



UNHCR

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

DATE: 1 October 2020

**Request for Proposal: 20/HCR/SDNEL/SUP/RFP/0025
For the Provision of Civil Construction and Renovations Works in UNHCR Office, Guesthouse,
Warehouse in Elfasher and Add Dalil**

CLOSING DATE AND TIME: 17 October 2020 – 23:59 Sudan Time

(RFP Pages are 10)

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 Contractors to make firm offers for the Construction generator shade, renovation of Prefabricated Security booth, installation of window grills, Construction of a parking shade and construction and electrification of a police booth detailed in the attached Annex B & C (referred to hereinafter as Services) and are also summarized according to their various sites here below.

Lot #	Site/Location	Description of Works
Lot 1	UNHCR El Fasher staff Guest House, UNHCR El Fasher office,	Mainly metal and masonry works
Lot 2	UNHCR El Fasher staff Guest House, UNHCR El Fasher Warehouse	Minor metal repairs, painting and electric
Lot 3	UNHCR El Fasher office and Guest house	Electrical works
Lot 4	Add Dalil	Masonry electrical and plumbing works

IMPORTANT:

Detailed requirements like BOQs are given in the attached Annex B & 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 based on quality material that the contractor intends to use, and the contractor must replace this material with the quality 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, penalty may be imposed.

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 requirements of the RFP. No changes, substitutions or other alternations to the rules and provisions stipulated in this RFP may be made or assumed 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 by this RFP will be met and, unless specified otherwise, the bidder has read, understood and agreed to all the instructions in 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: Design drawings
- Annex C: Financial Offer Form / BOQs (***To be completed and submitted inn separate financial offer***)
- Annex D: Vendor Registration Form (***To be completed and submitted by vendors who are neither registered in UNGM nor with UNHCR in the technical offer***)
- Annex E: UNHCR General Conditions of Contracts for the Provision of Civil Works (***To be signed, stamped and submitted in the technical offer***)
- Annex F: UN Supplier Code of Conduct (***To be signed, stamped and submitted in the technical offer***)
- Annex G: Submission checklist (***To be completed, signed, stamped and submitted in the technical offer***)
- 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 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. The deadline for receipt of queries is **1200 Hrs. Sudan Time on 10 October 2020**. 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. UNHCR may, at its discretion, copy any reply to question to all other invited bidders at once.

Site visits:

Bidders are encouraged to visit the site from 5 October 2020 - 10 October 2020 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.

2.4 YOUR OFFER

YOUR OFFER SHALL BE PREPARED IN ENGLISH.

Note: Bidders may apply for one or more than one lot. However, in order to qualify for more than one lot, the bidder shall meet aggregate requirements for Technical capacity of staff to be deployed and minimum average annual turnover for lots. If during evaluation it is found that a bidder has submitted a financial offer for multiple lots whereas his technical offer qualifies only for one lot, UNHCR reserves the right to choose without asking the bidder which lot the bidder should be considered for.

Important: A bidder who is bidding for more than 1 lot must have adequate resources (financial, logistic and labor) to execute the works in all the sites simultaneously and complete them 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 2.6 of this RFP.

Your offer shall comprise the following two 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 technical details of the services requested 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. Experience of Firm:** Please provide list of buidling construction contracts in the last 05 years with Governenment, NGOs and UN orgnizations 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 most 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.

- c. Technical Personnel Profile:** Details of Tehncial Staff including Lead Bachelors Diploma 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 non submission may result in lose 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.

- d. Financial Soundness:** For UNHCR to be able to assess your financial capability to convinently execute the works without delays, you must submit the following 2 documents stapled seperately:
 - i. Audited financial statements for the past 3 years or
 - ii. Bank statement for the last 3 years.

Audited financial statements will earn greater marks. 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.

- e. Understanding of the requirements:** For services, 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 services, 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.
- f.** The bidder shall guarantee that the works / services 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.
- g.** The awarded bidder shall be required to comply with national safety standards upon signing the contract.
- h.** 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
- i.** If the awarded 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.

- 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**.

2.4.2 **CONTENT OF THE FINANCIAL OFFER**

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

Your financial offer must be all inclusive including but not limited to cost of materials, labor, overheads, overtime, risks factors e.g. inflation, changes in customs duties, etc. UNHCR shall not accept any requests for changes in the price of the project after the closing date of the tender.

Please, avoid cancelations and corrections on your financial offer form. If there is any, the bidder must put his signature and stamp beside the corrected value. Any offer with corrective fluid will be disqualified.

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 and 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.

2.5 **BID EVALUATION:**

2.5.1 **Technical evaluation 60%:**

Technical Bids will be evaluated based on below criteria:

S. No.	CRITERIA	Marks
1.	Certificate of Registration of the business , including Articles of Incorporation, or equivalent document if Bidder is not a corporation.	Yes / No
2.	Experience related to building construction. Each experience must be backed by an authentic work order, purchase order or contract either of which bears the letter head and/or official stamp of the client. Minimum 2 contracts of similar nature and complexity implemented in the last 5 years as main Contractor. To earn half the marks, there must be at least 2 contracts with value 5 million SDG minimum. The project must be in building construction	30
3.	Technical capacity of staff to be deployed to the Projects: qualified Project Engineer with bachelor's degree, site engineer with bachelor or diploma in civil engineering or electrical engineering or plumbing engineering. Please provide CVs and copies of certificates Note: Bidders may apply for one or more than one lot. However, to qualify for more than one lot, the bidder shall meet aggregate requirements for proposed staffing that is, in addition to the project engineer you must have the following: Lot I – BSc or diploma welding engineer Lot II- BSc or diploma painting engineer Lot III- BSc or diploma electrical engineer Lot IV – BSc or diploma civil + electrical + plumbing engineers. Partial bidding within the same lot is not permitted.	25
4.	Understanding of the requirements and the scope of works as presented in the resource mobilization plan, work plan, critical path analysis and risk management. Please clearly state your completion period for each lot.	15
5.	Financial soundness: Please provide audited financial statements or bank statements for the past 3 years. Minimum to earn a pass score is 10 million SDG turnover per year. Note: Bidders may apply for one or more than one lot. However, in order to qualify for more than one lot, the bidder shall meet aggregate requirements for minimum average annual turnover for lots.	30

Only technically qualified bidders shall be financially evaluated. To be technically qualified and eligible for financial bids to be opened, bidders have to fulfil all the mandatory criteria 1, and score at least 60 Marks from points 2 – 5

Important Note:

It should be noted by bidders that 10% equivalent amount of the contract value shall be held by UNHCR during the defects and liability period of (1) year after the substantial completion date onwards.

Payments will be made as per the below breakup: -

- a. **30% payment upon completion of 30% works (to be verified by UNHCR Engineer), less mobilization advance amount, if any.**
- b. **30% payment upon completion of 60% works (to be verified by UNHCR Engineer), less mobilization advance amount, if any.**
- c. **30% payment upon completion of 100% works (to be verified by UNHCR Engineer), less mobilization advance amount, if any.**
- d. **Remaining 10% payment will be released upon completion of Defect and Liability period after confirmation by UNHCR Engineer.**

2.5.2 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.

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

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 and incomplete bids will not be accepted and in case of any discrepancy like calculation errors, unit rates will be considered.

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.

2.6 SUBMISSION OF PROPOSALS:

A. Through courier;

The 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: 20/HCR/SDNEL/SUP/RFP/0025 Technical Offer

For the financial envelop: Request for Proposal: 20/HCR/SDNEL/SUP/RFP/0025 financial offer.

Both envelopes must be enclosed in one bigger envelope labelled as follows:

**Provision of Civil Works in UNHCR Office, Guesthouse and Warehouse in El fasher
20/HCR/SDNEL/SUP/RFP/0025
Secretary of the Bid Opening Committee
United Nations High Commissioner for Refugees (UNHCR)
El Fasher, North Darfur, Sudan**

B. By Email to:

Technical offers to: SUDEFLCT@unhcr.org

Financial offers to: SUDEFLECF@unhcr.org

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

20/HCR/SDNEL/SUP/RFP/0025

- 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: RFP20/HCR/SDNEL/SUP/RFP/0025 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: 17 October 2020 – 23:59HRS (Sudan Time)

IMPORTANT:

The technical offer and financial offer are to be sent in separate sealed envelopes. Failure to do so may result in disqualification.

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 on UNHCR website OR in Q & A sheet OR may it deem appropriate by notifying all concerned.

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. UNHCR may

ask for clarifications regarding the submitted information and may also ask for submission of additional documents, if required.

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.

2.9 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.

2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency SDG by converting the bidder's quoted currency into SDG at current UN exchange rate. Payment will be made in accordance to 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.

2.11 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.

Final Note: Please ensure to fill, sign, stamp and submit Annex G (Submission checklist) in your technical Offer envelop



Kum Roland Fang
Supply Officer, UNHCR Darfur, Sudan.