

**ANNEX B - TECHNICAL PROPOSAL FORM AND TEMPLATES**

**REQUEST FOR PROPOSAL: RFP/HCR/ROK/2021/006**

**THE PROVISION OF FENCING AND ELEVATION WORKS IN TUNAYBA AND UM RAQUBA**

**Mandatory requirements:**

<p><b>Valid Registration Documents (Company is registered as construction, engineering or architectural company).</b></p>	<p>Listed documents to be attached:</p> <ul style="list-style-type: none"> <li>- Official Gazette on registry</li> <li>- Chamber of Commerce Document issued in the country of project operation/implementation (Sudan)</li> <li>- Tax Registration Documents (Sudan)</li> <li>- Completed Vendor Registration Form</li> <li>- Certified financial statements or certified bank statements for the past 3 years</li> <li>- Acknowledgement of UNHCR General Conditions of contracts for Goods and UN Supplier's Code of conduct, signed and stamped copies</li> </ul> <p><b><i>CONDITION: Should the company fail to provide these documents, it will lead to its disqualification</i></b></p>
	<p><b><u>Supplier's Comments and documents</u></b></p>
<p><b>The company registration date</b></p>	<p><b><i>CONDITION: Should the company was registered less than three (3) years ago before the tender's deadline, it will lead to disqualification</i></b></p>
<p><b>Compliance with UNHCR's recommended timeline</b></p>	<p><i>Please provide a signed and stamped letter as per the template, Annex B-1, confirming that your company is capable to implement the required works as requested in Annex A1; A2; A3 and A4 within the required timeframe of a maximum of 4 weeks</i></p> <p><b><i>CONDITION: Should the company has no capacity to implement the works within four weeks, it leads to disqualification</i></b></p> <p><b><i>Important Note:</i></b> <i>Unrealistic timeframes which do not match the proposed GANTT chart may cause disqualification or score deduction.</i></p>
<p><b>Compliance with one (1) year of warranty period including for the provided materials.</b></p>	<p><i>Please provide a signed and stamped letter as per the template, Annex B-2 that confirms that your company will provide one (1) year of warranty period after the <u>final completion</u> of the works including the provided materials/equipment.</i></p> <p><b><i>CONDITION: Should the company cannot provide one (1) year of warranty period, it leads to disqualification</i></b></p>

**Agreement on the reporting scheme in accordance with UNHCR requirements (weekly basis)**

*Please provide a signed and stamped letter as per the template, Annex B-3, confirming that your company will comply with the requested reporting line scheme (to be prepared on a weekly basis, supported with GANTT chart or Implementation plan or detailed work schedule as well as photos)*

***CONDITION: Should the company cannot provide the reporting in accordance with UNHCR requirements (weekly basis), it leads to disqualification***

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**Scoring criteria**

<u>Requirements</u>	<u>Supplier's Comments and documents</u>																		
Number of years in the Construction Sector																			
<b>Company Profile</b> The organization structure or organizational chart List of key personnel and qualifications Lis of equipment owned by the firm to be mobilized for the execution of works described in Annex A.1; A.2; A.3 and A.4																			
Mobilization time needed to start project implementation	<i>*in calendar days</i>																		
Proposed staff for implementation of the project	<i>*at least three years of experience in relevant field is preferable</i>																		
Implementation plan	<i>Detailed the project implementation plan with the main project milestones, work schedules and Gantt charts.</i>																		
The materials that will be used	<i>Detailed materials description and specifications in compliance with the Bill of Quantities (BOQ).</i>  <i>*preferably with materials catalogues</i>																		
Past experience	<i>The evidence of successful accomplishment of similar sized projects. Construction contracts signed with companies or organizations. Reference letters.</i> <i>Provide completed table as follow:</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="center">#</th> <th align="center">Client name</th> <th align="center">Subject</th> <th align="center">Contract value</th> <th align="center">Contract dates</th> <th align="center">Letter of Reference Attached /Copy of Contract</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	#	Client name	Subject	Contract value	Contract dates	Letter of Reference Attached /Copy of Contract												
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Company Name:

Company Stamp/Signature:

Date:

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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><i>*companies that are not providing reference letters or work completion certificates shall score 0.00. from this criterion</i></p>												
Annual Turnover (within previous three years)	<p><i>Provide completed table as follow:</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Financial Statement</th> </tr> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Turn Over</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2018</td> <td></td> </tr> <tr> <td style="text-align: center;">2019</td> <td></td> </tr> <tr> <td style="text-align: center;">2020</td> <td></td> </tr> </tbody> </table> <p><i>* will be verified base on financial reports provided</i>  <i>*should the company fail to provide financial reports for three years, it will lead to disqualification</i></p>	Financial Statement		Year	Turn Over	2018		2019		2020			
Financial Statement													
Year	Turn Over												
2018													
2019													
2020													

Company Name:

Company Stamp/Signature:

Date:

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**PROVISION OF FENCING AND ELEVATION WORKS IN TUNAYDBA AND UM RAQUBA**

**CONFIRMATION ON PRE-SET TIMEFRAME ANNEX B-1**

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

\_\_\_\_\_, is capable to  
implement the required works in line with technical specifications and drawings provided within  
\_\_\_\_\_ **weeks** (max.4 weeks) in line with the technical details provided in the  
tender documents.

AUTHORIZED COMPANY REPRESENTATIVE's

NAME:

TITLE:

SIGNATURE:

DATE:

COMPANY STAMP:

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**PROVISION OF FENCING AND ELEVATION WORKS IN TUNAYDBA AND UM RAQUBA**

**CONFIRMATION ON COMPLIANCE WITH ONE (1) YEAR OF WARRANTY  
PERIOD OF THE MATERIAL PROVIDED**

**Annex B-2**

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

\_\_\_\_\_, will provide a warranty for one  
(1) year for all the works implemented/completed and materials installed, commencing after the final completion of  
the works is confirmed.

AUTHORIZED COMPANY REPRESENTATIVE's

NAME:

TITLE:

SIGNATURE:

DATE:

Company Name:

Company Stamp/Signature:

Date:

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**COMPLIANCE ON UNHCR REPORTING REQUIREMENTS**

**Annex B-3**

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

\_\_\_\_\_, agrees that the reporting scheme on the progress of works implementation shall be in accordance with UNHCR's requirements and shall be prepared on a weekly basis, supported with GANTT chart or Implementation plan or detailed work schedule as well as photos.

AUTHORIZED COMPANY REPRESENTATIVE's

NAME:

TITLE:

SIGNATURE:

DATE: