

DATE: 7th February 2023

Closing Date for Receipt of Offers: 7 March 2023 at 23:59 SudanTime

**Request for Proposal: RFP 23-UNHCR-SDNELF-SUP-RFP-003
For the Provision of Materials and Construction Works in Empty Plot in Zalingei
Central Darfur.**

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 environments, 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), Darfur invites qualified bidders who are dully registered as Construction Contractors to make firm offers for provision of materials and construction works of Guest House Facilities in Zalingei, Sudan (referred to hereinafter as Works) and detailed in the attached in annex B 1, B 2 and C.

Number	Site/Location	Description of Works
1	UNHCR Zalingei - Empty Plot	Provision of Materials and Construction of Guest House Facilities.

IMPORTANT:

Detailed requirements like drawings and 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 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 1 and B2: | Design & Drawings |
| Annex C: | Financial Offer Form and BoQ (<i>To be completed and submitted in a separate financial proposal</i>) |
| Annex D: | Vendor Registration Form (<i>To be completed and submitted by vendors who are neither registered in UNGM nor with UNHCR in the technical offer</i>) |

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:	General Conditions of Contracts for the Provision of Services (To be signed, stamped, and submitted in the technical offer)
Annex G:	UN Supplier Code of Conduct (To be signed, stamped, and submitted in the technical offer)
Annex H:	Technical Proposal Form (to be filled signed, stamped, and submitted in the technical offer)
Annex I:	Proposed Evaluation and Scoring Methodology

IMPORTANT: It is strongly recommended that this Request for Proposal and its annexes be read thoroughly.

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.

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 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 1 March 2023**. 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. Bid Submissions sent directly to the e-mail addresses above will result in disqualification of the offer.

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 YOUR OFFER

IMPORTANT: Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

YOUR TECHNICAL 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 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 **Annexes B and C**

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

- Company Profile:** Introduction of company, year founded, if multi location company, specify headquarter locations, number of total clients etc.
- Company Registration:** Copies of valid registration documents with government/or appropriate regulatory bodies/ authorities.
- Registration** with the Sudanese Contractors Association and/or with the Organizing Council for Engineering Works Contractors if available.
- Experience of Firm:** Please provide list of building construction contracts in the last 3 years with Government, NGOs and UN organizations using annex G on the below format as well as currently ongoing ones.

Annex: G

S.Nu	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 to be considered.

- Technical Personnel Profile:** Details of Technical Staff including Lead Bachelors Diploma Civil Engineers and Quantity Surveyors, 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.

- f. 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 turnover of USD 50,000 or equivalent per year.

Audited financial statements for the past 3 years or 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.

- g. 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.

- h.** 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 and a solution or an alternate arrangement shall be agreed with UNHCR so that the on-going project is not adversely affected.

- i.** The selected bidder shall be required to comply with national safety standards upon signing the contract.

- j.** 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

- k.** 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.

- l. 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.
- m. 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**.
- n. UN Suppliers' Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier's code of conduct by signing **Annex F**.
- o. Bid Security:** All the bidders are required to submit a scanned copy of the bid security with its technical proposal in the shape of a certified bank check.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

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.

The financial offer must cover all the goods / services to be provided (price "all inclusive").

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 VAT and 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 **180 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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 Supplier Registration:

The qualified supplier(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.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial Evaluation

For the award of this project, UNHCR has established evaluation criteria which govern 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 evaluation 60%:

Technical Bids will be evaluated based on below criteria:

S. Nu.	CRITERIA	Marks
1.	Valid 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 of the proposed contract. UNHCR General Conditions of Contracts for Civil for Provision of Civil works (Annex E) General Conditions of Contracts for the Provision of Services (Annex F) UN Suppliers' Code of Conduct (Annex G)	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.	Relevant Experience of Firm	0 –30 marks
8.	Resident Engineer (Buildings 1 No.)	0 –15 marks
9.	Asst. Resident Engineer (Buildings/Structure) 1 No	0 –10 marks
10.	Quantity Surveyors- 1 No.	0 –5 marks
11.	Annual turnover (within the previous three years)	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 - 11.

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 |

Financial Evaluation:

Financial bids shall be weighted at 40%. Financial bids will be opened for only technically 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: -

$$\text{Total Score} = 60\% \text{ of Technical Score} + 40\% \text{ of Financial Score}$$

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.

Clarifications of Proposals:

To assist in the examination, evaluation, and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or accepted.

2.7 SUBMISSION OF BID:

A. 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: 23-UNHCR-SDNELF-SUP-RFP-003 Technical Offer

For the financial envelop: Request for Proposal: 23-UNHCR-SDNELF-SUP-RFP-003 financial offer.

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

RFP 23-UNHCR-SDNELF-SUP-RFP-003 For the Provision of Materials and Construction Works of Guest House facilities in UNHCR Empty Plot in Zalingei - Central Darfur , Sudan.

Secretary of the Bid Opening Committee

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

A. By Email to:

Technical offers to: SUDEFLCT@unhcr.org

Financial offers to: SUDEFLECF@unhcr.org **ONLY**

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

RFP 23-UNHCR-SDNELF-SUP-RFP-003 - 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 23-UNHCR-SDNELF-SUP-RFP-003**
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.

IMPORTANT:

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

Deadline: 07 March 2023 – 23:59HRS (Sudan 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.

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 for Civil Works (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.

Supply Chain,
UNHCR Darfur, Sudan