



**UNHCR**

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

DATE: MONDAY 13<sup>TH</sup> APRIL 2020

**REQUEST FOR PROPOSAL: RFP/HCR/ROK/2020/004**  
**CONSTRUCTION OF TWO SECONDARY SCHOOLS IN KHARASANA AND AL NIMIR FOR**  
**UNHCR SUDAN OPERATIONS.**  
**CLOSING DATE AND TIME: SUNDAY 3<sup>RD</sup> MAY 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 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. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified construction firms to make a firm offer for construction of Two Secondary schools in Kharasana and Al Nimir for UNHCR Sudan Operations.

**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 invitation to bid.

Annex A: Bill of Quantities & Financial Offer

Annex B: Technical Proposal Form

Annex C: Design and the structure

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: Submission Checklist

**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](mailto:SUDKH-SU@unhcr.org), CC: [mohamid@unhcr.org](mailto:mohamid@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 or any question in respect of RFP by e-mail to [SUDKH-SU@unhcr.org](mailto: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 **2359 HRS on 23<sup>rd</sup> April 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/2020/004 – 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](mailto:sudkh-su@unhcr.org) before **Monday 20 April 2020**. The date of the site visit is Sunday **26<sup>th</sup> of April 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 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

**2.4.1 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 two secondary schools in Kharasana and Al Nimir 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;
- List of key personnel 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; 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 submitted the successful Proposal will be notified by letter of the 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 issue of the Letter of Acceptance. The successful bidder will be required to furnish us with 5% Bank Guarantee of the contract sum 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 or Local Currency.

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 the Bill of quantity (**Annex A**). Bids that have a different price structure may not be accepted.

UNHCR is exempt 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.

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## **2.5 BID EVALUATION**

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### **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:

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

Potential Supplier are allowed to offer for both the lots and/or either of the two lots of construction works as per **Annex A-1: Bill of Quantities & Financial Offer Per School (Kharasana) Lot No.1**

**Annex A-2: Bill of Quantities & Financial Offer Per School (Alnimir) Lot No. 2**

Evaluation Factors
<b>Mandatory</b>
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)
<b>Scoring Criteria</b>
Responsiveness to RFP (0-5) 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 (0-20) 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)
<b>Total Marks (100)</b>

*The Minimum Score to be considered technically compliant is 60 points out of max 100 technical points (60%).  
Proposals that score below the threshold 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.

**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.

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## 2.6 SUBMISSION OF BID

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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.

Bid must be sent by e-mail ONLY to: EMAIL [SUDKHBOC@unhcr.org](mailto: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/2020/004 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/2020/004 FOR CONSTRUCTION OF TWO SECONDARY SCHOOLS IN  
KHARASANA AND AL NIMIR 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 03 May 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.

**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.

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**2.7 BID ACCEPTANCE**

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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.

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

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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.

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**2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)**

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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.

  
Digitally signed by  
Mueed Khan - Snr.  
Supply Officer UNHCR -  
Sudan  
Date: 2020.04.13  
14:04:02 +02'00'

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



**Annex A-1: Bill of Quantities & Financial Offer Per School (Kharasana) Lot No. 1**

No.	Description	Unit	Qty	Rate (Currency)	Amount (Currency)
<b>1</b>	<b>MOBILIZATION</b>				
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.	<b>Job</b>	<b>1</b>		
<b>2</b>	<b>SITE CLEARANCE</b>				
2.1	Clearing the site after completing the whole Job and before handover.	<b>Job</b>	<b>1</b>		
<b>3</b>	<b>NEW BLOCKS</b>				
3.1	Excavate required depth for foundation 50X70cm, rate includes disposal of excavation to away or selected area/use.	<b>ML</b>	<b>266</b>		
3.2	Supply materials and lay stone foundation with C/S mortar(1:8) 70cm depth by 2 stages 35cm each.	<b>ML</b>	<b>191</b>		
3.3	Supply materials and build brick continues foundation with C/S mortar (1:6) width of wall 40cm, height 50cm	<b>ML</b>	<b>266</b>		
3.4	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for continues foundation 30x40cm, rate to include conc. , steel, form works, steel works and all related works	<b>M³</b>	<b>23</b>		
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	<b>M²</b>	<b>764</b>		
3.6	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for tie beams 30x20cm, rate to include conc. , steel, form works, steel works and all related works	<b>M³</b>	<b>11.5</b>		
3.7	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for ring beams 30x20cm, rate to include conc. , steel, form works, steel works and all related works	<b>M³</b>	<b>11.5</b>		
3.8	Supply materials and fill sub base layer of selected materials under ground slab of 50cm, rate includes leveling, watering and compaction by 2 layers 25cm each.	<b>M³</b>	<b>160</b>		
3.9	Supply materials and cast 10cm thick concrete (1:3:6) for ground slab, cast in squares 2x2meter, rate includes all related works.	<b>M²</b>	<b>320</b>		
3.10	Supply materials and plaster walls C/S mortar (1:6) for internal and external walls, rate includes walls edges/corners plaster, windows and doors sills and all related works, complete job	<b>M²</b>	<b>1528</b>		
3.11	Supply materials and build brick retaining walls for shades with C/S mortar (1:6) width of 20cm, height 40cm, rate to includes outside plaster and all related works.	<b>ML</b>	<b>75</b>		
3.12	Supply materials and fabricate steel grid from rectangular steel pipes , 8x4cm and 6X3 cm for roof support grids as shows in design. The work includes fixing, anti rust paint, paint, fixing on the tie beams using bolts and all necessary accessories.	<b>M²</b>	<b>402</b>		
3.13	Supply materials and fix a pre painted corrugated steel sheets 0.35mm thick, blue color, as shows in design, fixing on the purlins, trusses drilled nails with washer and all necessary accessories.	<b>M²</b>	<b>402</b>		
3.14	Supply and fix (100 X 200) size new solid steel door, locally made, using heavy steel for door and frame as in attached design, covered with heavy steel sheet, price to include , fixing with hinges, locking system, paint, etc.	<b>No.</b>	<b>2</b>		
3.15	Supply and fix (150 X 200) size new solid steel door, locally made, using heavy steel rectangular pipes for door and frame as in attached design, covered with heavy steel sheet, price to include , fixing with hinges, locking system, paint, etc.	<b>No.</b>	<b>6</b>		
3.16	Supply material and fabricate (120X120) size new steel windows, locally made, using heavy steel pipes for frame as in attached design, covered with ribbed steel plate, with horizontal grills made of 4x8cm pipes, price to includes fixing with hinges, locking system, paint, grills etc.	<b>No.</b>	<b>34</b>		
3.17	Supply materials and Apply quick drying prime (internal walls only) two coats to make the surface of walls adhesive to receive new paint.	<b>LS</b>	<b>1</b>		
3.18	Supply materials and Apply paint (suitable for interior walls) 2 layers of paint (selected colors) (Main blocks), rate includes all related works	<b>LS</b>	<b>1</b>		
3.19	Supply materials and Apply paint (suitable for exterior walls) 2 layers of paint (selected colors) (Main blocks) rate includes all related works	<b>LS</b>	<b>1</b>		
3.20	supply materials and cast conc. Steps 150cm wide and 15cm height for classes (all doors steps)	<b>LS</b>	<b>8</b>		
3.21	supply materials and cast smooth cement black boards for classrooms, painted in black 2 layers suitable paint for writing.	<b>No.</b>	<b>6</b>		

Continued from above S No. 3

No.	Description	Unit	Qty	Rate (Currency)	Amount (Currency)
<b>4</b>	<b>STEEL WORKS/SHADES</b>				
4.1	supply materials and fabricate steel shade 33.5X 2.5 meter in front of classes, frame made of steel rectangular pipes 5x10cm and 4x8cm for grids, on 3" steel pipes @ 3 meter, 2.6 Meter height clear, 40 cm in conc. base 1:2:4 (total 3.0M) roof of corrugated steel sheets 0.35mm thick as shown with attached design, complete job with anti rust paint and final paint	M <sup>2</sup>	168		
4.2	Supply materials and fill sub base layer of selected materials for verandas, 50cm height, rate includes leveling, watering and compaction by 2 layers 20cm each.	M <sup>3</sup>	67		
4.3	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 <sup>2</sup>	140		
4.4	supply materials and fabricate chain link fence, 2.5 meter height, 3" steel supporter @ 3 meters, 50cm conc. Base, rate includes all related works	ML	200		
4.5	Supply and fix (300 X 200) size new solid steel door, with small 1 Meter door inside, locally made, using heavy steel for door and frame as in attached design, covered with blue fiber glass sheet. price to include , fixing to wall, locking system, paint, etc.	No.	1		
<b>5</b>	<b>LATRENES (5 doors + 2 doors blocks)</b>				
5.1	Excavate to the required depth for pit. The work includes disposal of excavation to an approved area.	M3	80		
5.2	Excavate to the required depth for foundation. The work includes disposal of excavation to an approved area.	ML	20		
5.3	supply and construct stone foundation with cement mortar (1:8)	M3	10		
5.4	Supply materials and cast 30X35cm reinforced concrete beam (1:2:4) for the ground slab beam, rate to include conc., steel, form works, steel works and all related works	M3	5.8		
5.5	supply materials and construct a subbase layer of selected materials under the corridor ground slab of 35cm, work includes leveling and compaction.	M <sup>3</sup>	5		
5.6	supply materials and cast 10cm thick PL concrete (1:3:6) for corridor ground slab	M <sup>2</sup>	14.5		
5.7	Supply materials and cast reinforce concrete slab 15cm (1:2:4) with bars 12mm @ 15 cm c/c, includes installation of PVC ventilation pipes 4" , rate includes all related works	M3	4.5		
5.8	Supply materials and build brick continues foundation with cement mortar (1:8). The width of wall 40cm (two bricks) under the reinforced slab beam, rate includes all related works	M <sup>2</sup>	189		
5.9	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	M <sup>2</sup>	162		
5.10	Supply materials and lay plaster of cement mortar (1:6) for internal and external walls and parapet. rate includes all related works	M <sup>2</sup>	324		
5.11	supply materials and apply paint to latrines blocks, rate includes all related works.	LS	2		
5.12	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.	M <sup>2</sup>	36		
5.13	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.	M <sup>2</sup>	36		
5.14	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.	14		
<b>7</b>	<b>EXTERNAL FLOORS</b>				
7.1	Supply materials and backfill of the compound to ensure flood protection with selected materials height of 40cm, rate includes leveling and compaction.	M <sup>3</sup>	1000		
<b>8</b>	<b>WATER SUPPLY</b>				
8.1	supply 500 GL water tank of approved type, price include provision of tank and 100cm height steel stand 150X150cm, rate includes all needs and requirements to implement the job properly	LS	1		
8.2	supply taps steel stand, rate includes provision of tabs, pipe connection to tank, as in shared design, 70cm height stand, 240cm long, rate includes all requirements to implement the job properly	LS	1		
<b>9</b>	<b>UNSEEN</b>				
9.1	Miscellaneous (unseen works) (2.5%)	LS	1		
<b>TOTAL WORKS (Specify Currency)</b>					



**Annex A-2: Bill of Quantities & Financial Offer Per School (Alnimir) Lot No. 2**

No.	Description	Unit	Qty	Rate (Currency)	Amount (Currency)
<b>1</b>	<b>MOBILIZATION</b>				
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.	<b>Job</b>	<b>1</b>		
<b>2</b>	<b>SITE CLEARANCE</b>				
2.1	Clearing the site after completing the whole Job and before handover.	<b>Job</b>	<b>1</b>		
<b>3</b>	<b>NEW BLOCKS</b>				
3.1	Excavate required depth for foundation 50X70cm, rate includes disposal of excavation to away or selected area/use.	<b>ML</b>	<b>266</b>		
3.2	Supply materials and lay stone foundation with C/S mortar(1:8) 70cm depth by 2 stages 35cm each.	<b>ML</b>	<b>191</b>		
3.3	Supply materials and build brick continues foundation with C/S mortar (1:6) width of wall 40cm, height 50cm	<b>ML</b>	<b>266</b>		
3.4	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for continues foundation 30x40cm, rate to include conc. , steel, form works, steel works and all related works	<b>M³</b>	<b>23</b>		
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	<b>M²</b>	<b>764</b>		
3.6	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for tie beams 30x20cm, rate to include conc. , steel, form works, steel works and all related works	<b>M³</b>	<b>11.5</b>		
3.7	Supply materials and cast reinforced concrete (1:2:4) with 4Ø12mm steel bars for ring beams 30x20cm, rate to include conc. , steel, form works, steel works and all related works	<b>M³</b>	<b>11.5</b>		
3.8	Supply materials and fill sub base layer of selected materials under ground slab of 50cm, rate includes leveling, watering and compaction by 2 layers 25cm each.	<b>M³</b>	<b>160</b>		
3.9	Supply materials and cast 10cm thick concrete (1:3:6) for ground slab, cast in squares 2x2meter, rate includes all related works.	<b>M²</b>	<b>320</b>		
3.10	Supply materials and plaster walls C/S mortar (1:6) for internal and external walls, rate includes walls edges/corners plaster, windows and doors sills and all related works, complete job	<b>M²</b>	<b>1528</b>		
3.11	Supply materials and build brick retaining walls for shades with C/S mortar (1:6) width of 20cm, height 40cm, rate to includes outside plaster and all related works.	<b>ML</b>	<b>75</b>		
3.12	Supply materials and fabricate steel grid from rectangular steel pipes , 8x4cm and 6X3 cm for roof support grids as shows in design. The work includes fixing, anti rust paint, paint, fixing on the tie beams using bolts and all necessary accessories.	<b>M²</b>	<b>402</b>		
3.13	Supply materials and fix a pre painted corrugated steel sheets 0.35mm thick, blue color, as shows in design, fixing on the purlins, trusses drilled nails with washer and all necessary accessories.	<b>M²</b>	<b>402</b>		
3.14	Supply and fix (100 X 200) size new solid steel door, locally made, using heavy steel for door and frame as in attached design, covered with heavy steel sheet, price to include , fixing with hinges, locking system, paint, etc.	<b>No.</b>	<b>2</b>		
3.15	Supply and fix (150 X 200) size new solid steel door, locally made, using heavy steel rectangular pipes for door and frame as in attached design, covered with heavy steel sheet, price to include , fixing with hinges, locking system, paint, etc.	<b>No.</b>	<b>6</b>		
3.16	Supply material and fabricate (120X120) size new steel windows, locally made, using heavy steel pipes for frame as in attached design, covered with ribbed steel plate, with horizontal grills made of 4x8cm pipes, price to includes fixing with hinges, locking system, paint, grills etc.	<b>No.</b>	<b>34</b>		
3.17	Supply materials and Apply quick drying prime (internal walls only) two coats to make the surface of walls adhesive to receive new paint.	<b>LS</b>	<b>1</b>		
3.18	Supply materials and Apply paint (suitable for interior walls) 2 layers of paint (selected colors) (Main blocks), rate includes all related works	<b>LS</b>	<b>1</b>		
3.19	Supply materials and Apply paint (suitable for exterior walls) 2 layers of paint (selected colors) (Main blocks) rate includes all related works	<b>LS</b>	<b>1</b>		
3.20	supply materials and cast conc. Steps 150cm wide and 15cm height for classes (all doors steps)	<b>LS</b>	<b>8</b>		
3.21	supply materials and cast smooth cement black boards for classrooms, painted in black 2 layers suitable paint for writing.	<b>No.</b>	<b>6</b>		

Continued from above S No. 3

No.	Description	Unit	Qty	Rate (Currency)	Amount (Currency)
<b>4</b>	<b>STEEL WORKS/SHADES</b>				
4.1	supply materials and fabricate steel shade 33.5X 2.5 meter in front of classes, frame made of steel rectangular pipes 5x10cm and 4x8cm for grids, on 3" steel pipes @ 3 meter, 2.6 Meter height clear, 40 cm in conc. base 1:2:4 (total 3.0M) roof of corrugated steel sheets 0.35mm thick as shown with attached design, complete job with anti rust paint and final paint	M <sup>2</sup>	168		
4.2	Supply materials and fill sub base layer of selected materials for verandas, 50cm height, rate includes leveling, watering and compaction by 2 layers 20cm each.	M <sup>3</sup>	67		
4.3	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 <sup>2</sup>	140		
4.4	supply materials and fabricate chain link fence, 2.5 meter height, 3" steel supporter @ 3 meters, 50cm conc. Base, rate includes all related works	ML	200		
4.5	Supply and fix (300 X 200) size new solid steel door, with small 1 Meter door inside, locally made, using heavy steel for door and frame as in attached design, covered with blue fiber glass sheet. price to include , fixing to wall, locking system, paint, etc.	No.	1		
<b>5</b>	<b>LATRENES (5 doors + 2 doors blocks)</b>				
5.1	Excavate to the required depth for pit. The work includes disposal of excavation to an approved area.	M3	80		
5.2	Excavate to the required depth for foundation. The work includes disposal of excavation to an approved area.	ML	20		
5.3	supply and construct stone foundation with cement mortar (1:8)	M3	10		
5.4	Supply materials and cast 30X35cm reinforced concrete beam (1:2:4) for the ground slab beam, rate to include conc., steel, form works, steel works and all related works	M3	5.8		
5.5	supply materials and construct a subbase layer of selected materials under the corridor ground slab of 35cm, work includes leveling and compaction.	M <sup>3</sup>	5		
5.6	supply materials and cast 10cm thick PL concrete (1:3:6) for corridor ground slab	M <sup>2</sup>	14.5		
5.7	Supply materials and cast reinforce concrete slab 15cm (1:2:4) with bars 12mm @ 15 cm c/c, includes installation of PVC ventilation pipes 4" , rate includes all related works	M3	4.5		
5.8	Supply materials and build brick continues foundation with cement mortar (1:8). The width of wall 40cm (two bricks) under the reinforced slab beam, rate includes all related works	M <sup>2</sup>	189		
5.9	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	M <sup>2</sup>	162		
5.10	Supply materials and lay plaster of cement mortar (1:6) for internal and external walls and parapet. rate includes all related works	M <sup>2</sup>	324		
5.11	supply materials and apply paint to latrines blocks, rate includes all related works.	LS	2		
5.12	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.	M <sup>2</sup>	36		
5.13	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.	M <sup>2</sup>	36		
5.14	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.	14		
<b>7</b>	<b>EXTERNAL FLOORS</b>				
7.1	Supply materials and backfill of the compound to ensure flood protection with selected materials height of 40cm, rate includes leveling and compaction.	M <sup>3</sup>	1000		
<b>8</b>	<b>WATER SUPPLY</b>				
8.1	supply 500 GL water tank of approved type, price include provision of tank and 100cm height steel stand 150X150cm, rate includes all needs and requirements to implement the job properly	LS	1		
8.2	supply taps steel stand, rate includes provision of tabs, pipe connection to tank, as in shared design, 70cm height stand, 240cm long, rate includes all requirements to implement the job properly	LS	1		
<b>9</b>	<b>UNSEEN</b>				
9.1	Miscellaneous (unseen works) (2.5%)	LS	1		
<b>TOTAL WORKS (Specify Currency)</b>					



**Annex B: Technical Proposal Form:**

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirement set out in each section of this Request for Proposal. This PROPOSAL FORM must be completed, signed and returned to UNHCR. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

**TERMS AND CONDITIONS OF CONTRACT**

Any contract resulting from this RFP shall be subject to Annex F: UNHCR General Conditions of Contracts for Civil works (October 2000).

This PROPOSAL FORM must be completed, signed and returned to UNHCR. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

**B-1 DECLARATION**

The undersigned, having read the Instruction to Bidder, and the Annex F: UNHCR General Conditions of Contracts for Civil works (October 2000) as set out in the attached document, hereby offers to supply the services specified in the BOQ at the price or prices quoted in Annex A : Financial Offer. We understand that you are not bound to accept any Proposal you receive.

**B-2 AWARD AND BANK GUARANTEE:**

The Firm that submitted the successful Proposal will be notified by letter of the 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 issue of the Letter of Acceptance. The successful bidder will be required to furnish us with 5% Bank Guarantee of the contract sum from a reputable bank in the next 7 days, valid for the entire period of the contract works.

Name of authorized representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

A.K.#

**B-3 BIDDER GENERAL INFORMATION**

Bidder General Information		
Description	Information (to be filled by the Bidder)	Remarks
<b>Registration Type (Company / Contractor etc.)</b>		
Registration number		
Grading if any applicable to the type of registration you company has.		
Specialty		
Expiry Date		<i>Provide certified copies</i>
<b>Legal Status</b>		<i>Provide certified copies of Registration</i>
<b>VAT Registration Number</b>		

**B-4 STAFF QUALIFICATION AND EXPERIENCE:**

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs of all proposed staff must accompany the submission and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNHCR. A detailed organization chart of the company including the location and staffing of existing offices must also be attached to the offer.

Construction Project Management Staff		
A. Key Professionals		
Name	Position	Task
B. Support Staff		
Name	Position	Task

**B-5 FINANCIAL INFORMATION:**

Annual Turn-over Information (Last five years)		
Year	Turn-over in USD	Remarks
2019		
2018		
2017		<i>Attach audited reports</i>
2016		
2015		

**B-6 WORKS IN HAND**

Works in Hand				
Employer name & contact details	Description of Works/Services	Start date	End date	Amount
<b>Total USD</b>				

**B-7 CONSTRUCTION EXPERIENCE IN LAST FIVE YEARS**

Construction Experience in last five years				
Year	Employer name & contact details	Description of Works/Services	Amount	Contractor's Responsibility %
<b>Total USD:</b>				

**B-8 INFORMATION ON ANY CURRENT LITIGATION IN WHICH THE FIRM(S) IS INVOLVED.**

Other Party(ies)	Cause of Dispute	Amount Involved

**B-9 PROPOSED WORK PLAN AND SCHEDULE OF ACTIVITIES**

The proposed work plan and schedule of activities must be submitted with this Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated.

A proposed timeline in a bar chart format must be part of this Proposal. It should start with establishing Minimum Requirements till the Issuance of the Substantial Completion Certificate.

**B-10 Detailed Technical Evaluation Criteria**

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
<b>Mandatory</b>	
Valid Registration Documents / Certificate issued by competent authority	<b>PASS/FAIL</b> <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)	
<b>Scoring Criteria</b>	
Responsiveness to RFP (0-5) marks	<b>Required Parameters:</b> 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 = 5 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 = 3 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  <b>Total= 10 Marks</b>
Technical approach and methodology (0-10) marks	<b>Mobilization time= 5 Marks</b> (1- 21) Days = 5 Marks (22 - 28) Days = 4 Marks (28 - 35) Days = 2 (36 and 42) Days = 1  <b>Monitoring and Reporting</b> 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  <b>Total= 10 Marks</b>
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  <b>Total= 10 Marks</b>
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  <b>Total= 10 Marks</b>
Relevant Experience of Firm (0-20) marks	Total projects undertaken (One mark for each project up to maximum 10 marks) No. of Similar projects undertaken (up to 2 projects = 07 marks, Over 2 projects=10 marks)  <b>Total= 20 Marks</b>
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  <b>Total=15 Marks</b>
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  <b>Total=10 Marks</b>
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  <b>Total=05 Marks</b>
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  <b>Total=15 Marks</b>
<b>Total Marks (100)</b>	

**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.

<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>03 May 2020 at 2359 HRS Sudan Local Time.</b>	
<b>SUBMISSION OF BIDS:</b>	<b>BIDS TO BE MARKED:</b> UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<b><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, POST OR COURIER</u></b> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM <b>CONSTRUCTION OF TWO SECONDARY SCHOOLS IN KHARASANA AND AL NIMIR FOR UNHCR SUDAN OPERATIONS.</b> <b><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></b>
<b>LATE SUBMISSION OF OFFERS:</b>	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME.  <b>IMPORTANT NOTE:</b> BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
<b>BID VALIDITY PERIOD:</b>	90 DAYS	
<b>PRICE VALIDITY PERIOD:</b>	90 DAYS	
<b>DEFECT LIABILITY:</b>	A MINIMUM OF 6 MONTH DEFECT LIABILITY APPLY	
<b>TERMS OF REFERENCE:</b>	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
<b>DELIVERY SCHEDULE:</b>	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
<b>RETENTION MONEY:</b>	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.	
<b>RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE</b>	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.	
<b>LIQUIDATED DAMAGES</b>	The resulting contract from this tendering exercise <b>MAY BE</b> subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary.	
<b>SUBCONTRACTING</b>	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
<b>LANGUAGE OF THE BID:</b>	ENGLISH	
<b>REQUESTS FOR ADDITIONAL INFORMATION:</b>	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: <a href="mailto:SUDKH-SU@unhcr.org">SUDKH-SU@unhcr.org</a> BEFORE 2359 <b>HRS Sudan Local Time on 23<sup>rd</sup> April 2020.</b> (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
<b>BID EVALUATION CRITERIA:</b>	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article " <b><u>2.6.2 Technical and Financial evaluation</u></b> "	

**Annex H-Submission Check list**

Submission Checklist		
S No	Description	Status
1	I have read and understood the RFP and all its annexes	
2	Annex A: Bill of Quantities & Financial Offer - Completed and Submitted	
3	Annex B: Technical Proposal Form - Completed and Submitted	
4	Annex C: Design and the structure	
5	Annex D: Bid Data Sheet	
6	Annex E: Vendor Registration Form - Completed and Submitted	
7	Annex F: UNHCR General Conditions of Contracts for Civil works (October 2000) - Signed and Stamped	
8	Annex G: Supplier's Code of conduct - Signed and Stamped	