

**DATE: 16 May 2022**

**REQUEST FOR PROPOSAL: RFP/HCR/ROK/2022/005  
FOR RENOVATION WORKS OF UNHCR REPRESENTATION OFFICE (MAIN RECEPTION / CORRIDORS / OFFICES /  
STORE) and SUPPLY AND INSTALLATION OF NEW TWO (02) OFFICE PREFAB CONTAINERS (SIZE: 10.00X3.25 +  
7.00X3.25**

**CLOSING DATE AND TIME: 06 June 2022 23:59 HRS SUDAN LOCAL TIME**

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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>.

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## **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 renovation works of UNHCR representation office (main reception / corridors / offices / store) and supply and installation of new two (02) office prefab containers (size: 10.00x3.25 + 7.00x3.25).

**IMPORTANT:**

Bill of Quantities (BOQ) are detailed in Annexes A of this document.

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## **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 form)
- Annex B: Design of Doors and Rack & Containers specifications
- Annex C: Technical Evaluation Criteria
- 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: 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](mailto: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 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 23:59 HRS on **25 May 2022**. 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/2022/005 – 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) on or before **Thursday, 26 May 2022**.

**IMPORTANT:**

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

**2.4 YOUR OFFER**

Your offer shall be prepared in English.

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

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission's e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

**2.4.1 Content of the TECHNICAL OFFER**

**IMPORTANT:**

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

The Bills of Quantities (BOQ) **FOR RENOVATION WORKS OF UNHCR REPRESENTATION OFFICE (MAIN RECEPTION / CORRIDORS / OFFICES / STORE) and SUPPLY AND INSTALLATION OF NEW TWO (02) OFFICE PREFAB CONTAINERS (SIZE: 10.00X3.25 + 7.00X3.25**



can be found in Annex A. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department) Sudan.
- List of key personnel and their qualifications
- List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A.
- The organization structure or organizational chart;
- Frame-time for completion of the project including the main project milestones;
- Work Schedules; Gantt charts.
- 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 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 offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

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

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

You are requested to hold your offer valid for a minimum of **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
<b>Mandatory</b>
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract. UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F)
<b>Scoring Criteria</b>
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 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 36 points will not be considered in the financial evaluation nor for the award of the contract.**

**2.5.3 The Financial offer will use the following percentage distribution: 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.,  $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points for other supplier's Price Component}$ . 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 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](mailto:SUDKHTO@unhcr.org)

The Financial offer should be sent by E-mail ONLY to: [SUDKHFO@unhcr.org](mailto: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]

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/2022/005 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/2022/005 FOR RENOVATION WORKS OF UNHCR REPRESENTATION OFFICE (MAIN RECEPTION / CORRIDORS / OFFICES / STORE) and SUPPLY AND INSTALLATION OF NEW TWO (02) OFFICE PREFAB CONTAINERS (SIZE: 10.00X3.25 + 7.00X3.25**

**UNHCR REPRESENTATION OFFICE, KHARTOUM-SUDAN, ALONG AHMED KHEIR STREET, KHARTOUM**

**IMPORTANT TO NOTE:** The submission of based on two envelop system separating the technical and financial offer; The outer envelope should be containing two inner envelopes as described below:

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

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

**Deadline: 06 June 2022 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 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.

**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.

Ibrahima DRAME  
Supply Officer  
UNHCR Representation Office in Sudan



## ANNEX C- Technical Evaluation Criteria

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
<b>Mandatory</b>	
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.	<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 (0-10) 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 = 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  <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 (0-15) 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)  <b>Total= 15 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 Marks  <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>06 June 2022 at 23:59 HRS Sudan Local Time.</b>	
<b>SUBMISSION OF BIDS:</b>	<p>UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM</p>	<p><b><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST OR COURIER</u></b> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM <b>FOR RENOVATION WORKS OF UNHCR REPRESENTATION OFFICE (MAIN RECEPTION / CORRIDORS / OFFICES / STORE) and SUPPLY AND INSTALLATION OF NEW TWO (02) OFFICE PREFAB CONTAINERS (SIZE: 10.00X3.25 + 7.00X3.25</b> <b><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></b></p>
<b>LATE SUBMISSION OF OFFERS:</b>	<p>OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME.</p> <p><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.</p>	
<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>	<p>SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:</p>	
<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>	<p>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 23:59 HRS Sudan Local Time on 25 May 2022. (CUT-OFF DATE FOR QUERIES).</p> <p>UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.</p>	
<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: Calendar of Activities**

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	16 May 2022	05 June 2022
2	Booking for Site Visitation	17 May 2022	25 May 2022
3	Site Visitation	26 May 2022	26 May 2022
4	Closing date for Queries	25 May 2022	
5	Closing date for Submission	06 June 2022	08 June 2022
6	Bid opening Date	08 June 2022	
7	Technical and Financial Evaluation	08 June 2022	15 June 2022
8	Approval of Contract	20 June 2022	
9	Issuance of Purchase order	23 June 2022	

Note :

The above dates are tentative and may vary from actual dates.