

REQUEST FOR PROPOSAL: RFP/HCR/ROK/2021/007

REQUEST FOR PROPOSAL FOR CONSTRUCTION OF OFFICE, ACCOMMODATION AND REGISTRATION UNITS IN HAMDAYET, TUNAYDBA AND UM RAKUBA
ANNEX C- TECHNICAL PROPOSAL FORM

Information required on the Organizational Structure (Pass/Fail Criteria + 100.00 Points)	<u>Supplier's Comments</u>
<p>Years of experience in the field of construction ((Pass/Fail Criteria+ 100.00 points)</p> <p><i>*Should the company fail to have min. three (3) years' experience, it will lead to disqualification</i></p>	<p><i>Number of years to be indicated (Min. 3 years). In addition, please provide brief description of your company, organizational structure, number of personnel, managers, etc., certificates of expertise in recruitment field. Any experience beyond three (3) years shall be evaluated proportionally.</i></p> <p><i>Short description of the Company, details on the objectives, and experience in the construction sector (supported by registration in official gazette as a construction, engineering, architectural and design company and/or chamber of commerce copy on the registry date attached to Technical Proposal Form)</i></p>
<p>Compliance with UNHCR's recommended timeline (Pass/Fail Criteria) <i>*Should the company fail to provide these documents, it will lead to disqualification</i></p>	<p><i>Please fill the below given letter (Annex C-1) in case your company is capable of providing required services as per the quantities requested in Annex-B, within the required timeframe (3 months maximum).</i></p>
<p>Compliance with UNHCR's payment terms (Pass/Fail Criteria) <i>*Should the company fail to provide these documents, it will lead to disqualification</i></p>	<p><i>Please sign and stamp below provided letter Annex G UNHCR General Conditions of Contracts for the Provision of Goods and Services as a confirmation on UNHCR conditions, payment terms and general conditions of contracts.</i></p>
<p>Compliance with one (1) years of warranty period of the material proposed (Pass/Fail Criteria) <i>*Should the company fail to provide these documents, it will lead to disqualification</i></p>	<p><i>Please kindly sign and stamp below letter Annex C-2 that confirms one (1) year of warranty period after the <u>final completion</u> of the project including the provided materials/equipment.</i></p>
<p>Availability of Confirmation Letter on the reporting (Pass/Fail Criteria) <i>*Should the company fail to provide these documents, it will lead to disqualification</i></p>	<p><i>Please sign and stamp the letter Annex C-3 that the 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)</i></p>
<p>Compliance with UNHCR Supplier Code of Conduct (Pass/Fail Criteria) <i>*Should the company fail to provide these documents, it will lead to disqualification</i></p>	<p><i>Kindly sign and stamp each page of "UNHCR Supplier Code of Conduct" and attach to the technical proposal confirming your acknowledgement of "UNHCR Supplier Code of Conduct".</i></p>

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<p>Company registration/Mandatory Documents (Pass/Fail Criteria) <i>Should the company fail to provide these documents, it will lead to disqualification</i></p>	<p><i>Listed documents to be attached;</i></p> <ul style="list-style-type: none"> - Official Gazette on registry - Chamber of Commerce Document issued in the country of project operation/implementation (Sudan) - Tax Registration Documents (Sudan) - Last 3x year financial reports (including balance sheet and Income Statement Sudan) - Vendor Registration Form - Bank statement on the account details - Last Audit report (preferred, not mandatory) <table border="1" style="width:100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th align="left" colspan="2">Financial Statement</th> </tr> <tr> <th align="left">Year</th> <th align="left">Turn Over</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td></td> </tr> <tr> <td>2019</td> <td></td> </tr> <tr> <td>2020</td> <td></td> </tr> </tbody> </table>	Financial Statement		Year	Turn Over	2018		2019		2020	
Financial Statement											
Year	Turn Over										
2018											
2019											
2020											

<u>Information required on the Service Requirements (500.00 Points)</u>	<u>Supplier's Comments</u>
<p>Company Profile 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 (100.00 points)</p>	

Company Name:

Company Stamp/Signature:

Date:

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<p>Mobilization Period (50.00 points)</p> <p><i>*Should the company fail to provide these documents, it will lead to disqualification</i></p>	
<p>Number of years of the proposed staff experience in the relevant field (50.00 Points)</p>	
<p>Construction implementation plan, work schedules, GANTT Chart (50.00 Points)</p>	
<p>Information on the materials that will be used for the construction (25 points)</p>	

Company Name:

Company Stamp/Signature:

Date:

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TECHNICAL EVALUATION CRITERIA

<u>Information required Past Experience</u>	<u>Supplier's Comments</u>																																																																														
<p>Please provide the evidence of similar sized projects for finishing type construction contracts signed with companies or organizations and Please note that, companies that are not providing reference letters or work completion certificates shall score 0.00. from this criterion)</p> <p>(150.00 points)</p>	<p><i>Provide details on projects completed</i></p> <table border="1"> <thead> <tr> <th data-bbox="972 416 1043 491">S/N</th> <th data-bbox="1050 416 1196 491">Client Name</th> <th data-bbox="1202 416 1406 491">Value of the entire contract</th> <th data-bbox="1413 416 1552 491">Date From</th> <th data-bbox="1559 416 1666 491">Date To</th> <th data-bbox="1673 416 1818 491"># of Year(s)</th> <th colspan="2" data-bbox="1825 416 2154 491">Letter of Reference Attached /Copy of Contract</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><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><td> </td><td> </td></tr> <tr><td> </td><td> </td><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><td> </td><td> </td></tr> <tr><td> </td><td> </td><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><td> </td><td> </td></tr> <tr><td> </td><td> </td><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><td> </td><td> </td></tr> </tbody> </table>							S/N	Client Name	Value of the entire contract	Date From	Date To	# of Year(s)	Letter of Reference Attached /Copy of Contract																																																																	
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<p>Annual Turnover (75 points)</p>																																																																															

Company Name:

Company Stamp/Signature:

Date:

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CONFIRMATION ON PRE-SET TIMEFRAME

ANNEX C-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.3 months) in line with the technical details provided in the
tender documents.

Important Notes:

- Unrealistic timeframes which do not match the proposed GANTT chart may cause disqualification or score deduction.

AUTHORIZED COMPANY REPRESENTATIVE's

NAME:

TITLE:

SIGNATURE:

DATE:

COMPANY STAMP:

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**CONFIRMATION ON COMPLIANCE WITH ONE (1) YEAR OF WARRANTY
PERIOD OF THE MATERIAL PROVIDED**
Annex C-2

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

_____, provides warranty for one (1)
years for all the works implemented/completed and materials installed during the project 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 C-3
(Pass/Fail Criteria)

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

_____, confirms that the reporting scheme 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: