

DATE: 31 July 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/DFO/2022/006

PROVISION OF CONSTRUCTION AND INSTALLATION SERVICES OF PREFABRICATED HOUSING UNITS AT UNHCR DAMAZINE OFFICE PREMISES LOCATED IN DAMAZINE TOWN, BLUE NILE STATE

QUOTATION TO BE RECEIVED BY: 14 August 2022- 15:00HRS SUDAN STANDARD TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly requests your price quotation for the **Provision of Construction and Installation Services of Prefabricated Housing Units at UNHCR Damazine Office Premises located in Damazine Town, Blue Nile State** as per attached Annex A (BOQ) and D (Office Blueprint).

1. REQUIREMENTS

Please include the following price information in your quotation (without VAT).

Description/Specification: Provision of Construction and Installation Services of Prefabricated Housing Units at UNHCR Damazine Office Premises located in Damazine Town, Blue Nile State as per the attached Annex A (BOQ) and D (Office Blueprint).

- **Location:** UNHCR's Office Premises in Damazine Town, Blue Nile State
- **Delivery time:** Within 30 Days

NOTE:

All potential bidders are encouraged to inspect the construction site before submitting their offer. There will be no site visit organized by UNHCR, therefore each bidder will be required to organize their own visit to the site and call Mr. Mamoun Baker. (Civil Engineer) at 0923050000 to get a better approach and understanding of the works required.

IMPORTANT:

Only offers that receives **PASS** for all requirements of the Technical Evaluation Criteria (Annex D) will be accepted for Financial Evaluation. Award of contract will be based on the lowest overall cost for Construction and Installation Services of Prefabricated Housing Units.

2. RFQ DOCUMENTS-ANNEXES.

The following annexes form an integral part of this Request for Quotation

Annex A: Bill of Quantity (BOQ), Terms of Reference (TOR) and Specifics

Annex B: Financial Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Office Blueprint

Annex E: Vendor Registration Form

Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex G: UN Supplier code of conduct

Please note that UNHCR has tax and duty exemption status.

BID VALIDITY: 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 firm within this period.

For further information on UNHCR, please see <http://www.unhcr.org>

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PAYMENT: Payment will be made within **30 days** of receipt in UNHCR, Damazine office of complete documents in good order after satisfactory delivery of goods/services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

CURRENCY OF PAYMENT: Payment will be made in the currency in which the purchase order is issued.

IMPORTANT: UNHCR Primary Bank is the Blue Nile Meshrag Bank and therefore can only facilitate payments through the local banks and not in banks outside of Sudan and therefore the current market condition and Central Bank of Sudan regulations and policies must be factored in before submitting your quote.

Vendor Registration Form: If your company is not registered with UNHCR or have not been active or received a UNHCR PO for more six (6) months, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex E**).

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to bakerm@unhcr.org. The deadline for receipt of questions is **10 August 2022, 12:00 HRS Sudan Standard Time**. Bidders are requested to keep all questions concise.

Please note that these terms and conditions (**Annex F**) will be strictly adhered to for the purpose of any future contract.

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.

5. RFQ SUBMISSION.

We would appreciate receiving your quotation/offer on or before **14 August, 15:00 HRS Sudan Standard Time** by return only to email: sirleaf@unhcr.org or at the Office of the Admin Unit at UNHCR Field Office Damazine located in Damazine Town, Blue Nile State.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[20] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/DFO/2022/006**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

Note:

Bidders are to note that, given that the task to be performed is a service, the contract will be awarded to the vendor/bidder with the lowest cumulative/overall quoted offer.

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, 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.

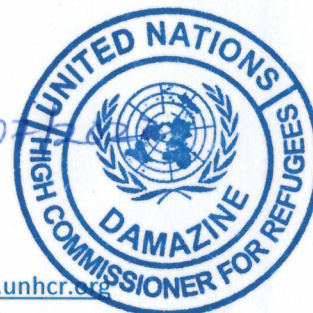
Your quotation must be valid at least for **[90] days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in (**Annex F**) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.


Alexander B. Woart
Supply Officer

UNHCR Sub Office Gedaref - Sudan



For further information on UNHCR, please see <http://www.unhcr.org>

ANNEX A – Bill of Quantity (BOQ) & Terms of Reference (TOR) & Specifics

RFQ/HCR/DFO/2022/006

The specified job is 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. Rate quoted in BOQ shall include full cost of labor, materials, transportation to site and all other costs necessary to completion and instruction given by the site Engineer.

No.	DESCRIPTION	UNIT	QTY
1	MOBILIZATION / SITE CLEARANCE		
1. 1	Mobilization of labor/containers and cleaning the site after completion of the Job and before final handover.	Job	1
2	PREFABRICATED CONTAINER		
2. 1	Supply of prefab container unit with meters 10.00 L, 3.25 W and 2.60 H consist of two(02) stories, include four (04) rooms, with partition in between, Materials of: 1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints one peace cut) 4- Door: 4 PVC panel doors (as shows with drawings)(with auto closer) 5- steel stair with terrace (as shows with drawings) 6- windows:4 PVC windows (as shows with drawings) 7- Electrical fittings: Main distribution board with main fuse / 16 LED lights (22WATT) / 16 sockets (13A) / switches Please refer to specification tap for full details Rate include transportation and installation to final location. Contract Must submit the product description/sample prior to manufacture.	LS	3
2. 2	Supply of prefab container unit with meters 10.00 L, 6.00 W and 2.60 H consist of two(02) stories, include four (04) rooms, with partition in between (upper floor only) Materials of: 1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints one peace cut) 4- Door: 6 PVC panel doors (as shows with drawings)(with auto closer) 5- steel stair with terrace (as shows with drawings) 6- windows:8 PVC windows (as shows with drawings) 7- Electrical fittings: Main distribution board with main fuse / 34 LED lights (22WATT) / 24 sockets (13A) / switches Please refer to specification tap for full details Rate include transportation and installation to final location. Contract Must submit the product description/sample prior to manufacture.	LS	1
2. 5	Supply and fabrication of Roof shad with MS pipe frame and CGI sheeting overhead on each unit. 20cm overhang on each side, 25cm at front elevation and 25cm at back	M²	190
3	ELECTRICAL SUPPLY & EQUIPMENT'S		
3. 1	Supply and installation of Main distribution board with main fuse for each container connected to main power line by protected cable, rate include wires/connections to office main line.	LS	1
4	HAVC		

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Rate include for supplying, fixing, installation units of approved quality, wiring, power points and switches, etc.			
4.2	Supply and installation of Air condition 18.000 BTU split inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract Must submit the product description/sample prior to purchase	No.	16
4.3	Supply and installation of Air condition 24.000 BTU split inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract Must submit the product description/sample prior to purchase	No.	2
5	UNSEEN		
5.1	Miscellaneous (unseen works 1.0%)	LS	1

KEYS:

C/S: CEMENT/SAND MIX

1:2: MIX RATIO

LS: LUM SUM

No.: Number

M²: METER SQUARE

M³: METER CUBE

conc: concrete mix 1:2:4

R.conc.: Reinforced concrete mix 1:2:4

For Technical Feedback: BAKERM@UNHCR.ORG / 0900931592

Terms of Reference

1. The contractor shall submit samples / description / specification of the materials to be used in the project to the UNHCR supervisor engineer, for approval, before commencement of works. The supervisor engineer can reject any material that will not comply with the specifications, and replaced by the contractor without extra cost, or the supervisor engineer can ask for any test to ensure the quality of the material used and work. The contractor has no right to change or draw any samples or materials being submitted and approved from site without written permission from the supervisor engineer
2. The contractor should visit the sites before submitting the offer and get acquainted with the type of works required, the nature of the area, securing of supplying materials to site and to keep them stored safely.
3. Quantities mentioned in the bills of quantities are approximate and could be increased or decreased by 10% of the contract amount; payments will be made based on actual executed quantities and quoted rates after approval from UNHCR office in Sudan
4. Work should be completed within period of **(30)** days, thirty calendar days.
5. The contractor shall commence working within **(7)** seven calendar days from the date of signature of the contract and delivering the site.
6. After completion of works, a guarantee period of six **(6)** calendar months will apply.
7. The contractor shall appoint a qualified supervisor construction engineer with at least three years of professional experience to work full time on the site during the contract period.
- 8- **Please refer to project TOR**

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SPECIFICS

FLOOR	System	Specially Shaped profile and bolted joint construction in use. The product must be placed on a flat and stable surface.
	Floor coating	1,5 mm thick PVC vinyl are used on 17 mm thick plywood
	Ground Connection	Stated values for wind resistance are valid on the condition that the cabin is fixed to the ground. The fixing process is responsibility of the customer. Precon will not be responsible for any situation that may occur due to not fixing the cabin to the ground.
WALLS	System	Specially shaped sandwich panel with Polyurethane insulation.
	Outer Surface Covering	Ral 9002 electrostatic painted steel sheet.
	Inner Surface Covering	Ral 9002 electrostatic painted steel sheet.
	Wall Insulation	Produced with 40mm thick 40kg/m ³ Polyurethane D0 & B fire class fire resistant, full thermal insulation, health and safety materials.
ROOF	Roof System	Special shaped clamped (grooved seam) Polyurethane sandwich panels. Rain water will be drained through special clamping system.
	Roof Insulation	Produced with 40mm thick 40kg/m ³ Polyurethane D0 & B fire class fire resistant, full thermal insulation, healthy and safe materials.
	Outer Surface Coating	Ral 9002 electrostatic painted steel sheet.
	Inner Surface Covering	Ral 9002 electrostatic painted steel sheet.
DOORS	External door	PVC is used on the doors sill of the inside edge.
	Internal Door	PVC is used on the doors sill of the inside edge.
WINDOWS	Window	100x120 cm PVC window. Windows are single wing.
	Sill	PVC is used on the window sill of the inside edge.
	Glass	Single glazing glass 5mm thickness
PAINTING	Exterior and Interior	Ral 9002 electrostatic painted steel sheet.
	Metal Parts	Ral 5018 electrostatic painted steel sheet.

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ANNEX B – FINANCIAL OFFER FORM

RFQ/HCR/DFO/2022/006

PROVISION OF CONSTRUCTION AND INSTALLATION SERVICES OF PREFABRICATED HOUSING UNITS AT UNHCR DAMAZINE OFFICE PREMISES LOCATED IN DAMAZINE TOWN, BLUE NILE STATE

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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

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

YES NO

BIDDER NAME:

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The specified job is 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. Rate quoted in BOQ shall include full cost of labor, materials, transportation to site and all other costs necessary to completion and instruction given by the site Engineer.

No.	DESCRIPTION	UNIT	QTY	RATE (USD/SDG)	AMOUNT (USD/SDG)
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2	PREFABRICATED CONTAINER				
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2. 2	Supply of prefab container unit with meters 10.00 L, 6.00 W and 2.60 H consist of two(02) stories, include four (04) rooms, with partition in between (upper floor only) Materials of: 1- Roof:40mm shaped sandwich panel (Polystyrene insulation panels) 2- Walls:40mm shaped sandwich panel (Polystyrene insulation panels) 3- Floor: 17mm waterproof plywood covered with 1.5mm vinyl sheet flooring (no joints one peace cut) 4- Door: 6 PVC panel doors (as shows with drawings)(with auto closer) 5- steel stair with terrace (as shows with drawings) 6- windows: 8 PVC windows (as shows with drawings) 7- Electrical fittings: Main distribution board with main fuse / 34 LED lights (22WATT) / 24 sockets (13A) / switches Please refer to <u>specification tap for full details</u> Rate include transportation and installation to final location. Contract <u>Must</u> submit the product description/sample prior to manufacture.	LS	1		
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3. 1	Supply and installation of Main distribution board with main fuse for each container connected to main power line by protected cable, rate include wires/connections to office main line.	LS	1		
4	HAVC				
Rates include for supplying, fixing, installation units of approved quality, wiring, power points and switches, etc.					
4. 2	Supply and installation of Air condition 18.000 BTU split inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract <u>Must</u> submit the product description/sample prior to purchase	No.	16		
4. 3	Supply and installation of Air condition 24.000 BTU split inverter type (preferred LG Inverter) rate includes all connections, wires complete Contract <u>Must</u> submit the product description/sample prior to purchase	No.	2		
5	UNSEEN				
5. 1	Miscellaneous (unseen works 1.0%)	LS	1		
TOTAL					

Name of Vendor.....

Address/Telephone No:

For further information on UNHCR, please see <http://www.unhcr.org>

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Email Address.....

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Date:

Signature:

IN THE CAPACITY OF.....

OFFICIAL STAMP:

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ANNEX C: TECHNICAL EVALUATION CRITERIA (PASS/FAIL)

CRITERIA	PASS/FAIL
bidder's offer must get PASS mark for all criteria to be considered technically compliant for the project implementation	
Company's profile:	
Company's organizational structure. The full list of company's personal. The separate list of the staff to be involved in the project implementation with information on experience and qualification.	The requested information is provided and demonstrating the company's capacity to perform requested services.
Valid Registration Documents / Certificate issued by competent authority	Documents provided
Company Age Not less than 3 years from the date of registration / incorporation	Confirmed
Relevant Experience	Evidence of successful completion of at least three similar projects within last three years (reference letters etc.)
Annual Turnover (within pervious three year)	Annual turnover up to USD 200,000 or above
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 D)	Acknowledged by provided signed copy
Project implementation:	
Mobilization time	within 7 days
Technical approach and methodology	Detailed implementation plan with the schedule is provided
Project implementation time	within 30 days
Warranty term	6 months
Overall Evaluation	

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