

DATE: MONDAY 24th AUGUST 2021

REQUEST FOR PROPOSAL: RFP/HCR/FOD/2021/001
REMODELING WORKS TO UNHCR DAMAZINE NEW OFFICE/GUESTHOUSE, BLUE NILE STATE

CLOSING DATE AND TIME: SUNDAY 12TH SEPTEMBER 2021- 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 **Remodeling Works to UNHCR Damazine new Office/Guesthouse, Blue Nile State**.

IMPORTANT:

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

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

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

- Annex A: Bill of Quantities (Financial Offer)
- Annex B: Terms of Reference (ToR)
- Annex C: Design and the structure
- 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: UN Supplier 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, as to:

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

IMPORTANT:

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

2.3 REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of RFP by e-mail to SUDKH-SU@unhcr.org. UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

The deadline for receipt of queries is on **03rd September 2021** at 23:59 HRS. Bidders are requested to keep all questions concise.

Important 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/FOD/2021/001 – QUERY

2.3.1 SITE VISIT:

Site visit is mandatory to inspect the site to all the participating construction companies/contractor before submitting their offer. The contractors are required to send an email for booking an appointment for the visit to the email address: SUDKH-SU@unhcr.org on or before **Sunday, 29 August 2021**. The date of the site visit is from **30 August 2021 to 02 September 2021**.

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 submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

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 two sets of documents enclosed in two separate sealed envelopes:

- Technical offer
- Financial offer

Your Technical and financial offers MUST be sealed in two (2) separate envelopes which should then be inserted in a Third envelop and seal. Offers not following this requirement may be disqualified.

2.4.1 Content of the TECHNICAL OFFER**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.



The Bill of Quantities (BOQ) for the **Remodeling Works to UNHCR Damazine new Office/Guesthouse, Blue Nile State** can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration of the Company.
- List of key personnel and their qualifications.
- List of Equipment owned by firm to be mobilized for the execution of works described in Annex A.
- The organization structure or organizational chart.
- Frame-time for completion of the project including the main project milestones.
- Work Schedules; Gantt charts.
- Past-experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials.
- Experience on similar works.
- List of references for similar projects performed by contractor/firm.
- 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 5% Bank Guarantee of the contract value from a reputable bank in the next 7 days, valid for the entire period of the contract works.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in **United States Dollars (USD)**. The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified. For evaluation purposes only.

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

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

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

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

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

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

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

Evaluation Factors
Mandatory
Valid Registration Documents / Certificate issued by competent authority
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the following annexes in writing and will be required to strictly adhere to; for the purpose of the proposed contract. 1- Annex G: UNHCR General Conditions of Contracts for Civil works (October 2000). 2- Annex H: UN Supplier Code of conduct.
Scoring Criteria
Responsiveness to RFP (0-10) marks
Technical approach and methodology (0-10) marks
Construction Management Plan (0-10) marks
General Experience of Firm (0-10) marks
Relevant Experience of Firm (0-15) marks
Resident Engineer Buildings 1 No. (0-15) marks
Asst. Resident Engineer (Buildings/Structure) 1 No. (0-10) marks
Quantity Surveyors- 1 No. (0-5) marks
Annual Turn over- (0-15) (within pervious five years)
Total Marks (100)

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

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

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., ***[total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.***



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 [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: **RFP/HCR/FOD/2021/001**

Name of your firm with the title of the attachment: Company ABC.

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

SUBMISSION OF OFFERS BY COURIER /OR HAND DELIVERY:

Attention:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS UNHCR REPRESENTATION OFFICE KHARTOUM-SUDAN.

REQUEST FOR PROPOSAL NO: RFP/HCR/FOD/2021/001 FOR REMODELING WORKS TO UNHCR DAMAZINE NEW OFFICE/GUESTHOUSE, BLUE NILE STATE.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM 2.

IMPORTANT TO NOTE: The submission is based on two envelop system separating the technical and financial offer.

The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

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

Deadline: SUNDAY 12TH SEPTEMBER 2021- 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.


Abdikani Hassan Gedi
Associate Supply Officer
UNHCR Representation Office in Khartoum, Sudan

ANNEX (A) - BILL OF QUANTITY (BoQ) FOR REMODELING WORKS TO UNHCR DAMAZINE NEW OFFICE/GUEST HOUSE, BLUE NILE STATE, SUDAN.

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	UNIT RATE IN USD	TOTAL RATE IN USD
1	MOBILIZATION				
1.1	Mobilization of labor, mobile workshop to be used for fixing maintaining and repairing of any kind of work such as steel, carpentry ...etc.	Job	1		
Sub-Total in USD					
2	SITE CLEARANCE				
The contractor shall exercise due care to avoid damages to existing structure and facilities					
2.1	Dissemble of fittings where works required, and re-fix fittings after works completed	Job	1		
2.2	Clearing the site after completing the whole Job and before handover.	Job	1		
Sub-Total in USD					
3	REMODELING WORKS: BEDROOMS / TOILETS / KITCHENS (GRD & 1ST FLR)				
BED ROOMS					
3.1	Build new brick walls to close/create zones/bedrooms/toilets (as shows with attached drawings) build with red bricks thick of 20cm, with C/S 1:5 mortar, rate includes materials, labor and all related works.	M²	160		
3.2	Supply materials and Plaster new walls/Partitions, includes sills, door sills and corners, smooth plaster with C/S (1:6), rate includes materials, labor and all related works	M²	150		
3.3	Disassemble of selected doors, rectifying old openings and plaster/smooth sill, re-fix door at new positions (as shows with attached design) rate to includes materials, change of power lines affected, labor and all related works, contractor shall exercise due care to avoid damages to doors / power lines / switches	LS	12		
3.4	Supply and Apply quick drying prime (Suitable for interior walls) two (02) coats to make the surface of walls adhesive to receive new paint.	M²	840		
3.5	Supply and Apply paint (suitable for interior walls) 2 layers of paint (off-white color) for all internal rooms walls (All floors) rate includes all materials and related works	M²	840		
3.6	Supply and Apply paint (suitable for interior ceilings) 2 layers of paint (white color) for all internal ceilings (All floors) rate includes all materials and related works	M²	390		

3.7	Supply and fix false ceiling panels 60x60 cm, 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	M²	36		
TOILETS					
3.8	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	9		
3.9	Supply materials, prepare internal power network, using high quality wires for new toilets, for points: water heater, mirror, exhaust fan, light, switches, rate includes all related materials and works	LS	9		
3.10	Supply materials and apply damp insulation cement for walls and floors (using damp proof cement approved materials) rate includes all related materials and works	M²	35		
3.11	Supply and install new wall tiles 20X50 cm /or approved size, with C/S mortar 1:6 to toilets height of wall, rate includes preparation of wall, removing old tiles (where required) and all related works	M²	275		
3.12	Supply and install new floor tiles 20X20 cm /or approved size, design to match wall tiles, with C/S mortar 1:6, for toilets floors, rate includes preparation of floor, removing old tiles (where required) and all related works	M²	36		
3.13	Supply and install floor steel shower strip drain of approved quality, lined with toilet floor, rate includes drain line and all related works <u>Fittings to be approved by the engineer before installation.</u>	LS	9		
3.14	Supply and install high quality hand wash basin, flat back white glazed vitreous china wash basin with stand, includes center tap, rate includes all water connections. <u>Fittings to be approved by the engineer before installation.</u>	LS	9		
3.15	Supply and install high quality English seat, with C.I. enamel painted brackets, with water hose, rate includes all water connections. <u>Fittings to be approved by the engineer before installation.</u>	LS	9		
3.16	Supply and install high quality Fiber Glass shower box 90X90 cm size, corner design, includes water mixer with flexible shower hose of approved quality, rate includes all connections. <u>Fittings to be approved by the engineer before installation.</u>	LS	9		
3.17	Supply and fix toilet mirror and accessories set of approved type/design. <u>Fittings to be approved by the engineer before installation.</u>	No.	9		
KITCHENS					
3.18	Supply materials, prepare/lay internal water network for new kitchen, using PPR pipes ½" high quality Cold/Hot, and drainage/sewage pipes using PVC pipes 2" & 4" , rate includes all related work.	LS	1		
3.19	Supply materials, prepare internal power network, using high quality wires for new kitchen, power points: water heater, exhaust fan, light, switches, rate includes all related materials and works	LS	1		

3. 20	Supply and install new wall tiles, with C/S mortar 1:6 to kitchen walls, height of wall, rate to include all related works.	M²	49		
3. 21	Supply and install floor tiles 40X40, design to match wall tiles, with C/S mortar 1:8, rate includes preparation all related works	M²	16		
3. 22	Supply and installation of High quality MDF kitchen cabinets (Upper cabinets+Base cabinets type) standard dimensions, selected color (includes all hardware & accessories needed), rate include pre-cast marble countertop (white) with precast double sink and tap with water connections. <u>contract must submit the product description/sample/design prior to supply (Preferred Turkish Made) materials to be approved by the engineer before installation.</u>	ML	8		
FURNITURE					
3. 23	Supply and installation of High quality MDF Wardrobe cabinets (wall-in type) 4 doors standard dimensions, selected color (includes all hardware & accessories needed), rate include installation at final destination. <u>Accurate dimensions to be taken from site after remodeling / contract must submit the product description/sample/design prior to supply / materials to be approved by the engineer before installation.</u>	ML	16		
ALUMINUM FIXED PARTITIONS					
Partitions shall be made of approved aluminum minimum 60mmX30mmX .9mm thick, and shall be fitted with 5mm board, partition shall be made on basis of actual area measured as per unit rate quoted in BOQ, unit rate shall include full cost of labor, materials, transportation to site and all other costs necessary to completion and instruction given by the site Engineer.					
3. 24	supply materials and fix aluminum partitions (as shows with attached design) fixed to floor and roof level, 5MM thickness	M²	36		
3. 25	Supply and fix 100X220 cm size aluminum internal door; price to include frame and door, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase</u>	No.	3		
3. 26	Supply and fix 120X50 cm size aluminum high level window; price to include frame and window, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase.</u>	No.	1		
DOORS & WINDOWS					
3. 27	Supply and fix 150 X 220 cm size solid internal door, import made; price to include frame and door, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase</u>	No.	2		
3. 28	Supply and fix 100 X 220 cm size solid internal door, import made; price to include frame and door, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase</u>	No.	11		
3. 29	Supply and fix 150 X 220 cm size Aluminum sliding internal glazed door; price to include frame and door, rails, locking system etc. <u>Contract should submit the product description/sample prior to purchase</u>	No.	2		

3. 30	Supply and fix 85X220 cm size UPVC internal door; price to include frame and door, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase.</u>	No.	10		
3. 31	Supply and fix Aluminum sliding windows of High quality, price to include wall opening, beam, frame, fixing with hinges, locking system, mosquito net, etc. <u>Contract should submit the product description/sample prior to purchase.</u>	M²	14		
3. 32	Supply, open wall and fix new toilet aluminum high windows 50X70 cm (as shows with attached drawings) sill plastered with C/S 1:5 mortar, rate includes aluminum windows, beams, labor and all related works.	No.	8		
Sub-Total in USD					
4	NEW BLOCKS: ROOF GYM				
WALLS / BEARING WALLS					
4. 1	Supply materials and build brick walls of blocks with C/S mortar (1:8) width of 20cm, including parapet where required, rate to include all related works.	M²	200		
4. 2	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.	M³	4		
4. 3	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.	M²	400		
4. 4	Supply materials and Apply paint, 2 layers of paint (off-white color) internal and external walls, rate includes all related works	M²	400		
ROOFS / CEILING					
4. 5	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.	M²	125		
4. 6	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.	M²	125		
4. 7	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.	M²	125		
FLOORS					
4. 8	Provide and install Porcelain floor tiles 60X60 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>	M²	105		
4. 9	Ditto but for skirting, design/color to match floor tiles design, 10 cm height.	ML	72		

DOORS & WINDOWS					
4. 10	Supply and fix 150X220 cm size new aluminum double door, using aluminum for door and frame, high quality materials, price to include fixing with hinges, locking system, paint, etc.	No.	3		
4. 11	Supply and fix 85X220 cm size new UPVC door, using PVC for door and frame, high quality materials, price to include fixing with hinges, locking system, paint, etc.	No.	1		
4. 12	Supply and fix 100X120 cm aluminum windows, using aluminum for windows and frame, high quality materials, price to includes fixing with hinges, locking system, paint, etc.	No.	6		
Sub-Total in USD					
5	STAIR CASE				
5. 1	supply materials and reinforce staircase and bridge, with galvanized iron I section, height of 3.5 Meter, fix and welded to stair body and ground, complete job with anti-rust paint and final paint.	PCS	2		
5. 2	supply materials and fabricate shade for staircase and bridge, frame and grid made of steel rectangular pipes, coverd with polythrene sheet, complete job with anti-rust paint and final paint.	LS	1		
5. 3	Supply materials and paint stair case with paint (suitable for steel) complete job with 2 coats of paint (white color) and all related works	LS	1		
Sub-Total in USD					
6	SAFE ROOM / SAFETY				
6. 1	Supply and fix 115X220 cm size new solid steel door, locally made, using heavy steel for door and frame, covered with heavy steel sheet 3 mm double sides, with peep hole (as shows with attached design) price includes: wall opening, sill plaster, fixing with strong hinges, locking system, locking bars, paint, etc.	No.	3		
6. 2	Supply materials, fabricate and fix 150X220 cm size steel secure double door, local made, covered with 2 mm heavy steel double side; price includes steel frame and door, fixing with hinges, locking system, paint etc.	No.	1		
6. 3	Supply materials, fabricate and fix 100X220 cm size steel secure door, local made, covered with 3 mm heavy steel double side; price includes steel frame and door, fixing with hinges, locking system, paint, etc.	No.	9		
6. 4	Supply materials, fabricate and fix 150X220 cm size steel horizontal grill secure door, local made of heavy steel; price includes steel frame and door, fixing with hinges, locking system, paint, etc.	No.	2		
6. 5	Supply and reinforced steel window for safe rooms, using heavy steel pipes for frame, covered with heavy steel sheet 3 mm (as shows with attached drawing) price to includes fixing with strong hinges, locking system, locking bars, paint, etc.	No.	2		

6. 6	Supply and fix 120X100 cm size reinforced steel sliding window for reception room, using heavy steel pipes for frame and horizontal bars secure grills, covered with 6mm glass, price includes fixing with hinges, locking system, locking bars, paint, etc.	No.	3		
6. 7	Supply materials and reinforce steel main gate, using heavy steel pipes for bars, covered with heavy steel sheet 3 mm, price includes locking bars system, paint, etc.	No.	1		
6. 8	Supply materials and reinforce GRD FLR windows with external steel grills 120X100 cm, using heavy steel horizontal pipes for bars, price includes anti rust and final paint, etc.	No.	13		
6. 9	Supply and install two layers of razor/barbed wire, 600 mm diameter on top of the perimeter wall, rate includes steel supporters @ 50cm, complete job.	ML	82		
6. 10	Supply materials and reinforce main gates, using heavy galvanized steel pipes 4" / welded in T shape, 3 Meters, 1 meter hole in ground, price includes locking holes in ground, paint, etc. (SET include 2 pcs).	SET	1		
6. 11	Supply and install 6 Kg ABC Powder Fire Extinguisher containing Mono Ammonium Phosphate Powder 50, Stored Pressure Type, Pressure Gauge, fitted with discharge hose and wall mounting bracket, discharge time less than 15 Secs, controllable discharge mechanism, minimum range 4 Meters, applicable on Class A,B,C and electrically started fire.	No.	10		
BOOM BARRIER (2sets)					
6. 12	Excavation of 1000by1200 by 1000mm deep holes to receive steel columns.	ITEM	4		
6. 13	Mass concrete class 25 to anchor columns to the ground.	CM	6		
6. 14	I-section columns, Universal 100mm, for vertical supports fixed into concrete with steel lags. The sections will be 2000mm long.	PC	12		
6. 15	100mm diameter Circular Hollow section, CHS, 3mm thick to be fabricated as cross bars	LM	20		
6. 16	50mm diameter Circular Hollow section, CHS, 3mm thick to be fabricated as bracing for the cross bars	LM	8		
6. 17	25mm diameter dead bolts for anchoring the cross bars to the vertical verticals including the holding brackets to approval.	SET	4		
6. 18	Mild steel plate, 3mm thick to be fabricated into a box for the balancing weight	SM	8		
6. 19	25x25x3mm Angle Bars for reinforcing of the balancing weight box	LM	20		

6. 20	Painting on two coats of antirust paint to all metal surfaces	ITEM	2		
6. 21	Painting on three coats of oil-based paint to all metal surfaces	ITEM	2		
Sub-Total in USD					
7	ELECTRICAL SUPPLY & EQUIPMENT'S				
7. 1	wiring of new/existing structures with internal/external pipes for electrical fittings, power points 13A, ceiling/wall lights, ceiling fans wires and light switches using 2.5mm wires of approved quality, rate includes cost of wires, ducts, power points, switches, labor and connection to main distribution board	LS	1		
7. 2	wiring of new/existing structures with internal/external pipes for A/C units, using 4.00mm wires of approved high quality and power point for Acs power, price includes cost of wires, pipes, switches, labor and connection to main distribution board.	LS	14		
7. 3	Supply and installation of 16A socket of approved quality, AC type, rate includes wires and labor.	No.	18		
7. 4	Supply and installation of 13A socket of approved quality, wall type, rate includes wires and labor	No.	36		
7. 5	Supply and installation of led lamp, 4 FT of approved quality (preferred Philips) wall type, rate includes wires, switches and labor.	No.	18		
7. 6	Supply and installation of circular 20 watt led lamp of approved quality (preferred Philips) ceiling type, rate includes wires, switches and labor.	No.	42		
7. 7	Supply and installation of circular 20 watt led lamp of approved quality (preferred Philips) false ceiling type, rate includes wires, switches and labor	No.	32		
7. 8	Supply, and installation of water heaters 30 LTR in kitchens and toilets, rate includes power/water connections, switches and all related materials. <u>Contract Must submit product description/sample prior to purchase.</u>	No.	10		
7. 9	Supply and installation of ceiling fan-false ceiling type (preferred brand KDK or ORIENT), rate includes wires, switches and related works.	No.	8		
7. 10	Supply and installation of exhaust fan 40cm for kitchen of approved type, rate includes all related works	No.	1		
7. 11	Supply and installation of exhaust fan 30cm of approved type, rate includes all related works	No.	12		

7.12	Supply and installation of smoke detectors ceiling type (preferred battery powered).	No.	6		
7.13	Supply and installation of security lights 300watt LED type at compound corners/selected positions on 2" pipe/or anchored in the perimeter wall, rate includes cable wires, switches and labor.	No.	12		
7.14	Supply and installation of Change over 200A for generator line with covered cable 3 phase. rate includes cable to main switch in building. <u>Contract Must submit the product description/sample prior to purchase.</u>	No.	1		
Sub-Total in USD					
8	HAVC				
Rate includes supplying, fixing, installation units of approved quality, wiring, power points and switches. etc.					
8.1	Supply and installation of Air condition 24.000 BTU split type (preferred brand LG inverter) rate includes all needed connections, wires, complete installation. <u>Contract Must submit the product description/sample prior to purchase</u>	No.	3		
8.2	Supply and installation of Air condition 18.000 BTU split type (preferred brand LG inverter) rate includes all needed connections, wires, complete installation. <u>Contract Must submit the product description/sample prior to purchase</u>	No.	25		
8.3	Supply and installation of Air condition 12.000 BTU split type (preferred brand LG inverter) rate includes all needed connections, wires, complete installation. <u>Contract Must submit the product description/sample prior to purchase</u>	No.	4		
Sub-Total in USD					
9	EXTERNAL ELEVATIONS (ALL BUILDING)				
9.1	Supply and Apply paint (suitable for exterior walls) 2 layers of paint (white color) for external building elevations, rate includes all materials and related works.	LS	1		
9.2	Supply and Apply paint (suitable for exterior walls) 2 layers of paint (white color) for external building boundary walls (2 sides) rate includes all materials and related works.	LS	1		
Sub-Total in USD					
10	EXTERNAL FLOORS				
10.1	Remove existing damaged /old tiles of selected area, and prepare floors for new tiles work.	LS	1		
10.2	Supply and installation of new floor ceramic tiles 40X40 cm/or approved size, <u>white/or selected color</u> of high quality, with C/S mortar 1:6 mix, rate includes preparation of floors and all related works.	M ²	75		

10.3	Supply and installation of new floor cement tiles (interlocks) external type <u>selected design</u> of high quality, with C/S mortar 1:6 mix, rate includes preparation of floors and all related works.	M ²	450		
Sub-Total in USD					
11	MAIN ENTRANCE				
11.1	supply materials and cast main gate ram, back filling+ conc. cover mix 1:2:4 with 12mm steel bars @20cm C/C grid	LS	1		
Sub-Total in USD					
12	STEEL WORK/SHADES				
12.1	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 3 mm heavy sheet two sides, price includes fixing, sliding rail, wheels, locking system, peep hole, paint, etc.	No.	1		
12.2	supply materials and fabricate shade area width of 1.25 meter on frame made of steel pipes fixed to office entrance side, covered with Poly Vinyl sheet (as shows with attached design) complete job with anti-rust paint and final paint.	ML	8		
12.3	supply materials and fabricate generator steel shade/cage with 2m door double leaf, size of 2.50X3.50 meter on frame made of steel rectangular pipes 5x10cm and 4x8cm for grids, covered with steel pipes grills, on 3" steel pipes 2.5Meter height/50 cm conc. base, roof of corrugated steel sheets 0.35mm thick (as shows with attached design) complete job with anti-rust paint and final paint.	LS	1		
12.4	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	6		
12.5	supply materials and fabricate vehicles parking shed 12.00X5.00 Meter, frame rectangular pipes 5x10cm,4x8cm for grids, 3" GI pipe for poles (3 meter H) frame, roof of CGI 26 gauge on top with zero leakage, water level 10% to the outer area, complete job with anti rust paint and final paint.	LS	1		
12.6	Supply and fix collapsible metal shelves for store wall sides, size H 1.5 meter Divided to 3 levels, main frame and shelves made of heavy steel, all painted with white color.	ML	10		
Sub-Total in USD					
13	FRESH WATER (ALL BUILDING)				
13.1	Supply materials and dig, lay & extend 3/4 , 1/2inch PPR fresh water pipe line to serve all new/existing toilets and kitchens 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		
13.2	Supply and installation of 5000 liters (HDPE) reserve water tank on ground, with sand bed and connection to roof tanks, rate includes connections to/from and all related works.	No.	1		

13. 3	Supply and installation of 2000 liters (HDPE) water tank on building roof, complete job with Base and all water connections.	No.	2		
13. 4	supply and installation of automatic water pump 1HP of approved quality complete with wiring and water connections.	No.	2		
Sub-Total in USD					
14	WASTEWATER/DRAINAGE (ALL BUILDING)				
14. 1	cleaning of septic tank and drainage line from dirt's and objects completely.	LS	1		
14. 2	Supply materials and reduce height of manholes to match floor level. Rate to include all needed work and materials to connect to network perfectly as directed by the engineer.	LS	1		
14. 3	Ditto but gully- traps 30X30 cm	LS	1		
Sub-Total in USD					
15	UNFORSEEN WORKS				
15. 1	Miscellaneous of (2.5%) from the total amount.	LS	1		
GRAND TOTAL IN USD					

I hear by confirm that all the items quoted in this offer confirms to the above-mentioned specification.

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: (Please write the name of your firm/company/entity)

OFFICIAL STAMP OF THE BIDDER:

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

ANNEX 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	SUNDAY 12th SEPTEMBER 2021 at 23:59 HRS Sudan Local Time.	
SUBMISSION OF BIDS:	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN KHARTOUM, SUDAN. ALONG AHMED KHEIR ROAD, KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM REMODELING WORKS TO UNHCR DAMAZINE NEW OFFICE/GUEST HOUSE, BLUE NILE STATE, SUDAN. <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	90 DAYS	
PRICE VALIDITY PERIOD:	90 DAYS	
DEFECT LIABILITY:	A MINIMUM OF 6 MONTH DEFECT LIABILITY APPLY	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
RETENTION MONEY:	Please note that a 5% of the total contract value will be kept as retention money for period of six months from the completion and handover of the site against defects and liabilities.	
RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of subsequent Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer.	
LIQUIDATED DAMAGES	The resulting contract from this tendering exercise MAY BE 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 (RFP) TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 23:59 HRS Sudan Local Time on 03 rd SEPTEMBER 2021. (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 - CALENDER OF ACTIVITIES

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to the vendors	24-August-2021	09-September-2021
2	Booking for Site Visit	24-August-2021	29-August-2021
3	Site Visitation	30-August-2021	02-September-2021
4	Closing date for Bid Queries		03 rd September-2021
6	Closing date for Bid Submission		12 th September-2021
7	Bid opening Date	13 th September-2021	15 th September-2021
8	Technical and Financial Evaluations	16 th September-2021	20 th September-2021
9	Approval of Contract	20 th September-2021	23 rd September-2021
10	Issuance of Purchase order		26 th September-2021