

DATE: 19 March 2020

REQUEST FOR PROPOSAL: No. RFP/HCR/ROK/2020/001

**THE PROPOSED GEOPHYSICAL SURVEY IN FOUR SITES IN WHITE NILE STATE FOR UNHCR SUDAN
OPERATION.**

CLOSING DATE AND TIME: 19TH APRIL 2020– 23:59HRS Sudan Local time

INTRODUCTION TO UNHCR

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 7,685 people in more than 125 countries continues to help about 34 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. RFP INFORMATION

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sudan Operations, invites qualified suppliers, manufacturers and service providers to make a firm offer for the proposed Geophysical survey in Four sites in White Nile for UNHCR Sudan Operations.

IMPORTANT TO NOTE:

Terms of Reference (TOR) are detailed in Annex A of this document.

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

The following annexes form integral part of this invitation to bid.

- | | |
|----------|---|
| Annex A: | Terms of Reference (TORs) |
| Annex B: | Financial Offer Form |
| Annex C: | Bid Data Sheet |
| Annex D: | Vendor Registration Form (<i>Only those Vendor need fill this form who are not already registered with UNHCR</i>) |
| Annex E: | UNHCR General Conditions of Contracts for the Provision of Service (English Version) |
| Annex F: | UNHCR General Conditions of Contracts for the Provision of service (Arabic Version) |
| Annex G: | UNHCR Code of Conduct |

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 your 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 invitation to bid
- 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 in respect of this RFP by e-mail at sudkh-su@unhcr.org with a cc: mohamid@unhcr.org the deadline for receipt of questions is **The deadline for receipt of questions is 23:59 HRS on 31st March 2020**

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

EMAIL SUBJECT: RFP/HCR/ROK/2020/001 – QUERY

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 be not 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

2.5 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 Terms of Reference for **the proposed Geophysical survey in Four sites for UNHCR Sudan Operations** 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;
- Valid Trading License to carry services and execute the works mentioned in Annex A;
- Registration Certificate
- List of key personnel and tools assigned to the project and their qualifications
- List of Equipment owned by the firm to be mobilized and 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;
- 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 TOR;

- Your financial statements for the last 1 years as applicable
- 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 the Provision of Service.** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for provision of 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**).

2.5.1 **Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in **Sudanese Pounds or US Dollars**.

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.

The Financial Offer is to be submitted as per financial offer form (**Annex B**). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, **price has to be given without VAT**.

You are requested to hold your offer valid for a minimum of **180 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.

2.6 **BID EVALUATION**

2.6.1 **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.

2.6.2 **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:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score:

The Technical evaluation Criteria

S/NO:	CRITERIA	DESCRIPTION	POINTS (%)
1	Bidder Eligibility, Including Compliance to UNHCR Requirement	<ul style="list-style-type: none"> Valid trading Licenses - Evidence of the registration of the company with the local authorities. Confirmation of the compliance of the local labor laws including health insurance coverage for the proposed workers. Acceptance of UNHCR General Conditions of Contracts for the Provision of Services – version July 2018 (Annex E) 	5
2	Soundness of the proposal	<ul style="list-style-type: none"> Offer shall demonstrate an understanding of the requirements (Methodology of undertaking the works) general nature of, and the special scientific requirements associated with the proposed study Detailed statement on the proposed study, clearly stating the study methodology, data collection and analysis and reporting Coordination with the appropriate government ministries/authorities 	15
3	Experience	<ul style="list-style-type: none"> Previous experiences in similar nature and volume of work undertaken in the last 5 years (with supporting documents and references) Experience in the humanitarian context (working with NGOs, UN, etc.) 	15
4	Company profile and proposed skilled professionals	<ul style="list-style-type: none"> Updated curriculum vitae of professionals who will undertake the work that clearly spells out qualifications and experience Adequacy of management personnel and logistic arrangements Commitment that the consultants whose CVs are presented and interviewed will be engaged through out if the consultancy is awarded (UNHCR will not accept replacements) 	10
5	Personnel, tools and equipment to be mobilized to undertake the work	<ul style="list-style-type: none"> Details of equipment's/tool to be deployed to perform the work. This shall include tools/equipment's to be used in the field survey and analysis/interpretation of data. 	5
6	Completion period and work schedule	A detailed work schedule for the study indicating timeline for mobilization, field work, data collection, analysis/interpretation and final report submission (in a bar chart).	10
Total Points			60

Technical offers which fail to meet a minimum technical score of 35% or which, in the views of the technical evaluation panel, cannot successfully deliver the requirements of the RFP, may be disqualified and excluded for further consideration.

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.

2.7 SUBMISSION OF SEALED BIDS

Bids must be submitted as following:

The offers must bear your official letter head, clearly identifying your company. Sealed offers must be submitted in a sealed envelope as following:

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.

Bid must be sent by e-mail **ONLY** to: EMAIL_SUDKHBOC@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/2020/001 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 FOR PROPOSAL NO: RFP/HCR/ROK/2020/001 THE PROPOSED GEOPHYSICAL SURVEY IN FOUR SITES IN
WHITE NILE STATE FOR UNHCR SUDAN OPERATION.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD 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: Sunday 19th April 2020 23:59 HRS Sudan Standard 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.

2.8 BID ACCEPTANCE

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

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 Services.

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.

2.9 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 Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

IMPORTANT TO NOTE:

UNHCR can only facilitate payment through the local banks in Sudan and not overseas account.

3.0 UNHCR GENERAL CONDITIONS OF CONTRACT FOR PROVISION OF SERVICES

Please note that UNHCR General Conditions of Contracts for provision of 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.



Muhammad Abdul Mueed Khan
Snr. Supply Officer
Unhcr Representation Office in Sudan



ANNEX B: FINANCIAL OFFER FORM

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

 YES NO

BIDDERS NAME:

S No	Brief Description of the Services	Unit	QTY	Price (SDG or USD)	Total Cost (SDG or USD)
1	Geophysical Survey for Aljame'ya & Um Sangur	lot	1		
2	Geophysical Survey for Alredais 1 & Alradais 2	lot	1		
3	Geophysical Survey for Al Kashafa and Jouri	lot	1		
4	Geophysical Survey for Alagaya & Dabat Bosin	lot	1		
Total Cost					

IMPORTANT: Please note the UNHCR is exempted from all duties and taxes you are therefore required to provide prices exclusive all duties and taxes.

SETUP TIME (MOBILISATION TIME): _____

DELIVERY TIME IN DAYS: _____

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP:

ANNEX C: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE SERVICE TO BE UNDERTAKEN 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	19 TH April 2020, 2359 Hrs (Local Sudanese Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<p>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</p> <p>ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</p> <p>REQUEST FOR PROPOSAL NO.: RFP/HCR/ROK/2020/001 THE PROPOSED GEOPHYSICAL SURVEY IN FOUR SITES IN WHITE NILE STATE FOR UNHCR SUDAN OPERATION Clearly Marked: NOT TO BE OPENED BY REGISTRY</p>
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	
SPECIFICATIONS:	FOR THE PROPOSED GEOPHYSICAL SURVEY IN FOUR SITES IN WHITE NILE STATE FOR UNHCR SUDAN OPERATION, AS PER THE TOR.	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM	
REQUESTS FOR ADDITIONAL INFORMATION:	<p>BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS REQUEST FOR PROPOSAL BY E-MAIL TO: sudkh-su@unhcr.org BEFORE 1159 HRS on Tuesday 31st March 2020 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.</p>	