



UNHCR

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

DATE: 23 AUGUST 2023

REQUEST FOR PROPOSAL: RFP/HCR/PO/2023/001
FOR THE PROVISION OF CONSTRUCTION WORKS FOR UNHCR NEW OFFICE IN PORT SUDAN

CLOSING DATE AND TIME: 13 SEPTEMBER 2023 - 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 provision of construction works for UNHCR new office in port Sudan.

IMPORTANT:

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: Bill of Quantities (Financial Offer)
- Annex B: Terms of Reference
- Annex C: Design/ Floor Plan
- Annex D: Technical Evaluation Criteria
- Annex E: Bid Data Sheet
- Annex F: Vendor Registration Form
- Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000)
- Annex H: Supplier's Code of conduct
- Annex I: 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 and KHALILSA@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 and KHALILSA@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 02 SEPTEMBER 2023**. 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/PO/2023/001 – 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 and bakerm@unhcr.org

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

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 Bills of Quantities (BOQ) for the provision of construction works for UNHCR new office in port 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:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department) Sudan.

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- 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.
- Frame-time for completion of the project including the main project milestones.
- Work Schedules; Gantt charts.
- 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 assumptions 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 G.
- 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 F).
- **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 10% 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 **120 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.

IMPORTANT:

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

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 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 70 points (or 70%)
- Financial Offer will be weighed at 30 points (or 30%)

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score, with a **minimum passing score of 42 points**.

Evaluation Factors
Mandatory
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.
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 – onsite (0-15) marks
Asst. Resident Engineer (Structure/shop drawings) – onsite (0-10) marks
Quantity Surveyors - onsite (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 42 points 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: 30% 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: 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 [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 [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/HCR/PO/2023/001 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/PO/2023/001 FOR THE PROVISION OF CONSTRUCTION WORKS FOR UNHCR NEW OFFICE IN PORT SUDAN

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: 13 SEPTEMBER 2023 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 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 G**) 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.



Mr. Haider Kakakhe
Supply Officer

Haider Kakakhe
23/08/2023

UNHCR Representation Office in Sudan

UNHCR
SUDAN COUNTRY OFFICE

PROJECT: UNHCR PORT SUDAN NEW OFFICE EXTENTION

LOCATION: PORT SUDAN - RED SEA STATE

DATE: AUGUST 2023

REV: 01

* The specified job are 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, mobile workshop to use for fixing maintaining and repairing of any kind of work such as construction, steel, carpentry ...etc.	JOB	1		0
2	SITE BACKFILLING/INTERLOCKS				
2.1	Supply and backfill Compacted selected material filling, compaction at 2 layers @30 cm/2 stages of 60cm, slope 2% with watering and related works	M³	700		0
2.2	Supply and fix floor interlocks tiles 8 cm thick size, ordinary cement color, with C/S mortar 1:8. <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	M²	1000		0
3	PRE-FABRICATED CONTAINER				
3.1	<p>MODULE 1: Supply of prefabricated office container unit with meters 11.00 L, 6.50 W and 2.60 H/each consist of two (02) stories, five (05) rooms and two (02) common toilets (1.50x1.90 m), with partitions in between (as shows with drawings) Materials of:</p> <p>1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints/one peace cut) 4- Door: 9 PVC panel-half glazed doors (as shows with drawings)(with auto closer) 5- steel stair case (as shows with drawings) 6- windows:12 PVC windows +2 ventilation windows with exhaust fan (as shows with drawings) 7- Electrical fittings: Main distribution board with main fuse / 38 LED lights (22WATT) / 26 sockets (13A) / switches 8- Sanitary Fittings: WC 2nos, hose 2nos, wash basin 3nos, mirror 2nos, ceramic tile for toilets, floor trap for water etc. with 2% slop for surface water 9- footing: conc. footing 30X30X15cm for container frame base, 8 pcs (as shows with drawings) Please refer to specification for full details Rate include transportation and installation to final location. Must submit the product description/sample prior to manufacture. Contract</p>	LS	1		0



3. 2	<p>MODULE 2: Supply of prefabricated office container unit with meters 11.00 L, 6.50 W and 2.60 H/each consist of two (02) stories, six (06) rooms and two (02) common toilets (1.50x1.90 m), with partitions in between (as shows with drawings) Materials of:</p> <p>1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints/one peace cut) 4- Door: 9 PVC panel-half glazed doors (as shows with drawings)(with auto closer) 5- steel stair case (as shows with drawings) 6- windows:12 PVC windows +2 ventilation windows with exhaust fan (as shows with drawings) 7- Electrical fittings: Main distribution board with main fuse / 32 LED lights (22WATT) / 26 sockets (13A) / switches 8- Sanitary Fittings: WC 2nos, hose 2nos, wash basin 3nos, mirror 2nos, ceramic tiles for toilets, floor trap for water etc. with 2% slop for surface water 9- footing: conc. footing 30X30X15cm for container frame base, 8 pcs (as shows with drawings) Please refer to specification for full details Rate include transportation and installation to final location. Must submit the product description/sample prior to manufacture. Contract</p>	LS	2		0
3. 3	<p>MODULE 3: Supply of prefab office container unit with meters 10.00 L, 6.00 W and 2.60 H/each consist of two(02) stories, four (04) rooms, with partitions in between (upper floor only) (as shows with drawings) Materials of:</p> <p>1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints one peace cut) 4- Door: 6 PVC panel-half glazed doors (as shows with drawings)(with auto closer) 5- steel stair with walking terrace (as shows with drawings) 6- windows:8 PVC windows (as shows with drawings) 7- Electrical fittings: Main distribution board with main fuse / 34 LED lights (22WATT) / 24 sockets (13A) / switches 8- footing: conc. beam size 30X15cm for container frame base, continues beam (as shows with drawings) Please refer to specification for full details Rate include transportation and installation to final location. Must submit the product description/sample prior to manufacture. Rate Contract</p>	LS	1		0
3. 4	<p>MODULE 4: Supply of prefab container unit with meters 2.50 L, 2.50 W and 2.60 H, Materials of:</p> <p>1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints one peace cut) 4- Door: 1 PVC panel-half glazed door (as shows with drawings)(with auto closer) 5- windows:2 PVC windows with steel grills (as shows with drawings) 6- Electrical fittings: Main distribution board with main fuse / 2 LED lights (22WATT) / 3 sockets (13A) / switches, work with the solar system specified below 7- footing: conc. footing size 30X30X15cm for container frame base, 4 pcs (as shows with drawings) Please refer to specification for full details Rate include transportation and installation to final location. Must submit the product description/sample prior to manufacture. Contract</p>	LS	1		0



3.5	MODULE 5: Supply of prefab container unit with meters 12.00 L, 3.00 W and 2.60 H , Materials of: 1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints one piece cut) 4- Door: 2 PVC panel-half glazed door (as shows with drawings)(with auto closer) 5- windows: 6 PVC windows with steel grills (as shows with drawings) 6- Electrical fittings: Main distribution board with main fuse / 10 LED lights (22WATT) / 6 sockets (13A) / switches. 7- Sanitary Fittings: WC 2nos, hose 2nos, wash basin 2nos, 2nos 80cm shower with water mixer, mirror 2nos, ceramic tiles for toilets, floor trap for water etc. with 2% slop for surface water 8- footing: conc. footing size 30X30X15cm for container frame base, 4 pcs (as shows with drawings) Please refer to specification for full details Rate include transportation and installation to final location. Must submit the product description/sample prior to manufacture.	LS	1		0
3.6	Supply and fabrication of Roof shad with MS pipe frame and CGI sheeting overhead on each unit. 20cm overhang on each side, 25cm at front elevation and 20cm at back	M ²	288		0
ELECTRICAL SUPPLY & EQUIPMENT'S					
3.7	Supply and installation of Main distribution board with main fuse for each container connected to main power line by protected cable, rate include wires/connections to office main line.	LS	1		0
HAVC (CONTAINERS)					
Rate include for supplying, fixing, installation units of approved quality, wiring, power points and switchesetc.					
3.8	Supply and installation of Air condition 12.000 BTU split inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract Must submit the product description/sample prior to purchase	No.	10		0
3.9	Supply and installation of Air condition 18.000 BTU split inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract Must submit the product description/sample prior to purchase	No.	17		0
3.10	Supply and installation of Air condition 48.000 BTU STAND inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract Must submit the product description/sample prior to purchase	No.	2		0
4	NEW BLOCKS: BOUNDARY WALLS				
MASONRY					
high quality red bricks with 1:5 mortal C/S width of 20cm, all the bricks shall be thoroughly soaked in water before use till bubbles cease to come up, brick shall be laid in cement mortar not exceed 10mm nor not less than 6mm					
4.1	supply materials and build cement blocks walls, standard thickness, rate include materials, labor and all related works	M ²	65		0
4.2	supply materials and plaster, cement/sand (1:6) mix for walls, rate include materials, labor and all related works	M ²	560		0
4.3	Supply and Apply quick drying paint (suitable for exterior walls) 2 layers of paint (white color) rate to include materials, labor and all related works. Contract should submit the product description prior to purchase of paint.	M ²	560		0
4.4	Supply and fix razor/barbed wire, 1.0 Meter height, Concertina Barbed Wire type 50 cm diameter on top of the perimeter wall, rate includes steel supporters @ 50cm, complete job with anti rust and paint.	ML	110		0
5	NEW BLOCKS: SECURITY ROOMS + CONTROL ROOM + STORES				
5.1	Excavate required depth for foundation, rate includes disposal of excavation to away or selected area/use	ML	46		0
5.2	Supply materials and lay blocks foundation width 30cm with C/S mortar (1:8)	ML	46		0
5.3	Supply materials and cast reinforced concrete (1:2:4) for continues foundation 25x40, rate to include all related works	M ³	4.6		0
5.4	Supply materials and build cement blocks walls with C/S mortar (1:6) thickness of 20cm, including parapet where required, rate include materials, labor and all related works	M ²	183		0

5.5	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for tie beams 30x20 cm, rate to include form works, reinforced steel, and all related works	M ³	2.8		0
5.6	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	350		0
5.7	Supply materials and Apply paint, 2 layers of paint (white color) internal and external walls, rate include all related works	M ²	350		0
ROOFS / CEILING					
5.8	Supply and fix roof structure from rectangular steel pipes 10x5cm and 8x4cm for roof support grids, rate includes anti rust and final paint, fixing on the tie herons using all necessary accessories.	M ²	54		0
5.9	Supply and fix a pre-painted corrugated steel sheets 0.35mm thick, rate includes fixing steel gutter, fixing on the purlins, trusses drilled nails with washer and all necessary accessories.	M ²	54		0
5.10	Supply and fix false ceiling panels 60x60cm, on aluminum mesh , fix to walls by nails and hang in the roof rectangular steel pipe by tying cables. contract should submit the product description/sample prior to purchase	M ²	54		0
FLOORS					
5.11	Provide and fix ceramic floor tiles 40X40 cm/or approved size, white/off-white color, with C/S mortar 1:8. <u>contract should submit the product description/sample prior to purchase, rate include all related materials and works</u>	M ²	50		0
5.12	Ditto but for skirting, design/color to match floor tiles design, 10 cm height.	ML	55		0
DOORS & WINDOWS					
5.13	Supply, and fix 110X215 cm size steel secure door, local made, covered with 2.5 mm heavy steel double side; price include steel frame and door, fixing with hinges, locking system, peep hole, anti-rust paint and final paint,, etc.	No.	2		0
5.14	Supply and fix 120X100 cm size reinforced steel window for security room, using heavy steel pipes for frame, covered with heavy steel sheet 2.5 mm, price include fixing with strong hinges, locking system, locking bars, anti-rust paint and final paint,, etc.	No.	2		0
5.15	Supply and fix 120X100 cm size new Aluminum windows, using high aluminum quality materials, price to include fixing with hinges, locking system, paint, etc.	No.	2		0
5.16	Supply and fix 85X200 cm size new Aluminum door, using high quality aluminum materials, price to include fixing with hinges, locking system, paint, etc.	No.	6		0
5.17	Supply and fix 90X100 cm aluminum windows, using aluminum for windows and frame, high quality materials, price to includes fixing with hinges, locking system, paint, etc.	No.	12		0
5.18	Supply and fix aluminum partition, using aluminum for frame and panel, high quality materials, price to includes fixing, etc.	M ²	5.5		0
TOILET BLOCKS					
5.19	Excavate required depth for foundation, rate includes disposal of excavation to away or selected area/use	ML	35		0
5.22	Supply materials and lay blocks foundation with C/S mortar (1:8)	ML	35		0
5.23	Supply materials and cast reinforced concrete (1:2:4) for continues foundation 25x40, rate to include all related works	M ³	3.5		0
5.24	Supply materials and build cement blocks walls with C/S mortar (1:6) thickness of 20cm, including parapet where required, rate include materials, labor and all related works	M ²	105		0
5.25	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for tie beams 30x20 cm, rate to include form works, reinforced steel, and all related works	M ³	3		0
5.26	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	72		0

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5. 27	Supply materials and Apply paint, 2 layers of paint (white color) internal and external walls, rate include all related works	M ²	72		0
5. 28	Supply and fix 60X50 cm size new Aluminum windows, using high quality aluminum materials, price to include fixing with hinges, locking system, paint, etc.	No.	6		0
5. 29	Supply and fix 95X200 cm size Aluminum panel door, using high quality aluminum materials, price to include fixing with hinges, locking system, paint, etc.	No.	6		0
5. 30	Supply materials, prepare/lay internal water network for new toilets, using PPR pipes ½" high quality Cold/Hot, and drainage/sewage pipes using PVC pipes 2&4", rate includes all related work	LS	6		0
5. 31	Supply and install new wall tiles 20X50 cm /or approved size, with C/S mortar 1:6 to toilets height of wall, rate include preparation of walls and all related works	M ²	130		0
5. 32	Supply and install floor tiles 20X20 cm /or approved size, design to match wall tiles, with C/S mortar 1:6, for toilets, rate include preparation of floor all related works	M ²	18		0
5. 33	Supply and install high quality hand wash basin, flat back white glazed vitreous china wash basin with stand, include center tap ,with C.I. enamel painted brackets, as directed by the engineer.	LS	6		0
5. 34	Supply and install high quality WC seat, with water hose complete job, rate includes all water connections	LS	6		0
5. 35	Supply materials and build ablution with 3 seats and water taps,build with bricks and covered with tiles complete job, rate includes all water connections	LS	1		
5. 36	Suppl and fix wall mirror in toilets of approved type	No.	6		0
ROOFS / CEILING					
5. 37	Supply and fix roof structure from rectangular steel pipes 10x5cm and 8x4cm for roof support grids, rate includes anti rust and final paint, fixing on the tie herons using all necessary accessories.	M ²	20		0
5. 38	Supply and fix a pre-painted corrugated steel sheets 0.35mm thick, rate includes fixing steel gutter, fixing on the purlins, trusses drilled nails with washer and all necessary accessories.	M ²	20		0
5. 39	Supply and fix false ceiling panels 60x60cm, on aluminum mesh , fix to walls by nails and hang in the roof rectangular steel pipe by tying cables. contract should submit the product description/sample prior to purchase	M ²	20		0
ELECTRICAL SUPPLY & EQUIPMENT'S					
5. 40	Supply materials and wire new structures with internal pipes for electrical fittings, power points 13A, ceiling/wall lights, ceiling fans wires and light switches using 2.5mm,4MM for ACs wires of approved quality, rate include cost of wires, ducts, power points, switches, labor and connections to main distribution board	LS	1		0
5. 41	Supply and installation of LED lamp, 20watt circular type, of approved quality (preferred Philips) false ceiling type, rate to include wires, switches and labor	No.	24		0
5. 42	Supply and installation of LED lamp, 40 watt, 4FT of approved quality (preferred Philips or similar quality) wall type, rate to include wires, switches and labor	No.	8		0
5. 43	Supply and installation of 13A socket of approved type	No.	20		0
5. 44	Supply and installation of wall mounted fan, rate includes wires, switches and related works	No.	3		0
5. 45	Supply and installation of exhaust fan, rate includes wires, switches and related works	No.	6		0
5. 46	Supply and installation of smoke detectors ceiling type (preferred battery powered)	No.	14		0
5. 47	Supply and installation of new Main distribution board with main switch, 3 phase of approved type, with complete set protect fuses and connection to main power lines, rate include underground protected cables to parking plot/containers with all related materials, works (30 meters approximately) <u>Contract Must submit the product description/sample prior to purchase</u>	LS	1		0
5. 48	Supply and installation of security lights 300 watt LED type at compound corners/selected positions on 2" pipe/or anchored in the perimeter wall, rate includes cable wires, switches and labor.	No.	8		0

HAVC					
Rate include for supplying, fixing, installation units of approved quality, wiring, power points and switchesetc.					
5. 49	Supply and installation of Air condition 18.000 BTU split type (preferred LG Inverter) rate includes all connections, wires complete <u>Contract Must submit the product description/sample prior to purchase</u>	No.	4		0
5. 50	Installation <u>ONLY</u> of Air condition 18.000 BTU split type, rate includes all connections, wires, pipes, filling Gas complete job	No.	4		0
6 STEEL WORK/SHADES					
6. 1	Supply materials and fabricate steel sliding door size 3.50X2.25 Meter, with pedestrian 1 Meter door, locally made, using heavy steel for door and frame, covered with 2 mm heavy sheet two sides, price includes fixing, sliding rail, wheels, locking system, peep hole, anti-rust paint and final paint,, etc.	No.	2		0
6. 2	Supply materials and fabricate steel sliding door size 1.30X2.25 Meter, locally made, using heavy steel for door and frame, covered with 2 mm heavy sheet two sides, price includes wall opening, fixing, sliding rail, wheels, locking system, peep hole, anti-rust paint and final paint,, etc.	No.	1		0
6. 3	Supply materials and fabricate Gen shade 6.00X5.00 Meter, frame rectangular pipes 5x10cm,4x8cm for grids, 3" GI pipe for poles (3 meter H) frame, roof of CGI 26 gauge on top, complete job with anti rust paint and final paint	LS	1		0
6. 4	Supply materials and cast 10cm reinforced conc.1:2:4 mix platform for generator with steel bars ϕ 12mm @ 20cm C/C, rate includes all related works	M ²	18		0
6. 5	Supply materials and fabricate vehicles parking shed 25.00X5.00 Meter, frame rectangular pipes 5x10cm,4x8cm for grids, 3" GI pipe for poles (3 meter H) frame, roof of CGI 26 gauge, complete job with anti rust paint and final paint	LS	1		0
6. 6	Supply materials and fabricate vehicles parking shed 6.50X5.00 Meter, frame rectangular pipes 5x10cm,4x8cm for grids, 3" GI pipe for poles (3 meter H) frame, roof of polytherine cover on top , complete job with anti rust paint and final paint	LS	2		0
6. 7	Supply materials and fabricate vehicles boom barrier 4.00 Meter width, frame from galvanized steel I section and double pipes 3 " for barrier (1 meter H) as shows with detailed drawings, complete job with anti rust paint and final paint	LS	1		0
7 FRESH WATER (ALL COMPOUNDS-2 LINES)					
7. 1	Provide materials and dig, lay & extend 3/4 , 1/2inch PPR fresh water pipe line to serve all new/exist toilets blocks both compounds from tanks line, with all required fittings, taps & valves complete job. The rate includes provision of pipes and all needs/ requirements to implement the job properly.	LS	1		0
7. 2	Supply and installation of 2000 liters (HDPE) water tank on 4 meter steel tower, complete job with tower base and all water connections to/from line.	No.	2		0
7. 3	Supply and installation of 5000 liters (HDPE) water tank on sand bed, complete job with base and all water connections to/from line.	No.	2		0
7. 4	Supply and installation of automatic water pump 1HP of approved quality complete with wiring and connections	No.	4		0
8 WASTE WATER/DRAINAGE (ALL COMPOUND-3 LINES)					
8. 1	Excavation for septic tank	M ³	90		0
8. 2	Supply and installation of ready Pre-cast Septic tank: 3.0X4.0X2.5 Meter, walls of R.conc. lining with two separation walls in middle, C/S plaster with the ratio 1:3 , Bed and cover R.conc with two manhole opening and steel covers .45cm on opposite corners and gas pipes 4inch dia, painted with leaking proof using damp liquid bitumen material 3 coats, rate include all connections	LS	3		0
8. 3	Supply & install 2" & 4 "U.P.V.C return/waste pipes, as appropriate, for all sanitary fittings up to soak away main line, with bobbins, nails etc., include all branches, elbows, bends, tees, plugs, union, clips, etc. including making holes in walls& floors & cutting trenches in any soil or through concrete or masonry, as per specifications directed and to the satisfactory of the engineer. Rate to include all required materials.	LS	3		0



8.4	Supply & Build 45x45 cm manholes line throw all toilets to septic tank, build from bricks and cement mortar and concrete benches, smooth with 1:3 cement to sand paste, cover with good quality cast-iron manhole cover(as designed with attached drawings) Rate to include all needed work and materials to connect to network perfectly as directed by the engineer.	LS	3		0
8.5	Ditto but gully- traps 30X30 cm	LS	3		0
9	UNSEEN				
unseen works					
9.1	Miscellaneous (0.5%)	LS	1		0
TOTAL					\$ -

KEYS:

C/S: CEMENT/SAND MIX

1:2: MIX RATIO

LS: LUM SUM

M²: METER SQUARE

M³: METER CUBE

conc: concrete mix 1:2:4

R.conc.: Reinforced concrete mix 1:2:4

Feedback: BAKERM@UNHCR.ORG

Terms of Reference

1. The contractor shall submit samples / description / specification of the materials to be used in the project to the UNHCR supervisor engineer, for approval, before commencement of works. The supervisor engineer can reject any material that will not comply with the specifications, and replaced by the contractor without extra cost, or the supervisor engineer can ask for any test to insure the quality of the material used and work. The contractor has no right to change or draw any samples or materials being submitted and approved from site without written permission from the supervisor engineer
2. The contractor should visit the sites before submitting the offer and get acquainted with the type of works required, the nature of the area, securing of supplying materials to site and to keep them stored safely.
3. Quantities mentioned in the bills of quantities are approximate and could be increased or decreased by 10% of the contract amount; payments will be made based on actual executed quantities and quoted rates after approval from UNHCR office in Sudan
4. Work should be completed within period of **(45)** days, Forty-Five calendar days.
5. The contractor shall commence working within **(7)** seven calendar days from the date of signature of the contract and delivering the site.
6. After completion of works, a guarantee period of six **(6)** calendar months will apply.
7. The contractor shall appoint a qualified supervisor construction engineer with at least three years of professional experience to work full time on the site during the contract period.
- 8- **Please refer to project attached TOR**



Terms of Reference

1. The work described here represent construction works of **UNHCR PORT SUDAN COUNTRY OFFICE NEW EXTENSION**, PORT SUDAN, Red Sea State.
2. The contractor should visit the sites before submitting the offer and get acquainted with the type of works required, the nature of the area, securing of supplying materials to site and to keep them stored safely.
3. Quantities mentioned in the bills of quantities are approximate and could be increased or decreased by 10% of the contract amount; payments will be made based on actual executed quantities and quoted rates after approval from UNHCR office in Sudan according to contract. Payments for implemented quantities exceeding what is stated in BOQ should have previous approval from office.
4. The contractor shall submit samples / description / specification of the materials to be used in the project to the UNHCR supervisor engineer, for approval, before commencement of works. The supervisor engineer can reject any material that will not comply with the specifications, and replaced by the contractor without extra cost, or the supervisor engineer can ask for any test to insure the quality of the material used and work. The contractor has no right to change or draw any samples or materials being submitted and approved from site without written permission from the supervisor engineer
5. Work should be completed within period of **(45) days, Forty-Five** calendar days.
6. The contractor shall commence working within **7** calendar days from the date of signature of the contract and delivering the site.
7. After completion of works, a guarantee period of six calendar months will apply.
8. A delay penalty will be 0.2 % of the contract amount for each day beyond the contract period and shall not exceed 10% of contract amount.
9. All works will be supervised by a supervisor engineer or supervisor engineers nominated by UNHCR
10. The contractor shall appoint a qualified supervisor construction engineer with at least three years of professional experience to work full time on the site during the contract period.
11. The contractor shall prepare a detailed plan of the works upon handover of the site and signing of contract before commencement of the work and should as well submit periodically progress reports to the supervisor engineers of UNHCR
12. The workmanship will be assessed after completion, upon which UNHCR will consider further cooperation with the company involved.
13. The contract should submit to UNHCR in writing notes on and delays occurred during implementation of the contractual work, mentioning the reasons and duration of delays.
14. The site shall be handed over in a clean environment condition.

ANNEX D - TECHNICAL EVALUATION CRITERIA

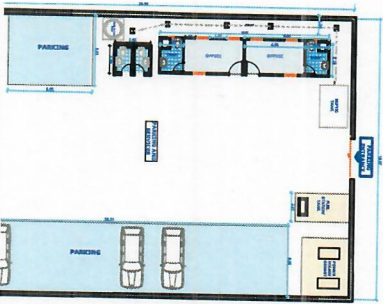
Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
Mandatory	
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.	PASS/FAIL <i>(failing to meet a single mandatory criterion will result in disqualification of the contractor 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 G)	
Scoring Criteria	
Responsiveness to RFP (0-10) marks	<u>Required Parameters:</u> 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. Total= 10 Marks
Technical approach and methodology (0-10) marks	Mobilization time Monitoring and Reporting Total= 10 Marks
Construction Management Plan (0-10) marks	Work Schedule Charts= 5 Marks Total= 10 Marks
General Experience of Firm (0-10) marks	Submit Supporting Documents Total= 10 Marks
Relevant Experience of Firm (0-10) marks	Number of similar projects undertaken References contacts for Background check Total= 15 Marks
Resident Engineer – on site (0-15) marks	Submit comprehensive CV Total=15 Marks
Asst. Resident Engineer (Structure/shop drawings on site)	Submit comprehensive CV Total=10 Marks
Quantity Surveyors - on site. (0-5) marks	Submit comprehensive CV Total=05 Marks
Annual Turn over- (0-10) (within pervious five year)	Provide Bank statement or Audited Financial Report (within pervious five year) Total=15 Marks
Total Marks	100 Marks





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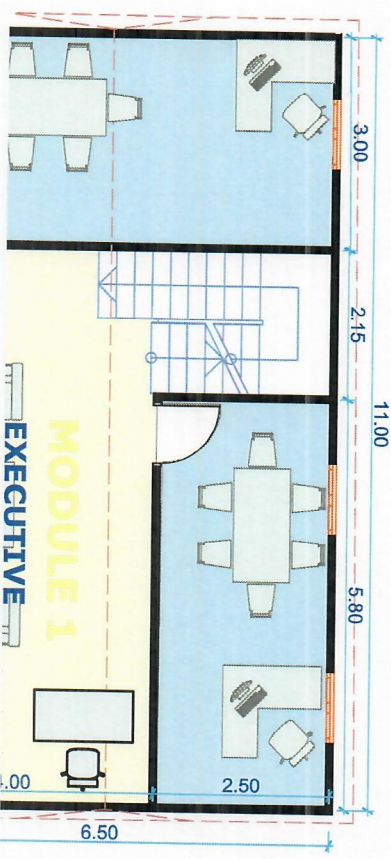
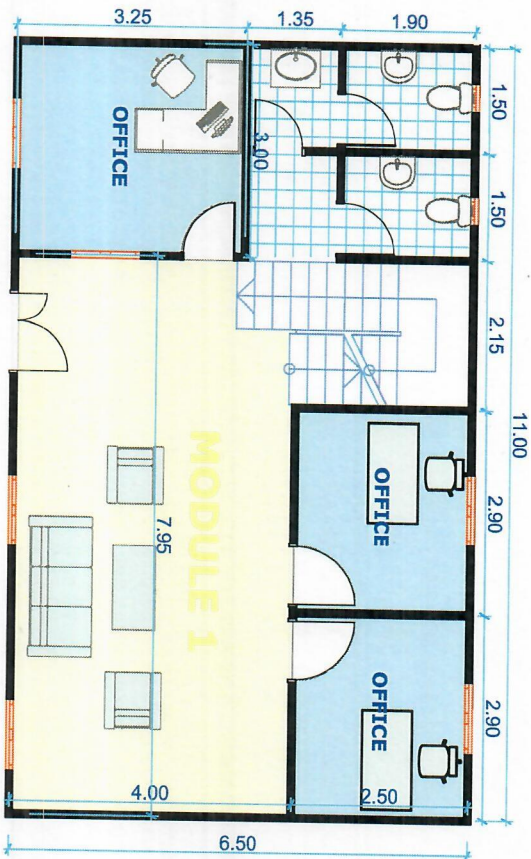
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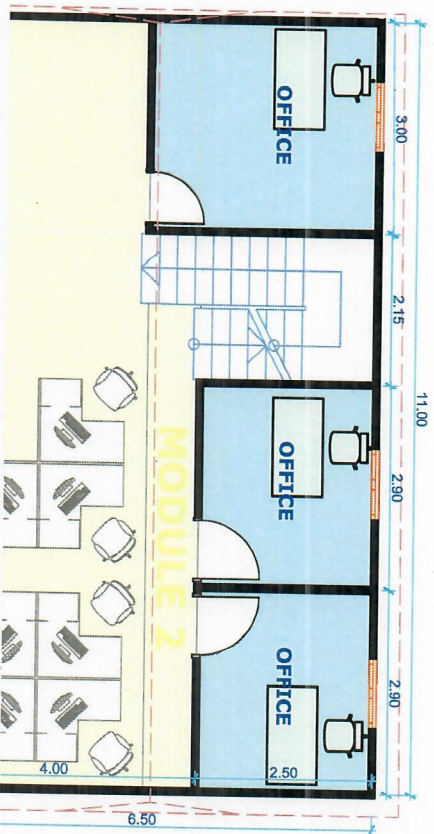
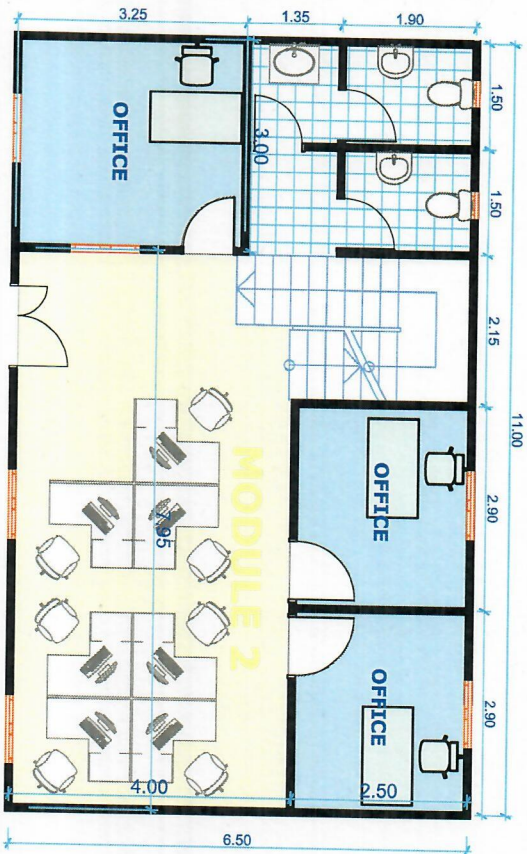


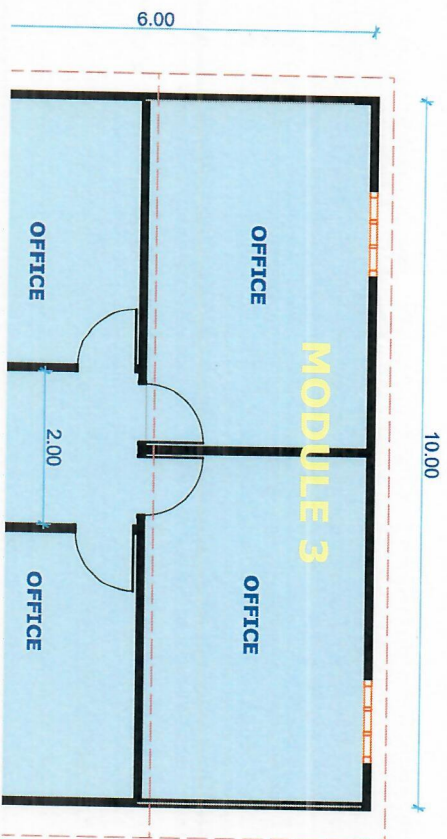
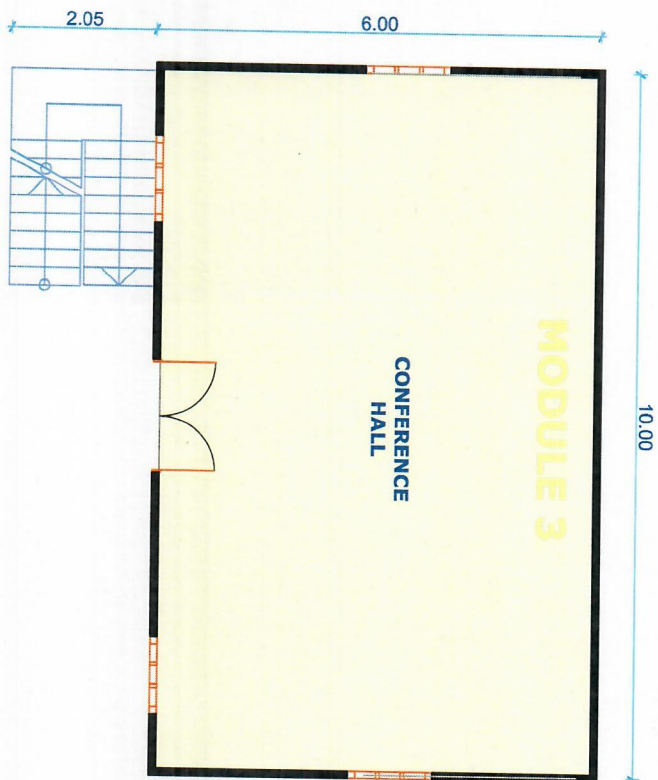


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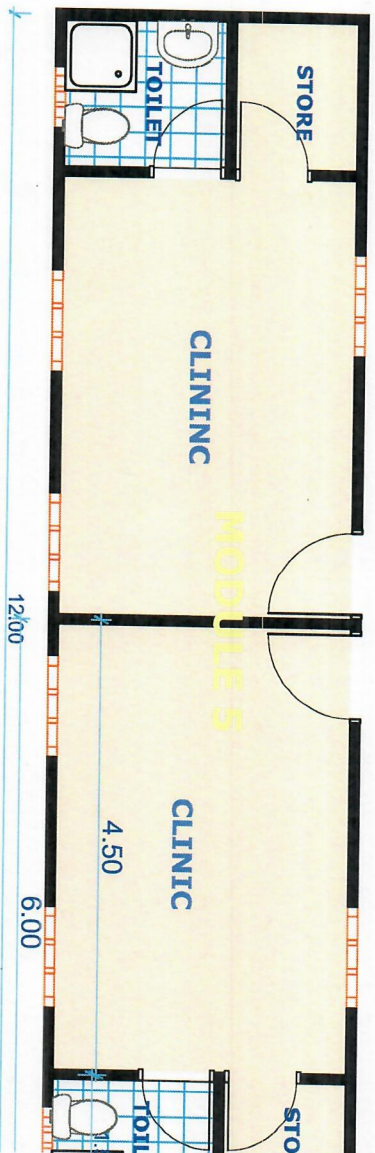


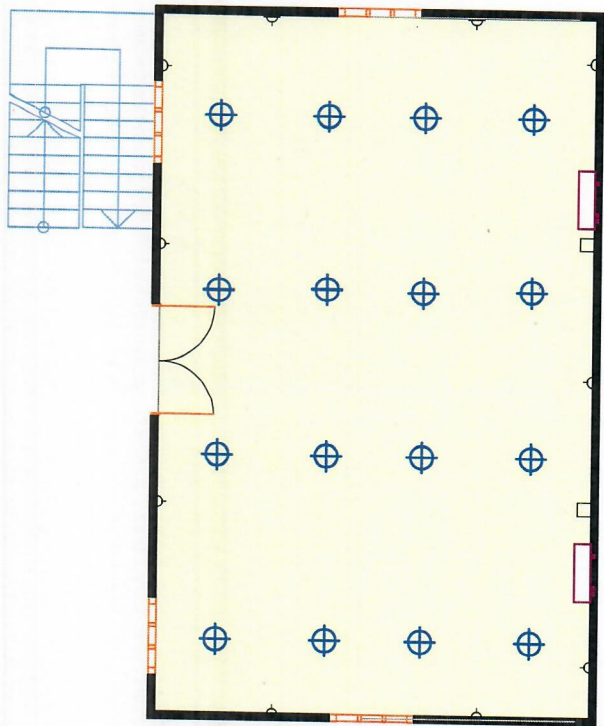




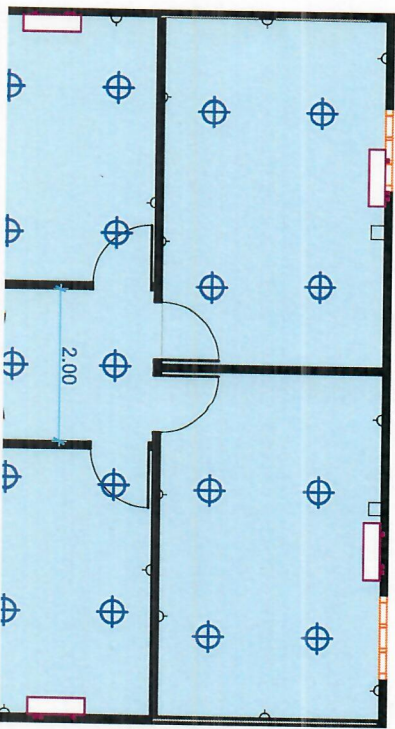
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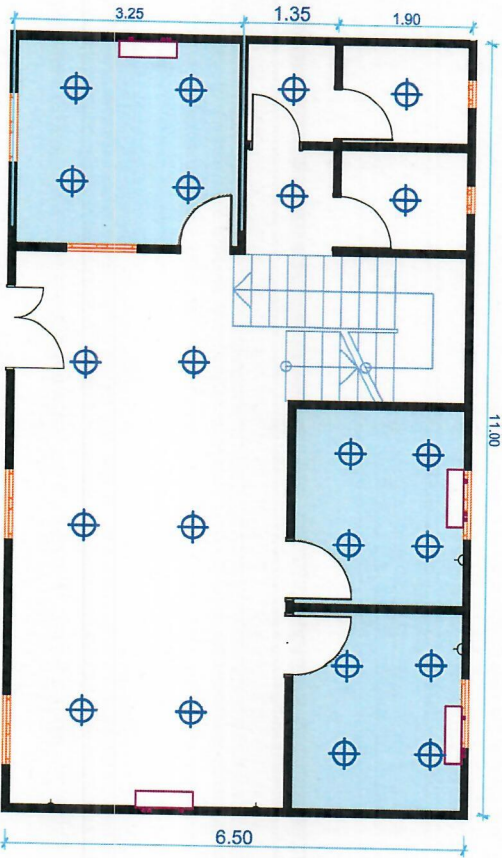


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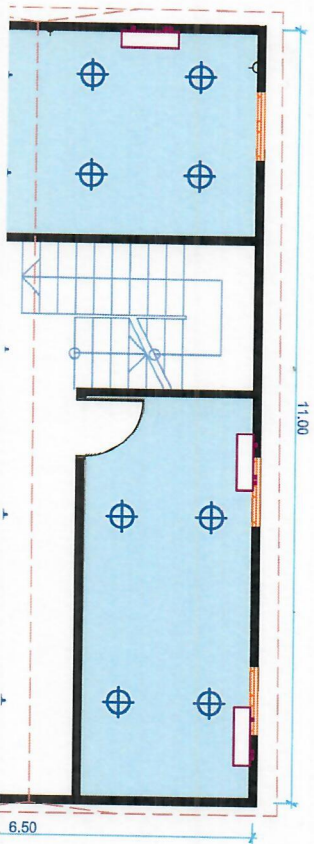


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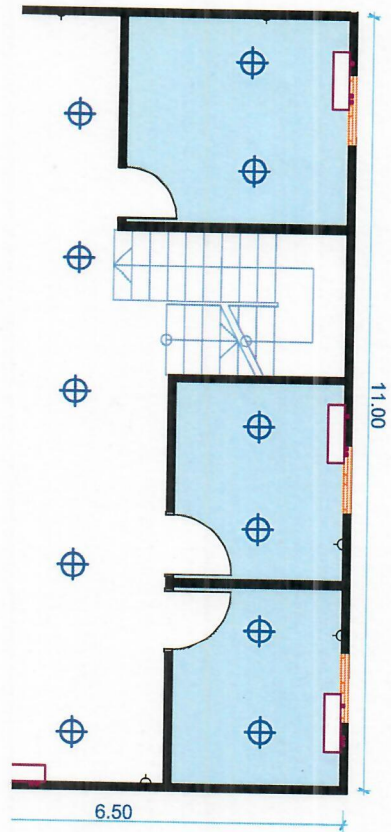


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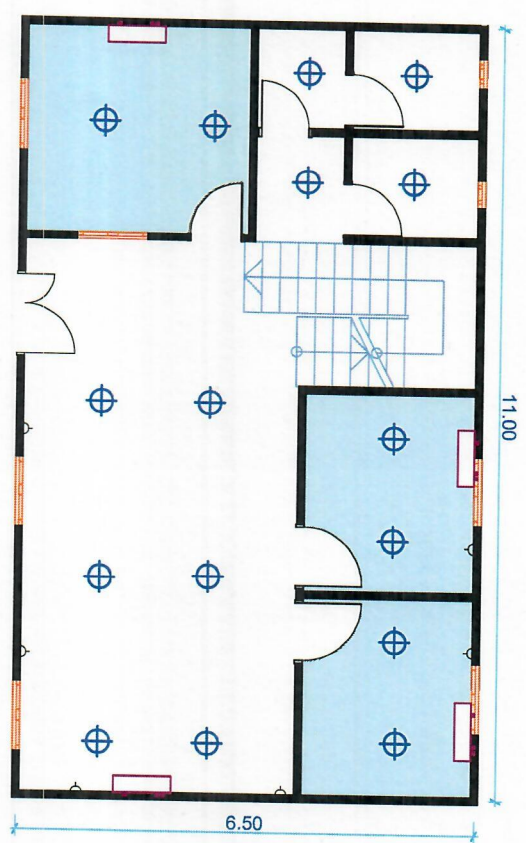


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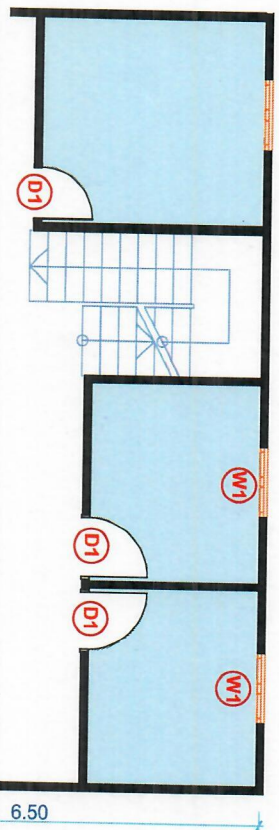
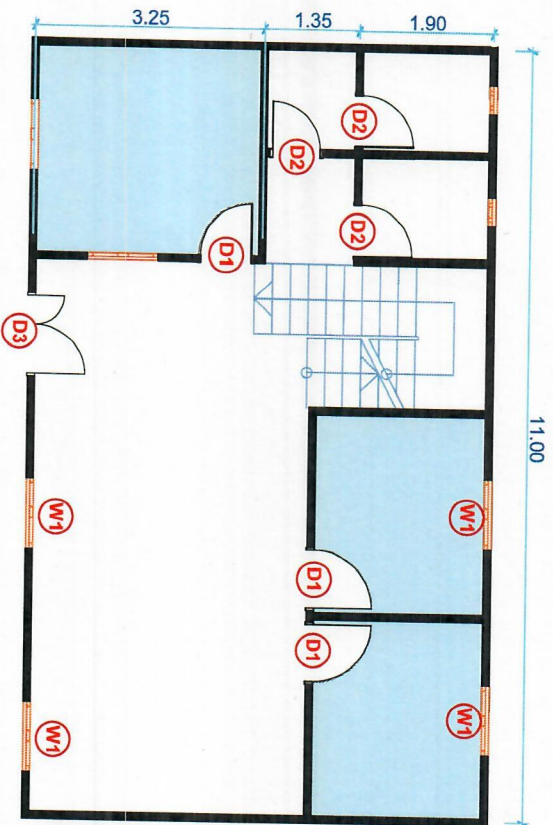
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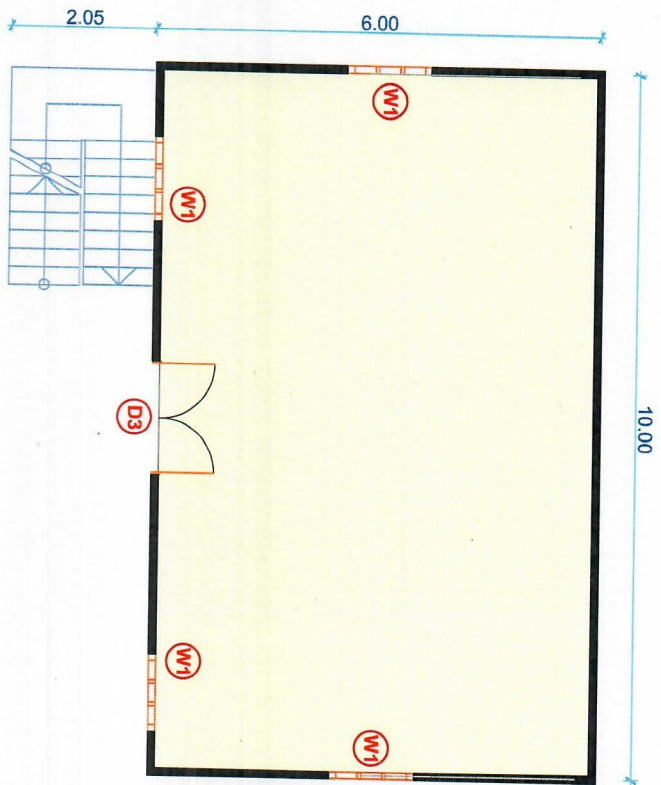
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D3	1.	1.
W1	1.	1.

GROUND



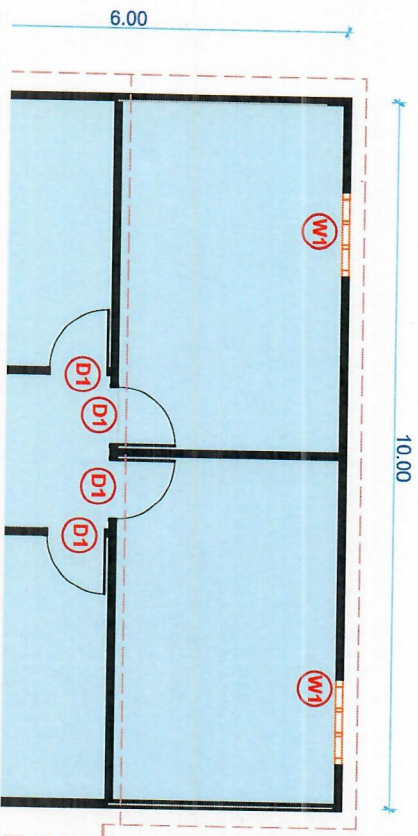
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DOORS & WINDOWS

TYPE		
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D3		
W1		

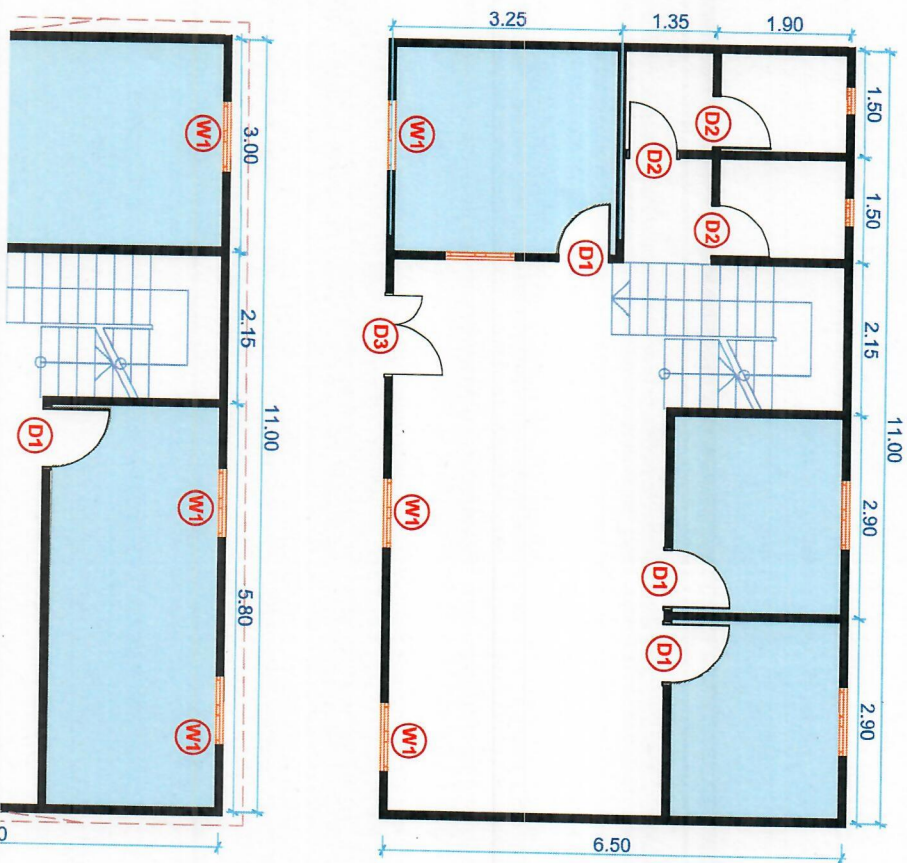


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DOORS &

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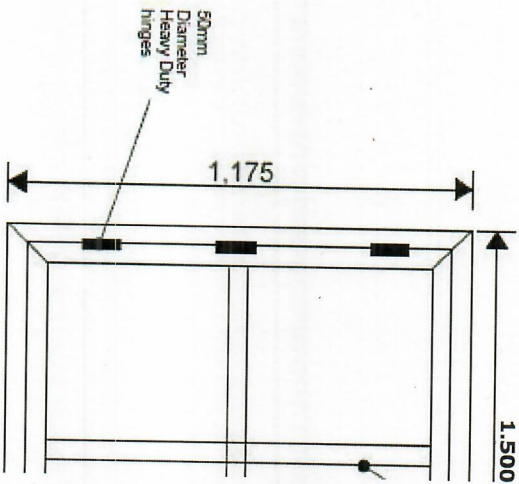
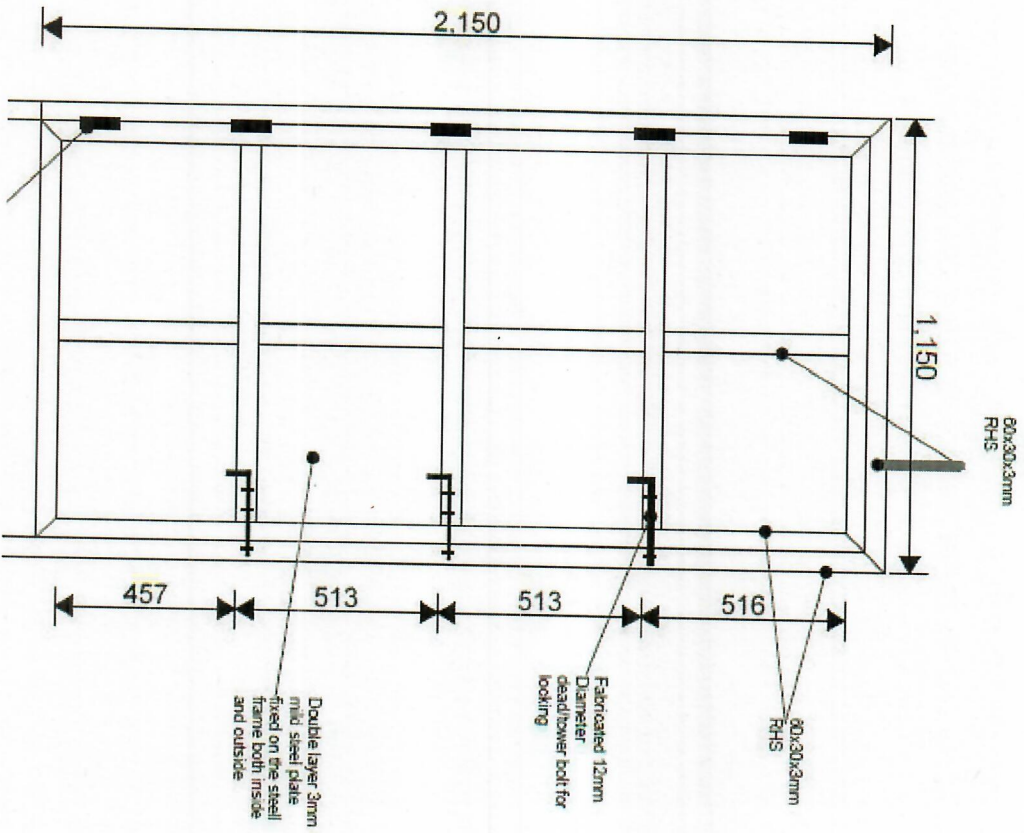
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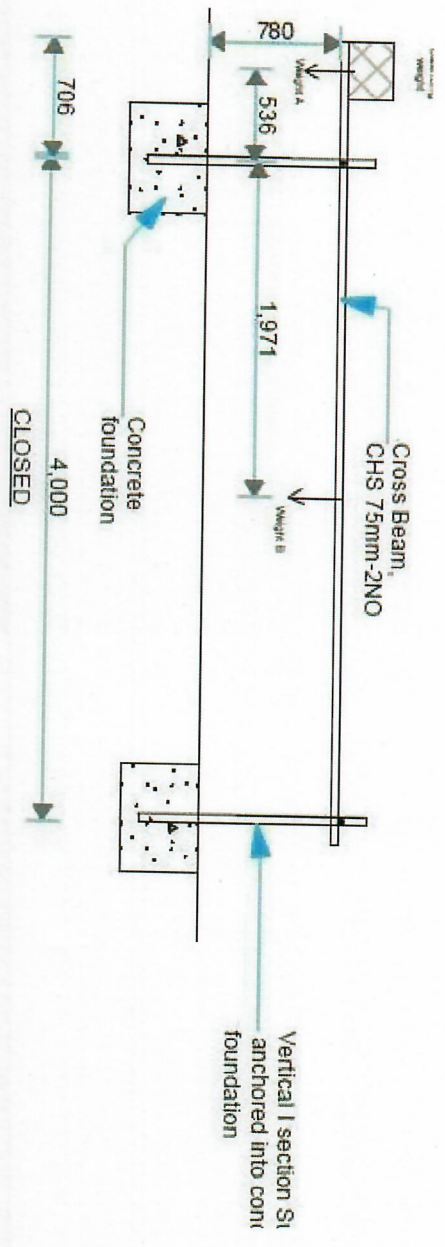


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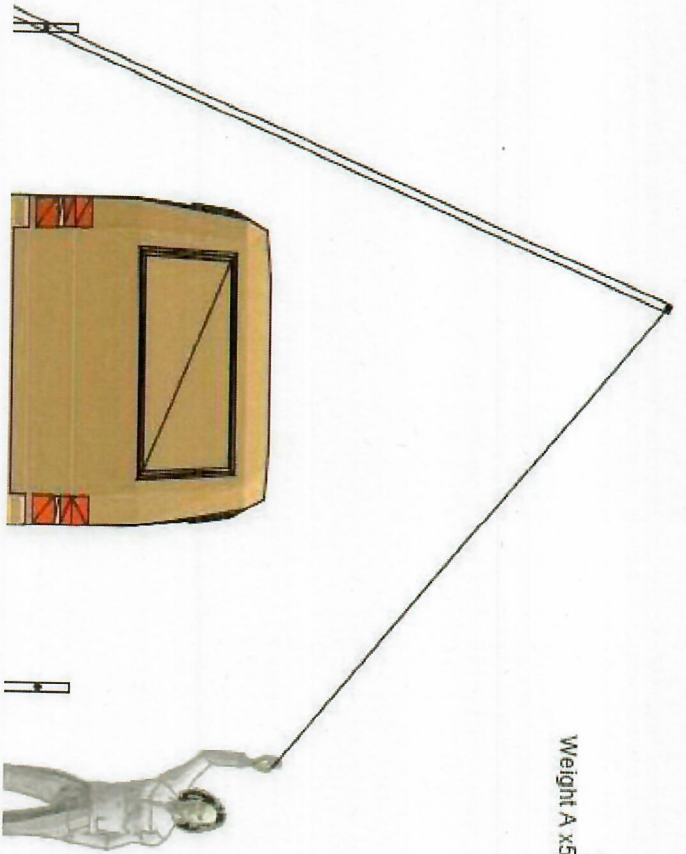
PORT SUDAN COUNTRY



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Rationale:
Weight A x536 >> Weight B x 1971



ANNEX E: 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	13 SEPTEMBER at 23:59 HRS Sudan Local Time.	
SUBMISSION OF BIDS:	BIDS TO BE MARKED: 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 <u>FOR THE PROVISION OF CONSTRUCTION WORKS FOR UNHCR NEW OFFICE IN PORT SUDAN</u> <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:	120 DAYS	
PRICE VALIDITY PERIOD:	120 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: 45 Days	
RETENTION MONEY:	Please note that a 10% 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 AND TO KHALILSA@unhcr.org BEFORE OR ON 23:59 HRS Sudan Local Time on <u>02 SEPTEMBER 2023</u> (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 I: CALENDAR OF ACTIVITIES

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	23 August 2023	12 September 2023
2	Site Visitation	24 August 2023	12 September 2023
3	Closing date for Queries		02 September 2023
4	Closing date for Submission		13 September 2023
5	Bid opening Date	14 September 2023	15 September 2023
6	Technical and Financial Evaluation	16 September 2023	26 September 2023
7	Approval of Contract	27 September 2023	03 October 2023
8	Issuance of Purchase order		04 October 2023

A