



UNHCR

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

DATE: MONDAY 26TH OCTOBER 2020

REQUEST FOR PROPOSAL: RFP/HCR/ROK/2020/017

CONSTRUCTION OF REGISTRATION CENTRE IN KHARASANA, WEST KORDOFAN STATE.

CLOSING DATE AND TIME: MONDAY 16TH NOVEMBER 2020- 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 environment, 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 firms to make a firm offer for the **Construction of a Registration Centre in Kharasana, West Kordofan State**.

IMPORTANT:

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

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

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

Annex A: Bill of Quantities (Financial Offer)

Annex B: Design and the structure

Annex C: Technical Evaluation Criteria

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form

Annex F: UNHCR General Conditions of Contracts for Civil works (October 2000)

Annex G: Supplier's Code of conduct

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 SUDKH-SU@unhcr.org, as to:

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

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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 RFP by e-mail to SUDKH-SU@unhcr.org. UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

The deadline for receipt of queries is 23:59 HRS on 5th November 2020. Bidders are requested to keep all questions concise.

Note:

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

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

EMAIL SUBJECT: RFP/HCR/ROK/2020/017 – QUERY

2.3.1 SITE VISIT:

All the participating construction companies/contractor are encouraged to inspect the construction site before submitting their offer. The contractors are required to send an email for booking an appointment for the visit to the email address: sudkh-su@unhcr.org on or before **Sunday, 1st November 2020**. The date of the site visit is **Tuesday, 3rd November 2020**.

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 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 for **Construction of Registration Centre in Kharasana, White Nile State** 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:

- Certificate of Registration of the Company;
- List of key personnel and their qualifications

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- 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;
- Frame-time for completion of the project including the main project milestones;
- Work Schedules; Gantt charts.
- Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials;
- Experience on similar works
- List of references for similar projects performed by contractor;
- Project assumption's and constraints based on your understanding of the project;
- The methodology/approach to be used in addressing the issues outlined in the BoQ;
- Audited reports for last three years
- 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 Civil works (October 2000):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for civil works by signing Annex F.
- **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 E).
- **Award and bank guarantee:**

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.

The Contract must be signed within 14 days of the issuance of the Letter of Acceptance. The successful bidder will be required to furnish UNHCR with a 5% Bank Guarantee of the contract value from a reputable bank in the next 7 days, valid for the entire period of the contract works.

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"). 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.

The Financial Offer is to be submitted as per the Bill of quantity (Annex A). Bids that have a different price structure may not be accepted.

UNHCR is exempted from all direct taxes and customs duties. With this regard, price has to 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.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of Sudan and therefore the current market condition must be factored in before submitting your quote.

<p>IMPORTANT: The financial offer signed and stamped is to be sent separately from the technical offer</p>

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2.5 BID EVALUATION

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 govern 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 offer will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score, with a **minimum passing score of 36 points**.

Evaluation Factors
Mandatory
Valid Registration Documents / Certificate issued by competent authority
Company Age Not less than 3 years from the date of registration / incorporation
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 Civil works (October 2000) (Annex F)
Scoring Criteria
Responsiveness to RFP (0-10) marks
Technical approach and methodology (0-10) marks
Construction Management Plan (0-10) marks
General Experience of Firm (0-10) marks
Relevant Experience of Firm (0-15) marks
Resident Engineer (Buildings 1 No. (0-15) marks
Asst. Resident Engineer (Buildings/Structure) 1 No. (0-10) marks
Quantity Surveyors- 1 No. (0-5) marks
Annual Turn over- (0-15) (within pervious five year)
Total Marks (100)

The Minimum Score to be considered technically compliant is 60 points out of max 100 technical points (60%). Proposals that score below 36% will not be considered in the financial evaluation nor for the award of the contract.

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.

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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. The bid and can also be sent to the street address of UNHCR offices via Post or Courier or 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: SUDKHTO@unhcr.org

The Financial offer should be sent by E-mail ONLY to: SUDKHFO@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 [8] 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 [Number]

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/2020/017 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS: REQUEST OF PROPOSAL NO:

RFP/HCR/ROK/2020/017 CONSTRUCTION OF REGISTRATION CENTRE IN KHARASANA, WEST KORDOFAN.

UNHCR REPRESENTATION OFFICE, KHARTOUM-SUDAN, ALONG AHMED KHEIR STREET, KHARTOUM

IMPORTANT TO NOTE: The submission of 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: Monday 16th November 2020 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.

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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 firms 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 CIVIL WORKS (OCTOBER 2000)

Please note that the UNHCR General Conditions of Contracts for Civil works (October 2000) (**Annex F**) 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.

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

UNHCR Representation Office in Sudan



**ANNEX A: BILL OF QUANTITIES (FINANCIAL OFFER) -CONSTRUCTION OF REGISTRATION CENTRE IN KHARASANA,
WEST KORDOFAN.**

The specified job is all provisional, including provision of materials and workmanship, providing water and electricity for the implementation and all other requirements to implement the job perfectly. The bidder must visit the site prior to submission of bid documents. The cost of this item should be included /imbedded in the other items.

No.	DESCRIPTION	UNIT	QTY	RATE USD	AMOUNT USD
1	MOBILIZATION				
1. 1	Mobilization of labor/machinery/workshop for fixing, fabrication and maintaining of any kind of work such as from works, concrete, steel, carpentry ...etc.	Job	1		
2	SITE CLEARANCE				
2. 1	Clearing and cleaning the site after completing the Job and before final handover.	Job	1		
3	NEW BLOCKS				
3. 1	Excavate required depth for foundation 50X60cm, rate includes disposal of excavation to away or selected area/use.	ML	190		
3. 2	Supply materials and lay stone foundation with C/S mortar (1:8) 60cm depth by 2 stages @ 30cm	ML	190		
3. 3	Supply materials and build brick continues foundation with C/S mortar (1:8) width of wall 40cm, height 40cm	ML	190		
3. 4	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for continues foundation 30x30cm, rate to include form works, steel works and all related works	M ³	19		
3. 5	Supply materials and build brick walls of blocks with C/S mortar (1:8) width of 30cm, including parapet where required, rate to include all related works	M ²	700		
3. 6	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for tie beams 30x20cm, rate to include form works, steel works and all related works	M ³	12		
3. 7	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for ring beams 30x20cm (Halls only) rate to include form works, steel works, bolts and all related works	M ³	8		
3. 8	Supply materials and fill sub-base layer of selected materials underground slab of 40cm, rate includes leveling, watering and compaction by 2 layers 20cm each.	M ³	130		
3. 9	Supply materials and cast 10cm thick concrete (1:3:6) for ground slab (all blocks) in squares 2x2meter, rates include all related works.	M ²	320		
3. 10	Supply materials and plaster walls C/S mortar (1:6) for internal and external walls, rate includes walls corners, windows and doors sills plaster and all related works	M ²	1400		
3. 11	Supply materials and fabricate roof trusses structure from steel beams I sections/T sections, with rectangular steel pipes 10X5cm and 8x4cm for roof support grids (for halls) The work includes fixing, anti-rust paint, paint, fixing on the tie beams using bolts and all necessary accessories.	M ²	336		
3. 12	Supply materials and fix a pre painted corrugated steel sheets 0.35mm thick (for halls) blue color, rate includes fixing steel gutter, corner caps, fixing on the purlins, trusses drilled nails with washer and all necessary accessories.	M ²	336		
3. 13	Supply and fix roof structure from rectangular steel pipes 10x5cm and 8x4cm for roof support grids (for offices) The	M ²	65		

	work includes painting, fixing on the tie herons using all necessary accessories.				
3. 14	Supply and fix a pre painted corrugated steel sheets 0.35mm thick (for offices) rate includes fixing steel gutter, fixing on the purlins, trusses drilled nails with washer and all necessary accessories.	M ²	65		
3. 15	Supply materials and fix insulation layer (5-6cm wool) to roof from inside (for all halls and offices) fix to roof by nails and roof rectangular steel pipe.	M ²	350		
3. 16	Supply and fix (100 X 210) size new solid steel door, locally made, using heavy steel for door and frame, covered with heavy steel sheet, price to include, fixing with hinges, locking system, paint, etc.	No.	3		
3. 17	Supply and fix (150 X 210) size new solid steel door, locally made, using heavy steel rectangular pipes for door and frame, covered with heavy steel sheet, price to include, fixing with hinges, locking system, paint, etc.	No.	8		
3. 18	Supply material and fabricate (120X120) size new steel windows, locally made, using heavy steel pipes for frame, covered with fiberglass, with horizontal grills made of 4x8cm pipes, price to includes fixing with hinges, locking system, paint, grills etc.	No.	27		
3. 19	Supply materials and Apply paint, 2 layers of paint (white color) internal and external walls (all blocks), rate includes all related works	M ²	1350		
4	STEEL WORK/SHADES				
4. 1	supply materials and fabricate waiting area steel shade 15X 8 meter on frame made of steel rectangular pipes 5x10cm and 4x8cm for grids, on 3" steel pipes 3 Meter height clear, 50 cm in conc. base 1:2:4 (total 3.5M) roof of corrugated steel sheets 0.35mm thick as shown with attached design, complete job with anti-rust paint and final paint	LS	2		
4. 2	supply materials and cast 10cm plain conc. mix 1:3:6 For shade floors in 2X2 Meter squares, rate includes preparation of under conc. and all related works	M ²	240		
4. 3	supply materials and fabricate generator steel shade/cage with 2m door double leaf, size of 2.5X3meter on frame made of steel rectangular pipes 5x10cm and 4x8cm for grids, covered with steel pipes grills, on 3" steel pipes 2.5Meter height/50 cm conc. base, roof of corrugated steel sheets 0.35mm thick as shown with attached design, complete job with anti-rust paint and final paint	LS	1		
4. 4	supply materials and cast 15cm reinforced conc.1:2:4 mix platform for generator with steel bars Ø12mm @ 20cm C/C, rate includes all related works	M ²	6		
4. 5	supply materials and fabricate vehicles parking shed 12 x 5 Meter, frame rectangular pipes 5x10cm, 4x8cm for grids, 3" GI pipe for poles (3 meter H) frame, roof of CGI 26 gauge on top with zero leakage, water level 10% to the outer area, complete job with anti-rust paint and final paint	LS	1		
5	ELECTRICAL SUPPLY & EQUIPMENT'S				
5. 1	supply materials and wiring of halls with external ducts, (8) power points each hall on one side only, lights wires, and light switches using 2.5mm wire approved quality, price to includes the cost of wires, ducts, switches, labor and	Job	4		

	connection to main distribution board				
5. 2	supply materials and wiring of offices with external ducts, (03) power points each office on wall sides, lights wires, and light switches using 2.5mm wire approved quality, price to includes the cost of wires, ducts, switches , labor and connection to main distribution board	Job	2		
5. 3	Supply, fix and installation of ceiling fan of approved type, with wires and switches, rate includes all related work	No.	12		
5. 4	Provide, fix and installation of Main distribution board, main fuse for each office/hall connected to main switch by 8mm cable, rate includes all wires/connections to main line or generator and related works.	LS	1		
5. 5	supply and installation of fluourescent lamp 4FT, wall type, (06) each hall, (2) each office, rate to includes wires, switches and labor	No.	28		
6	LATRENES				
6. 1	Excavate to the required depth for pit. The work includes disposal of excavation to away area.	M³	42		
6. 2	Supply materials and cast reinforce concrete slab (1:2:4) with bars 12mm @ 15 cm c/c, includes installation of PVC ventilation pipes 4" , rate includes all related works	M³	5		
6. 3	Supply materials and cast 15cm thick reinforced concrete (1:3:6) for the ground slab, rate includes all related works	M³	5		
6. 4	Supply materials and build brick continues foundation with cement mortar (1:8). The width of wall 35cm (one &half brick) under the reinforced slab beam, rate includes all related works	M²	180		
6. 5	Supply materials and build brick for walls of Latrine and the parapet wall with c/s mortar (1:8) The width of wall 20cm (one brick). rate includes all related works	M²	144		
6. 6	Supply materials and lay plaster of cement mortar (1:6) for internal and external walls and parapet. rate includes all related works	M²	290		
6. 7	Supply materials and apply paint to external walls only white color. rate includes all related works	M²	110		
6. 8	Supply materials and fix a hollow rectangular steel section 60x30mm as a purlin. The work includes pre painting, fixing on the rafters using all necessary plates, bolts, welding and accessories.	M²	30		
6. 9	Supply and fix a pre painted corrugated steel sheets 0.35mm thick, the work includes, fixing steel gutter, fixing on the purlins using hexagon head, drilled nails with washer and all necessary bars, bolts, and accessories.	M²	30		
6. 10	Supply material and fabricate steel door of size 80x180cm with frames and rabid steel sheet and accessories including lock, rate includes fixing on wall	NO.	9		
7	EXTERNAL FLOORS				
7. 1	Supply materials and backfill of the compound to ensure flood protection with selected materials height of 30cm, rate includes leveling and compaction.	M³	530		
8	WALL FENCE				
8. 1	Excavate to the required depth for foundation. 40cm, the work includes disposal of excavation to an approved area.	ML	200		
8. 2	Supply materials and lay a stone foundation with cement	ML	200		

	mortar (1:8) 40cm depth				
8.3	Supply and build brick continue foundation with cement mortar (1:8). The width of wall 40cm (two brick) height 40cm	ML	200		
8.4	Supply and build brick walls with C/S mortar, width of wall 20cm (one brick) and 2 Meter height, wall supporter 2 bricks each 3 Meter, drainage opening at ground level.	M ²	455		
8.5	Supply and plaster of cement mortar (1:6) for external walls 2 sides, rate includes sills and corners and all related works.	M ²	825		
8.6	Supply materials and apply paint white color for external walls 2 sides, rate includes all related works.	M ²	825		
8.7	Supply materials and fabricate steel double leaf door size of 350x200 cm, made of 5x10cm steel pipes and frame of heavy steel beam, covered with steel sheets 2 sides, includes 1x2meter internal door, anti-rust paint coated and accessories including locks, rate includes fixing to wall, paint and all related works	LS	1		
8.8	Supply materials and fabricate steel door size of 100x200 cm, made of 4x8cm steel pipes and frame of heavy steel pipe 5x10cm, covered with heavy steel sheets 2 sides, paint coated and accessories including locks, rate includes fixing to wall and all related works	LS	1		
8.9	supply materials and cast main gates ram, back filling+ conc. cover mix 1:2:4 with 12mm steel bars @20cm C/C grid	LS	1		
9	WATER SUPPLY				
9.1	supply 500LTR water tank with tap. The rate includes provision of tank and 50cm height steel stand, all needs and requirements to implement the job properly	LS	4		
10	UNSEEN				
10.1	Miscellaneous (unseen works)	LS	1		
TOTAL USD					

ANNEX C- Technical Evaluation Criteria

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
Mandatory	
Valid Registration Documents / Certificate issued by competent authority	PASS/FAIL <i>(failing to meet a single mandatory criterion will result in disqualification of the contractor from further technical evaluation)</i>
Company Age Not less than 3 years from the date of registration / incorporation	
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 Civil works (October 2000) (Annex F)	
Scoring Criteria	
Responsiveness to RFP (0-10) marks	Required Parameters: 1. Understanding of, and responsiveness to, UNHCR requirements. 2. Understanding of scope, objectives and completeness of response. 3. Overall concord between UNHCR requirements and the proposals.
	a. Full understanding of UNHCR requirements: the proposal made by the bidder is complete and is fully responsive based on above parameters = 10 b. To a larger extent understands UNHCR requirements and the proposal made by the bidder is complete and is mostly responsive based on above parameters = 6 c. Does not understand UNHCR requirements and the proposal made by the bidder is not complete and is not responsive based on above parameters = 0 Total= 10 Marks
Technical approach and methodology (0-10) marks	Mobilization time= 5 Marks (1- 21) Days = 5 Marks (22 - 28) Days = 4 Marks (28 - 35) Days = 2 (36 and 42) Days = 1
	Monitoring and Reporting Proposed Reporting Mechanism on weekly basis = 5 Marks Proposed Reporting Mechanism on bi-weekly basis = 3 Marks Proposed Reporting Mechanism on monthly basis = 1 Marks Total= 10 Marks
Construction Management Plan (0-10) marks	Work Schedule Charts= 5 Marks
	Work Completion Time Within the 3 months= 5 Marks Work Completion Time Between 3 to 4 months= 3 Marks Work Completion Time Over 4 months = 2 Marks Total= 10 Marks
General Experience of Firm (0-10) marks	In construction business for up to 5 years = 5 marks
	In construction business for over 5 years= 1 mark for each year up to maximum of 10 marks Total= 10 Marks
Relevant Experience of Firm (0-15) marks	Total projects undertaken (One mark for each project up to maximum 10 marks)
	No. of Similar projects undertaken (up to 2 projects = 03 marks, Over 2 projects=5 marks) Total= 15 Marks
Resident Engineer (Buildings 1 No. (0-15) marks	Bsc Eng. + 5 years= 13 Marks
	Msc Eng. + 2 years=13 Marks Additional years of experience 2 Mark Total=15 Marks
Asst. Resident Engineer (Buildings/Structure) 1 No. (0-10) marks	Bsc Eng. +3 years= 8 Marks
	Msc Eng. + 1 years=8 Marks Additional years of experience 2 Mark Total=10 Marks
Quantity Surveyors- 1 No. (0-5) marks	Diploma + 2 years=3 Marks
	Diploma + 5 years or Bsc=4 Marks Additional years of experience 1 Mark Total=05 Marks
Annual Turn over- (0-15) (within pervious five year)	Annual turnover up to USD 100,000 = 5 marks
	Annual turnover up to USD 150,000 = 10 marks Annual turnover up to USD 200,000 or above= 15 marks Total=15 Marks
Total Marks (100)	



ANNEX D: 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.

DEADLINE FOR SUBMISSION OF BIDS	16th November 2020 at 23:59 HRS Sudan Local Time.	
	BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM CONSTRUCTION OF REGISTRATION CENTRE IN KHARASANA, WEST KORDOFAN STATE. <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	90 DAYS	
PRICE VALIDITY PERIOD:	90 DAYS	
DEFECT LIABILITY:	A MINIMUM OF 6 MONTH DEFECT LIABILITY APPLY	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
RETENTION MONEY:	Please note that a 5% of the total contract value will be kept as retention money for period of six months from the completion and handover of the site against defects and liabilities.	
RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of subsequent Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer.	
LIQUIDATED DAMAGES	The resulting contract from this tendering exercise <u>MAY BE</u> subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary.	
SUBCONTRACTING	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 23:59 HRS Sudan Local Time on 5th November 2020. (CUT-OFF DATE FOR QUERIES) . UNHCR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article <u>“2.6.2 Technical and Financial evaluation”</u>	

ANNEX H-CALENDER OF ACTIVITIES

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	26-Oct-20	16-Nov-20
2	Booking for Site Visitation	26-Oct-20	1-Nov-20
3	Site Visitation	3 Nov-20	3-Nov-20
4	Closing date for Queries	26-Oct-20	5-Nov-20
5	Pre-bid virtual Meeting	8-Nov-20	8-Nov-20
6	Closing date for Submission		16-Nov-20
7	Bid opening Date	17-Nov-20	17-Nov-20
8	Technical and Financial Evaluation	18-Nov-20	24-Nov-20
9	Approval of Contract	25-Nov-20	29-Nov-20
10	Issuance of Purchase order		1-Dec-20