arrangements with UNHCR **Engineer Mr. Ahmed Elgoni or Compound Manager, Mr. Sabir Asso**. Both can be reached at [elgoni@unhcr.org](mailto:elgoni@unhcr.org), [assos@unhcr.org](mailto:assos@unhcr.org) or on cell Numbers +249911283503 or 249123156975 respectively.

**Please Note: UNHCR does not provide means of transport to the site.**

**IMPORTANT:**

Please note that Bid Submissions are not to be sent to the e-mail address above.

**2.4 YOUR OFFER**

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission's e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

**2.4.1 Content of the TECHNICAL OFFER****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.



The Bill of Quantities (BOQ)/SoW for the **Provision of Construction Services at UNHCR's Guesthouse in Bibikri Camp, Basunda Locality, Gedaref State, East Sudan** can be found in **Annex A**.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- **Description of the company and the company's qualifications**

- Certificate of Company registration (Companies bidding to the tender should be registered as construction, engineering and architectural company to be supported by official gazette registry copy).
- Company Profile: List of key personnel and their qualifications; List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A; The organization structure or organizational chart.
- Financial reports for the last three years.
- Participating companies are requested to confirm their capacity to implement the required works within the pre-set time frame by filling the letter in Technical Proposal Form.

- **Understanding of the requirements for services, proposed approach, solutions, methodology and outputs**

- Any comments or suggestions on the Technical Specifications, as well as your detailed description of the manner in which your company would respond to the Technical Specifications.
- Confirmation letter that the services will be uninterrupted for the duration of the contract and implementation will be completed within the proposed timeframe.
- Confirmation letter that all the materials and works implemented shall be under awarded company's responsibility for one (1) year after the final completion of the works.
- Confirmation letter that reporting scheme shall be in accordance with UNHCR requirements.
- Frame-time for completion of the project including the main project milestones.
- Work Schedules; Gantt charts.
- Information on the materials will be used with detailed product description and specifications (in compliance with **the SoW/Bill of Quantities (BOQ), Annex A** (please also add catalogues of the related items where available);
- Mobilization time needed to start construction works.

- **Proposed personnel to carry out the assignment**

- The composition of the proposed team that will be involved in the project implementation, together with Curriculum Vitae (s) of core staff e.g., electrical engineer(s), mechanical engineer(s) and static/civil engineer(s) shall be submitted. (Proposed team members should have at least three (3) years of experience in the relevant field).

- **Past experience**

- Participating companies should provide the details of their prior experience with companies or organizations in the relevant field and provide proof of successful completion (letter of reference/work completion etc.).

- **Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A.**

- **UNHCR General Conditions of Contracts for Goods and Services (July 2018 revision):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for Goods and Services by signing **Annex E**.

- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form, **Annex D**.

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**Other requirements:**

Participating Companies are demanded to have a staff, preferably the project manager, to prepare and submit weekly reports (to be supported with GANTT chart), photos and any other documents.

The bidders have to show that they can provide the adequately skilled people to assume the responsibilities and perform the full range of tasks included in the technical specifications. No substitutions will be made without prior written consent from UNHCR.

The awarded company shall be required to comply with all national safety standards upon signing the contract. If UNHCR determines that improper performance cannot be remedied by re-performance or other corrective measures by the Contractor, UNHCR may terminate the Contract.

**Award:**

The Firm that submits the successful Proposal will be notified by "Letter of Award" prior to the expiration of the validity period. The letter, referred to as the "Letter of Award" will state the sum of the fees to be paid to the Firm for the services rendered and will indicate the terms under which the Contract must be finalized.

**2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in **United States Dollars (USD)**. The financial offer must cover all the services to be provided (price "all inclusive"). No additional payment shall be paid by UNHCR for any arrangements held by the awarded Company such as transportation costs of debris, labor, testing and commissioning etc. In addition, those arrangements shall comply with national rules and/or laws for any kind of transportation of debris, testing works etc.

The Financial Offer is to be submitted as per the **Annex C**. Bids that have a different price structure may not be accepted.

**IMPORTANT:**

**The financial offer signed and stamped is to be sent separately from the technical offer**

If no financial offer is received, the bid shall be automatically disqualified. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

UNHCR is exempted from all direct taxes and customs duties. With this regard, **price must be given without VAT.**

You are requested to hold your offer valid for a minimum of **90 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of Service provider's invoice, delivery, and acceptance by UNHCR of the services.

**IMPORTANT:**

**UNHCR Primary Bank is the Blue Nile Meshrag Bank. UNHCR can only facilitate payments through the local banks and not in banks outside of Sudan. Therefore, the current market condition and Central Bank of Sudan regulations and policies MUST be factored in before submitting your offer.**



## 2.5 BID EVALUATION

References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

### 2.5.1 Supplier Registration:

The qualified company (s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing.
- Core business.
- Track record;
- Contract capacity.

### 2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- Technical Offer will be weighed at 60 points (or 60%)
- Financial Offer will be weighed at 40 points (or 40%)

The Technical Proposal will be evaluated using inter alia the following criteria and percentage distribution: 60% points equal to a total of 600 technical marks.

**Companies scoring lower than the 60% technical marks of the maximum score (600 technical marks), equaling to 360 points, shall not be considered as technically compliant and shall not be financially evaluated.**

Evaluation Factors	Max. marks obtainable
<b>Mandatory</b>	
Valid Registration Documents (Company is registered as construction, engineering or architectural company).	PASS/FAIL
Company's Age is Not less than 3 years from the date of registration / incorporation.	PASS/FAIL
The proposed Frame-time for completion of the project is less than 3 months.	PASS/FAIL
Guarantee Letter for the one (1) year of warranty period after the final completion of the project including the provided materials/equipment	PASS/FAIL
Confirmation letter that reporting scheme will be in accordance with UNHCR requirements (weekly basis)	PASS/FAIL
Financial reports for the last three years provided	PASS/FAIL
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract. UNHCR General Conditions of Contracts for Goods and Services (July 2018 revision) (Annex E)	PASS/FAIL
<b>Scoring Criteria</b>	
Number of years in the Construction Sector	<b>100</b> - 3-5 years: 30 marks - 6-8 years: 60 marks - 9 years or above: 100 marks
Company Profile: List of key personnel and their qualifications; List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A. The organization structure or organizational chart	<b>100</b> - company has no organizational structure and has minimal capacity to

	<p>implement the project: 0 marks</p> <p>- company has a minimal organizational structure and satisfactory capacity: 50 marks</p> <p>- the company has a well-defined organizational structure and sufficient capacity: 100 marks</p>
Mobilization time	<p><b>50</b></p> <p>(1- 14) Days - 50 marks  (15 - 21) Days - 30 marks  (22 - 35) Days – 15 marks  (36 and 42) Days - 0 marks</p>
Proposed for the project implementation staff have at least three (3) years of experience in the relevant field.	<p><b>50</b></p> <p>- less than 3 years: 0 marks  - 5-10 years: 25 marks  - more than 10 years: 50 marks</p>
Construction implementation plan provided with the main project milestones, work schedules and Gantt charts, as well as a detailed description of the manner company would implement the project	<p><b>50</b></p> <p>- A construction implementation plan is not provided: 0 marks</p> <p>- A proposed implementation plan has a implementation description and schedule with milestones: 25 marks</p> <p>- A proposed implementation plan has a detailed description. GANTT chart is prepared on a weekly basis with broken down with percentage distribution for all sub-tasks. Critical path analysis included for each task/sub-task: 50 marks</p>
Information on the materials that will be used for the construction is provided	<p><b>25</b></p> <p>- information on the materials is not provided: 0 marks</p> <p>- with detailed product description and specifications in compliance with the Bill of Quantities (BOQ), materials catalogues provided: 20 marks</p>
Information on the past experience	<p><b>150</b></p>

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	-1-3 reference/work completion documents: 50 marks - 3-6 references/work completion documents: 100 marks - 7 or above references/work completion documents 150 marks
Annual Turnover (within previous three years)	<b>75</b> - up to USD 100,000: 25 marks - up to USD 150,000: 50 marks - up to USD 200,000 or above: 75 marks
<b>Total Marks</b>	<b>600</b>
<b>Minimum Score to be obtained (60%) of Overall Score</b>	<b>360</b>

**Only offers who score 'PASS' for all Mandatory criteria is qualified for further technical evaluation**

**2.5.3 The Financial offer will use the following percentage distribution: 40% from the total score.**

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. 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.  
For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

**UN Global Compact and other factors:** UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

**2.6 SUBMISSION OF BID**

The offers must bear your official letter head, clearly identifying your company and can also be sent to the street address of UNHCR offices or via email at the addresses mentioned below:

Bids must be submitted in the Following manner:

**By e-mail:**

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: [SUDGETO@unhcr.org](mailto:SUDGETO@unhcr.org)

The Financial offer should be sent by E-mail ONLY to: [SUDGEFO@unhcr.org](mailto:SUDGEFO@unhcr.org)

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

**Bid No RFP/HCR/GSO/2022/007**

Name of your firm with the title of the attachment

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: RFP/HCR/GSO/2022/007 Company ABC (email 1 of 3)

**SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:****Attention:**

THE SECRETARY TO GEDAREF SUB - LOCAL COMMITTEE ON CONTRACTS: REQUEST FOR PROPOSAL NO: RFP/HCR/GSO/2022/007, PROVISION OF REHABILITATION(UPGRADE) SERVICES AT UNHCR'S GUESTHOUSE IN BIBIKRI CAMP, BASUNDA LOCALITY, GEDAREF STATE, SUDAN

UNHCR GEDAREF SUB OFFICE, GEDAREF-SUDAN, DEM HAMED WEST, GEDAREF

**IMPORTANT TO NOTE:** The submission is based on two envelop system separating the technical and financial offer. The outer envelope should be containing two inner envelopes as described below:  
Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: **NOT TO BE OPENED BY REGISTRY.**

**Deadline: SUNDAY 3<sup>rd</sup> NOVEMBER 2022 - 23:59 HRS SUDAN LOCAL 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.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

**2.7 BID ACCEPTANCE**

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards. 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 for the service.

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 firm submitting bids and does not bind itself in any way to select the firm 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.

**2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of service and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

**2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR GOODS AND SERVICES (July 2018 revision)**



Please note that the UNHCR General Conditions of Contracts for Goods and Services (**Annex E**) 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.

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**2.10 ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

  
Alexander B. Woart  
Supply Officer

13/10/20

UNHCR Sub Office Gedaref



**ANNEX G: BID DATA SHEET**

THE FOLLOWING SPECIFIC DATA FOR THE SERVICES TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>3 November 2022 at 23:59 HRS Sudan Local Time.</b>	
<b>SUBMISSION OF BIDS:</b>	<b>BIDS TO BE MARKED:</b> UNHCR SECRETARY TO THE SUB-LOCAL COMMITTEE ON CONTRACTS – UNHCR SUB OFFICE GEDAREF, GEDAREF TOWN	BIDS MUST BE SUBMITTED EITHER BY EMAIL, HAND DELIVERY, POST OR COURIER ATTN: SECRETARY TO THE SUB-LOCAL COMMITTEE ON CONTRACTS – UNHCR SUB OFFICE GEDAREF, GEDAREF TOWN, DAM HAMED WEST, GEDAREF TOWN  <b>PROVISION OF REHABILITATION(UPGRADE) SERVICES AT UNHCR’S GUESTHOUSE IN BIBIKRI CAMP, BASUNDA LOCALITY, GEDAREF STATE, SUDAN</b>  Clearly Marked: NOT TO BE OPENED BY REGISTRY
<b>LATE SUBMISSION OF OFFERS:</b>	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. <b>IMPORTANT NOTE:</b> BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
<b>BID VALIDITY PERIOD:</b>	90 DAYS	
<b>PRICE VALIDITY PERIOD:</b>	90 DAYS	
<b>Defect Liability:</b>	A MINIMUM OF 6 MONTH DEFECT LIABILITY APPLY	
<b>TERMS OF REFERENCE:</b>	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
<b>DELIVERY SCHEDULE:</b>	SET UP TIME: IN DAYS/WEEKS: DELIVERY TIME: IN DAYS/WEEKS:	
<b>LANGUAGE OF THE BID:</b>	ENGLISH	
<b>REQUESTS FOR ADDITIONAL INFORMATION:</b>	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: <a href="mailto:SUDGESU@unhcr.org">SUDGESU@unhcr.org</a> BEFORE 23:59 HRS Sudanese Time on 27 <sup>th</sup> October 2022. (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
<b>BID EVALUATION CRITERIA:</b>	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article “ <b>Annex B</b> ”	

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**Annex H: Calendar of Activities**

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	13-Oct-22	3-Nov-22
2	Closing date for Queries	13-Oct-22	27-Oct-22
3	Visit to the Site	13-Oct-22	27-Oct-22
4	Closing date for Submission		3-Nov-22
5	Bid opening Date		6-Nov-22
7	Technical and Financial Evaluation	7-Nov-22	13-Nov-22
8	Submission to LCC		17-Nov-22
9	Approval of Contract	20-Nov-22	21-Nov-22
9	Issuance of Purchase order		22-Nov-22