

DATE: 22nd OCTOBER 2020
REQUEST FOR PROPOSAL: RFP/HCR/ROK/2020/013
SUPPLY, DELIVERY AND INSTALLATION OF STREET LIGHTS FOR UNHCR DARFUR
OPERATION.
CLOSING DATE AND TIME: 12TH NOVEMBER 2020-23:59 HRS SUDAN STANDARD 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 firms to make a firm offer for the Supply, Delivery and Installation of Street Lights for UNHCR Darfur Operation.

The Term of Reference (TOR) 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 (RFP).

Annex A: Scope of Works and Drawings

Annex B: Technical Specification

Annex C: Technical Evaluation Criteria

Annex D: Financial Offer Form

Annex E: Bid Data Sheet

Annex F: Vendor Registration Form

Annex G: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018)

Annex H: UNHCR General Conditions of Contracts for Civil works (October 2000)

Annex I: Supplier's Code of conduct

Annex J: 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, CC: mohamouid@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in the 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 this RFP by e-mail to SUDKH-SU@unhcr.org with CC: MAHMOUID@unhcr.org. **The deadline for receipt of questions is on 2nd November 2020 23:59 HRS Sudan Standard Time.** 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. Failure to comply with this provision may result in Disqualification.

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT TO REPLY.

EMAIL SUBJECT: RFP/HCR/ROK/2020/013 – QUERY

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 Technical proposal **for the Supply, Delivery and Installation of Street Lights for UNHCR Darfur Operation** 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 the firm to be mobilized for the execution of works described in **Annex D**.
- The company's organizational structure or organizational chart;
- Timeframe for the 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 TOR.
- 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 to UNHCR as specified in Annex A.

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- **UNHCR General Conditions of Contracts for the Provision of Goods and Services –(July 2018 version) and UNHCR General Conditions of Contracts for Civil works (October 2000):** Your technical offer should contain your acknowledgement of the General Conditions by signing **Annex G and Annex H**
- **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 submitted the successful Proposal will be notified by letter of the 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 issue of the Letter of Acceptance. The successful bidder will be required to furnish UNHCR with a 10% Bank Guarantee of the contract’s sum from a reputable bank within 7 days of the return of the Letter of Acceptance and Must be 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.

The Financial Offer is to be submitted as per (**Annex D**). 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 must be given without VAT.**

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market conditions must be factored in before submitting your quote. We encourage companies with LOCAL presence in Sudan to Apply.

You are requested to hold your offer valid for a minimum of **90 days** from the deadline of 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.

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:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution of **60%** from the total score of 100 Points.

The Minimum Score to be considered technically compliant is 36% out of max 60% (100 Points). Proposals that score below the Minimum threshold of 36% will not be considered for further financial evaluation.

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

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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.

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

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company. The bid can also be sent to the street address of UNHCR offices via Post or Courier or 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]

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/2020/013 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

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

REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2020/013 - **SUPPLY, DELIVERY AND INSTALLATION OF STREET LIGHTS FOR UNHCR DARFUR OPERATION.**

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

IMPORTANT TO NOTE: The submission must be 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 "Financial 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: Thursday 12th November 2020 23:59 HRS Sudan Standard 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 Goods.

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 Goods 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 THE PROVISION OF GOODS AND SERVICES - 2018

Please note that the General Conditions of Contracts for the provision of Goods and Services -2018 (**Annex G**) and UNHCR General Conditions of Contracts for Civil works (October 2000) (**Annex H**) 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.


Alexander B. Woart
Supply Officer

UNHCR Representation Office in Sudan



ANNEX C- TECHNICAL EVALUATION CRITERIA

Technical Evaluation Criteria	
Evaluation Factors	Max Scores Allocated
Mandatory	
Bidder Eligibility, Including Compliance to UNHCR Requirement	
<p>Company profile: Demonstrated capacity to perform necessary services by providing detailed company profile information and documentation, including below but not limited to the listed items:</p>	
	PASS/FAIL
Valid Registration Documents / Certificate issued by competent authority	<p><i>(failing to meet a single mandatory criterion will result in disqualification of the contractor from further technical evaluation)</i></p>
Company Age Not less than 3 years from the date of registration / incorporation	
<p>Bidder confirms the acceptance of the following in writing or signing and will be required to strictly adhere to: for the proposed Solar street light tender. Annex G: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018) Annex H: UNHCR General Conditions of Contracts for Civil works (October 2000)</p>	
Scoring Criteria	
Responsiveness to RFP	<p>Required Parameters: 1. Understanding of scope, and responsiveness to, UNHCR requirements (Detailed description by the bidder for the specification of the required items solar lamp, panel ,battery , poles) with Detailed warranty period (for each item) and the technical support after installation and commissioning</p> <p>a. Full understanding of UNHCR requirements: the proposal made by the bidder is complete and is fully responsive based on above parameters = 15</p> <p>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 = 9</p> <p>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</p> <p style="text-align: right;">Total= 15 Marks</p>
Capacity, Experience & technical expertise	<p>Key personnel Qualification for the project implementation -Team Manager - Degree holder + 5 years' work experience in solar energy project and programs- 15 marks - Engineer - Degree holder with 3 years' experience in solar energy -8 marks -Solar technicians - Diploma+ 2 years' experience of similar nature - 3 marks</p> <p style="text-align: right;">Total= 15 Marks</p>
Experience working on similar projects, client references	<p>Previous experiences in similar nature and volume of work undertaken in the last 5 (Five) years (with supporting documents and references)=15 marks -Previous experience and past performance of the bidder on product and services offered and on those of similar nature(solar energy projects) in the Last 3 (three) years and details of current contracts in hand and other commitments=8 marks -ThPrevious experience and past performance of the bidder on product and services offered and on those of similar nature(solar energy projects) within the last 1 (One) year and details of current contracts in hand and other commitments=3 marks</p> <p style="text-align: right;">Total= 15 Marks</p>

Proposed methodology and work plan	<p>1. The contractor has shared methodology and work plan including delivery time , transportation to site , installation , commission and hand over of solar street light , and provide all the requested items in the quality and standard expected by UNHCR in-line with its requirements = 20 Marks</p> <p>2. The contractor has partially shared the methodology and work plan including delivery time, transportation to site, Installation, commissioning and Handover of the Solar Street Lights = 12 Marks</p> <p>3. The contractor did not share the methodology and work plan for the project = 0 Marks</p>
Total= 20 Marks	
Quality Manager	<p>The Company has a dedicated Quality Manager or Supervisor for the Project who submit Reports on the Level of Implementation to UNHCR on timely basis = 20 Marks</p> <p>The Company has Supervisor for the Project who does not submit Reports on the Level of Implementation to UNHCR on timely basis = 10 Marks</p> <p>The Company has no dedicated Quality Manager or Supervisor for the Project who submit Reports on the Level of Implementation to UNHCR on timely basis = 0 Marks</p>
Total= 20 Marks	
Annual Turn over- (0-15) (within pervious five year)	Annual turnover up to USD 25,000 = 5 marks
	Annual turnover up to USD 50,000 = 10 marks
	Annual turnover up to USD 100,000 or above= 15 marks
Total=15 Marks	
Total Marks (100)	

ANNEX D: FINANCIAL OFFER FORM

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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

UNHCR Price Proposal for the Supply, Delivery and Installation of Solar Street Lights for UNHCR Darfur Operations					
S/No:	Item description	Unit	Qty	Unit Price (USD)	Amount
1	LED lamp 30W power Luminous flux (light intensity 3500 LM)	pcs	500		
2	Solar Panels: - 120 W/12V	pcs	500		
3	Lithium battery: - 100 AH/12V	pcs	500		
4	Metallic Pole -Total length: 6 meters above ground with top battery cabinet insulated with ventilation openings	pcs	500		
5	Controller: - 10A auto-ID 12/24V	pcs	500		
6	Transportation to Darfur Sudan	Lumpsum	1		
7	Installation & commissioning	pcs	500		
Total Cost (USD)					

BIDDERS NAME:

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF:

Official Stamp of The Company:

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	12th November 2020 at 2359 Hrs Sudan Local Time.	
SUBMISSION OF BIDS:	BIDS TO BE MARKED: UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, POST OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM SUPPLY, DELIVERY AND INSTALLATION OF STREET LIGHTS FOR UNHCR DARFUR OPERATION. Clearly Marked: NOT TO BE OPENED BY REGISTRY
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:	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 2359 HRS Sudanese Time on 2ND November 2020. (CUT-OFF DATE FOR QUERIES). UNCHR 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 “ Annex C ”	