

DATE: 1 December 2021

**Closing Date for Receipt of Offers: 15 December 2021 at 23:59 Sudan Time****Request for Proposal: RFP 21-HCR-SDNEL-SUP-RFP-0054****For the Remodeling of 20 feet and 40 feet Containers into Office Spaces in UNHCR Offices in El Daein and Zaleingi**

RFP has 10 pages

**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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 6,600 people in more than 110 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), Sub Office El Fasher invites qualified bidders who are dully registered as Construction Contractors to make firm offers for the remodeling of 20 feet and 40 feet containers into office spaces in UNHCR offices in El Daein and Zaleingi (referred to hereinafter as Works) as summarized below.

<b>Lot Number</b>	<b>Site/Location</b>	<b>Description of Works</b>
<b>Lot 1</b>	El Daein	Remodeling of two forty feet and two 20 feet containers into offices.
<b>Lot 2</b>	Zaleingi	Remodeling of two 40 feet containers into three offices and one parking room

**Containers shall be provided on site.****IMPORTANT:**

Detailed requirements like drawings and BOQs are given in the attached Annex B &amp; C.

**Sub-Contracting:** Please take careful note of article 7 of the attached General Conditions of Contract for the Provision of Civil Works (Annex E)

**QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:**

UNHCR will carry out quality inspections of the works during and after implementation. UNHCR or its appointed Construction manager shall have the right to disqualify any substandard material that the contractor intends to use, and the contractor must replace this material with the quality/standard that the manager recommends. Details of materials, Article 36 of the attached General Conditions of Contracts for the Provision of Civil Works contains details of materials, workmanship and testing that shall apply in the contract. In case of contractor's quality default, penalties may apply.

UNHCR may appoint an additional contractor for monitoring, quality control and confirmation of completion of works. By submitting the bid, bidders agree to cooperate and provide samples of materials and any other information that may be required to complete the task.

Note: This document is not to be construed in any way as an offer to contract with your firm.

**IMPORTANT INFORMATION****GENERAL:**

UNHCR hereby solicits Proposals in response to the Request for Proposal (RFP). Bidders must strictly adhere to all its requirements. No changes, substitutions or other alternations to the rules and provisions stipulated in this RFP may be made or assumed to be irrelevant unless it is instructed or approved in writing by UNHCR. Submission of Proposals shall be deemed as an acknowledgement by the bidder that all obligations stipulated in this RFP will be met and, unless specified otherwise, the bidder has read, understood, and agreed to all the provisions of the RFP.

UNHCR implements a policy of zero tolerance on prescribed practices, including fraud, corruption, collusion, unethical practices, and obstructions. Any Proposal submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any Proposal by UNHCR. UNHCR is under no obligation to award a contract to any Bidder as result of this RFP.

**2. BIDDING INFORMATION:****2.1. RFP DOCUMENTS**

The following annexes form integral part of this RFP:

Annex A:	Calendar of Activities
Annex B:	Drawings
Annex C:	BoQ and Financial Offer Form for lot 1 and 2 ( <b><i>To be completed and submitted in a separate financial proposal</i></b> )
Annex D:	Vendor Registration Form ( <b><i>To be completed and submitted in the technical proposal by suppliers who are neither registered in UNGM nor with.</i></b> )

- Annex E: UNHCR General Conditions of Contracts for the Provision of Civil Works 2018 version (***To be signed, stamped, and submitted in the technical proposal***)
- Annex F: UN Supplier Code of Conduct (***To be signed, stamped, and submitted in the technical proposal***)
- Annex G: Technical Proposal Form (***to be filled signed, stamped, and submitted in the technical proposal***)
- Annex H: Proposal evaluation and Scoring Methodology

## 2.2. **ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this RFP by return e-mail to [SUDEFSUP@unhcr.org](mailto:SUDEFSUP@unhcr.org) as to:

- Your confirmation of receipt of this RFP.
- Whether or not you will be submitting a bid.

## 2.3. **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any requests for clarification in respect of this RFP by e-mail to [SUDEFSUP@unhcr.org](mailto:SUDEFSUP@unhcr.org). The deadline for receipt of queries is **1200 Hrs. Sudan Time on 10 December 2021**. Bidders are requested to keep all questions concise.

### **IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile the questions received and may, at its discretion, copy any reply to the questions to all other invited bidders at once.

## 2.4. **Site visits:**

Bidders are encouraged to visit the sites from 1 December to 14 December 2021 during working hours to have a clearer idea of the scope of works. However, bidders who do not visit and have a clear understating of the scope of works from the BOQ can still submit their bids.

## 2.5. **YOUR OFFER YOUR OFFER SHALL BE PREPARED IN ENGLISH. BIDDERS MAY APPLY FOR ONE OR BOTH LOTS.**

**Important:** A bidder who is bidding for both lots must have enough resources (financial, logistic and human, equipment etc.) to execute the works in all the sites simultaneously and complete all within the agreed timeframe.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

### **IMPORTANT:**

**Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.7 of this RFP.**

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**2.5.1. 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 technical details of the works required by UNHCR can be found in **Annex B & C**

The following details shall be provided in the **Technical Offer**.

- a. Company Registration:** The bidder shall provide complete company profile containing copies of registration documents with government authorities.
- b.** Registration with the Sudanese Contractors Association and/or with the Organizing Council for Engineering Works Contractors if available.
- c. Experience of Firm:** Please provide list of building construction contracts in the last 05 years with Government, NGOs and UN organizations using annex G on the below format:-

S.No.	Name of Client	Project Description	Value of project	Project commencement date	Project completion date
1.					
2.					
3.					

For each project, bidders must provide a purchase order **or** contract either of which bears the letter head and/or official stamp of the client. Details of projects in hand should also be submitted on the above format and substantiated with POs / Contracts in order to be considered.

- d. Technical Personnel Profile:** Details of Tehncial Staff including Lead Bachelors Diploma civil Engineers and Quantity Surveyers, electrical engineer, welding engineer etc. Should be provided along with a brief CV (1 to 2 pages). These documents will be used for Technical Evaluation and failure to submit them may result in loss of marks.

The Contractor shall appoint the Contractor’s Representative and shall give him all authority necessary to act on the Contractor’s behalf under the Contract. The

Contractor's Representative shall be appropriately qualified, skilled and experienced and be fluent in oral and written English.

- e. Financial Soundness:** For UNHCR to be able to assess your financial capability to conveniently execute the works without delays, you must any of the following 2 documents showing a minimum turn over of USD 200,000 or equivalent per year.
- i. Audited financial statements for the past 3 years or
  - ii. Bank statement for the past 3 years.

The financial statement or bank account must be in the name of your firm. If your firm operates more than one bank account, please feel free to also submit statements from its other accounts for the periods mentioned above.

- f. Understanding of the requirements** for work, proposed approach, solutions, methodology, quality and risks management plans: Bidders shall provide an executive summary that defines the overall approach to manage and operate all of the required works, including a Work Plan / implementation plan (schedule) for all activities using GANTT Chart/ simple Implementation Plan/Proposed Detailed Work Schedule (prepared and broken down on a daily basis with percentage distribution) providing the details of critical path analysis for each task/sub-task. Your offer therefore should clearly show a consistent approach and timeframe for the following activities.
- Schedule for mobilization of management, engineering, and administrative personnel, and of skilled and unskilled labor; and
  - Construction and completion schedule.
- g.** The bidder shall guarantee that the works shall not be delayed, interrupted due to absence of core staff. Bidder shall inform UNHCR about the reasonable emergency situation and a solution or an alternate arrangement shall be agreed with UNHCR so that the on-going project is not adversely affected.
- h.** The selected bidder shall be required to comply with national safety standards upon signing the contract.
- i.** The following insurance coverages shall be under contractor's responsibility to be obtained from an insurance company, until the completion of the works .
- Insurance for the Works, Plant(s) and Materials (no less than the value of the project)
  - Insurance against injury to persons and damage to property (third party insurance)

- Insurance for Contractor's personnel (workers in case of an injury, sickness, loss, etc.)
  - Insurance for Contractor's Equipment
- j. Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex D). If your firm is registered in UNGM at level 1 or 2, please, provide only your exact registration number together with a declaration that the information available in UNGM is fully updated.
- k. UNHCR General Conditions for Provision of Civil Works:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil Works by signing **Annex E**.
- l. UN Suppliers' Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier's code of conduct by signing **Annex F**.

#### **2.5.2. CONTENT OF THE FINANCIAL OFFER:**

Please note that your separate **Financial Offer** must contain prices quoted in United States Dollars against each line item given in Price Proposal Form. The Financial offer is to be submitted as per the Financial Offer Form Annex C. Bids that have a different price structure may not be accepted.

Important: your offer should be in USD or SDG. For financial evaluation purposes only, all currencies shall be converted to USD using the UN exchange rate for the month when the evaluation will take place. Please note that payment shall be made the currency of your offer.

UNHCR is exempt from all direct taxes and customs duties. In this regard, price must be given without all applicable taxes.

No additional payment shall be paid by UNHCR for any arrangements held by the awarded Company such as transportation costs of debris, labor, testing and commissioning etc. In addition, those arrangements shall comply with national rules and/or laws for any kind of transportation of debris, testing works etc.

You are requested to hold your offer valid for **90 days** from the deadline for submission. UNHCR will make its best effort to select a supplier within this period. Price quoted in the Supplier's offer will remain valid for the duration of the contract. UNHCR's standard payment terms are within 30 days after satisfactory completion of works, accepted, verified by UNHCR and receipt of all supporting documents in order.

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

## 2.6. BID EVALUATION

### 2.6.1. Technical evaluation 60%

S. No.	CRITERIA	Marks
1.	Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.	Pass/Fail
2.	Company Age Not less than 3 years from the date of registration / incorporation	Pass/Fail
3.	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 July 2018 (Annex E)	Pass/Fail
4.	Responsiveness of your proposal to the requirements of the RFP	0 – 5 marks
5.	Technical approach and methodology	0 – 10 marks
6.	Construction Management Plan	0 - 10 marks
7.	Equipment required for the works. Please attached registration or purchase documents of you excavator, concrete mixer and compactor.	0 - 10 marks
8.	Relevant Experience of Firm	0 – 20 marks
9.	Resident Engineer (Buildings 1 No.)	0 – 15 marks
10.	Asst. Resident Engineer (Buildings/Structure) 1 No	0 – 10 marks
11.	Quantity Surveyors- 1 No.	0 – 5 marks
12.	Annual turnover (within the previous five year)	0 – 15 marks

***Only technically qualified bidders shall be evaluated in the financial part. To be technically qualified and eligible for financial bids to be opened, bidders must fulfil the mandatory criterion - point 1 - 3 above and score at least 60 Marks from points 4 - 12.***

### 2.6.2. Financial Evaluation:

Financial bids shall be weighted at 40%. Financial bids will be opened for only qualified bidders and evaluated as follows:

The maximum number of points will be allotted to the lowest price. All other prices will receive points in inverse proportion to the lowest price, e.g.

$$\frac{[\text{Lowest Price}]}{[\text{Quoted Price}]} * 100$$

The following formula will be used to calculate total scores: -

Total Score= 60% of Technical Score + 40% of Financial Score

**Important Note:**

Award will be made to the highest overall scorer. Partial or incomplete bids for a lot will not be accepted. A bidder must bid for all line items. During financial evaluation in case the unit and the total rate do not tally, UNHCR shall consider the unit rate. If the sum of sub totals does not tally with the grand total, UNHCR shall consider the sub total. No cancellations are allowed on the price proposal form.

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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

## **2.7. SUBMISSION OF PROPOSALS:**

### **2.7.1. By courier.**

Offers must bear your official letter head, clearly identifying your company.

You must submit your technical and financial offers in 2 separate sealed envelopes labeled as follows:

**For the technical envelop:** Request for Proposal: 21-HCR-SDNEL-SUP-RFP-0054  
Technical Offer

**For the financial envelop:** Request for Proposal: 21-HCR-SDNEL-SUP-RFP-0054 financial offer.

**Both envelops must be enclosed in one bigger envelop labelled as follows:**

RFP 21-HCR-SDNEL-SUP-RFP-0054 Remodeling of 20 feet and 40 feet Containers into Office Spaces in UNHCR Offices in El Daein and Zaleingi Secretary of the Bid Opening Committee

United Nations High Commissioner for Refugees (UNHCR) El Fasher, North Darfur, Sudan.

### **2.7.2. By Email to:**

Technical offers to: [SUDEFLCT@unhcr.org](mailto:SUDEFLCT@unhcr.org)

Financial offers to: [SUDEFLCF@unhcr.org](mailto:SUDEFLCF@unhcr.org) **ONLY**

Please state the following in your e-mail subject field:



RFP 21-HCR-SDNEL-SUP-RFP-0054 - Name of your firm with the title of the attachment  
Serial number of the e-mails (example: 1/3, 2/3, 3/4). E.g., a technical offer from  
Company 'Z Est' who is sending a total of 2 emails will be titled as follows: RFP 21-HCR-  
SDNEL-SUP-RFP-0054 Est-Technical offer-1/2

Upon submission of your bid via email, you should receive an auto reply confirming receipt. If you do not receive the auto reply, please, inform us before the closing date of the tender on SUDEFSUP@unhcr.org Please, do not send your bid or disclose any information about it to this email.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough 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.

**Deadline: 15 December 2021 – 23:59HRS (Sudan Time)**

## **2.8. BID ACCEPTANCE:**

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

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Order.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers through advertisement in newspaper. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

## **2.9. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued based on this RFP will be made in the currency of your offer. Payment will be made in accordance with the General Conditions of Contract for the Provision of Civil Works and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

**2.10. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS**

Please note that the General Conditions of Contracts (Annex E) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

If the selected bidder fails to complete the works within the time for completion prescribed in his submission and/or contract, or any extended time for completion in accordance with the Contract, the Contractor agrees to pay to UNHCR a sum equivalent to 0.01% of the total Contract Price for each Calendar day of delay. If the delays reach to more than Four 04 calendar weeks, UNHCR shall have the right to terminate the contract unless UNHCR grants an extension in the deadline.

UNHCR Darfur Sudan