



**UNHCR**

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

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**DATE: 01/03/2023**

**INVITATION TO BID: No. ITB/CO/YEMSA/23/02**

**FOR**

**SUPPLY AND CONSTRUCTION OF LOCALIZED SHELTERS UNITS  
IN YEMEN - MARIB**

Deadline for Technical & Financial proposals submission through the e-tenderBox will be on  
**Saturday - 25 March 2023 at 23:59 hrs – Yemen local time**

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**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 the mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Our workforce is the backbone of UNHCR. As of 31 December 2021, we employ **18,879** people, of whom around nearly 91 per cent are based in the field.

We work in **137 countries** and territories, with personnel based in a mixture of regional and branch offices and sub and field offices. Our teams work hard to help the displaced, specializing in a wide range of disciplines, including legal protection, administration, community services, public affairs and health. 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), Country Office in Sanaa, invites qualified suppliers and contractors to make a firm offer for the establishment of Frame Agreement(s) for the Supply and Construction of Localized Shelter Units in Yemen - Marib (referred to hereinafter as “LSU” or “goods and services”)

**IMPORTANT:**

Exact technical specifications of the items, and requirement of this project are detailed in the following Annexes:

- **Annexes A1 – A6:** Bill of Quantity (BoQ)
- **Annex B1 – B2:** Drawings
- **Annex C:** Scope of Work (SoW)

The estimated requirement of UNHCR is for 3,073 units (three thousand and seventy-three) of Localized Shelter Units (LSU) in both districts (Marib City & Al-Wadi) **distributed in 6 sectors, and total 25 IDPs location**

The list of estimated number of (LSU) for each district and sector, and as mentioned in the attached annexes for Scope of Work and Bill of Quantity could be summarized as following

BoQ #	District	Sector	Name of IDP sites	GPS Coordinate	Soil type	Number of shelter units
A1	Marib City	Al-Rawdha area/Al-sowayda	Al-Sowayda	45.266674,15.511244	Rocky	765
A1	Marib City	Al-Rawdha area/Al-sowayda	Hawsh Al-Jama'a	45.296595, 15.503581	Rocky	
<b>BoQ #</b>	<b>District</b>	<b>Sector</b>	<b>Name of IDP sites</b>	<b>GPS Coordinate</b>	<b>Soil type</b>	<b>Number of shelter units</b>
A2	Marib City	Al-Rawdha area/Al-sowayda	Istanbul	45.301247, 15.492582	Sand	85
A2	Marib City	Al-Rawdha area/Al-sowayda	Ber Al-waldeen	45.31565, 15.4948685	Sand	
<b>BoQ #</b>	<b>District</b>	<b>Sector</b>	<b>Name of IDP sites</b>	<b>GPS Coordinate</b>	<b>Soil type</b>	<b>Number of shelter units</b>
A3	Al-Wadi	Third Sector ( <b>Sector 1</b> )	Al-Somaya	45.4504257,15.4615505	Sand & Clay	720
A3	Al-Wadi	Third Sector ( <b>Sector 1</b> )	Al-Shibana	45.438160,15.467376	Sand & Clay	
A3	Al-Wadi	Third Sector ( <b>Sector 1</b> )	Al-Jaushiea	45.437457,15.465866	Sand & Clay	
A3	Al-Wadi	Third Sector ( <b>Sector 1</b> )	Al-Noqia'a	45.4440098526739,15.4605474530454	Sand & Clay	
<b>BoQ #</b>	<b>District</b>	<b>Sector</b>	<b>Name of IDP sites</b>	<b>GPS Coordinate</b>	<b>Soil type</b>	<b>Number of shelter units</b>
A4	Al-Wadi	Third/Fourth/Fifth Sector ( <b>Sector 2</b> )	Al Saiei	45.406703,15.505821	Sand & Clay	510
A4	Al-Wadi	Third/Fourth/Fifth Sector ( <b>Sector 2</b> )	Al Hadhn	45.4111419999999,15.517422	Sand & Clay	
A4	Al-Wadi	Third/Fourth/Fifth Sector ( <b>Sector 2</b> )	Batha' alkhalyit	45.54323,15.1710021	Sand & Clay	
A4	Al-Wadi	Third/Fourth/Fifth Sector ( <b>Sector 2</b> )	Al-Ghawiah	45.380225,15.465623	Sand & Clay	
<b>BoQ #</b>	<b>District</b>	<b>Sector</b>	<b>Name of IDP sites</b>	<b>GPS Coordinate</b>	<b>Soil type</b>	<b>Number of shelter units</b>
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Al-Ghueshia Al-Sharqi	45.4367572,15.4637324	Sand & Clay	415
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Al Dhomn	45.49865,15.46196	Sand & Clay	
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Wahshan Al-Sharqi	45.438359,15.469754	Sand & Clay	
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Al Al-Athal	45.4065113,15.4692421	Sand & Clay	
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Al-Rakah	45.407737,15.475680	Sand & Clay	
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Al-Erqah	45.4086541,15.4735252	Sand & Clay	
A5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Al-Siqoor	45.242476,15.2843959999999	Sand & Clay	
<b>BoQ #</b>	<b>District</b>	<b>Sector</b>	<b>Name of IDP sites</b>	<b>GPS Coordinate</b>	<b>Soil type</b>	<b>Number of shelter units</b>
A6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Al Harmi Al-Sharqi	45.3950685,15.4314177	Sand & Clay	578
A6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Al Harmal Al-Qibli	45.3934492,15.4312485	Sand & Clay	
A6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Al Muneef	45.369289,15.436145	Sand & Clay	
A6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Al Kamel	45.351861,15.4023517	Sand & Clay	
A6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Al-Mikrab	45.390125, 15.447822	Sand & Clay	
A6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Mazra'a Al-Rais	45.3919403,15.4570264	Sand & Clay	
<b>Total Estimated Localized Shelters Units Required In Yemen - Marib</b>						<b>3073</b>

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantities. **Quantities and Locations** may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders/Contracts.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Contract with other UN Agencies.

Due to the local soil naturality in each district and sector, locations of each sector, the estimated installation methodology and cost might differ, as a result, the requirement has been divided in multiple lots

Lot #	District	Sector	Soil Type	Number of Shelter Units	Specification & Requirement
Lot1	Marib City	Al-Rawdha area/Al-sowayda	Rocky	765	Annex A1 Bill of Quantity (BoQ) Annex B1 Drawings
Lot2	Marib City	Al-Rawdha area/Al-sowayda	Sand Soil	85	Annex A2 Bill of Quantity (BoQ) Annex B2 Drawings
Lot3	Al-Wadi	Third Sector ( <b>Sector 1</b> )	Sand & Clay	720	Annex A3 Bill of Quantity (BoQ) Annex B2 Drawings
Lot4	Al-Wadi	Third/Fourth/Fifth Sector ( <b>Sector 2</b> )	Sand & Clay	510	Annex A4 Bill of Quantity (BoQ) Annex B2 Drawings
Lot5	Al-Wadi	Third Sector ( <b>Sector 3</b> )	Sand & Clay	415	Annex A5 Bill of Quantity (BoQ) Annex B2 Drawings
Lot6	Al-Wadi	First/Third Sector ( <b>Sector 4</b> )	Sand & Clay	578	Annex A6 Bill of Quantity (BoQ) Annex B2 Drawings

More technical requirement of all above lots are detailed in Annex C: Scope of Work (SoW)

**Important Note: -**

**Bidders may bid for their offer as per the below options: -**

- **Provided their offer for one Lot only. (OR)**
- **Provided their offers for multiple Lots. (OR)**
- **Provided their offers for all Lots.**
- **Partial offer within a Lot is not accepted otherwise the bid may be disqualified.**

This tendering process will result in establishing contracts (Frame Agreements) on equal footing with up to five (5) to ten (10) vendors offering the respective lowest-priced items conforming to the UNHCR technical specifications. These vendors will form a “pool” of suppliers of the concerned localized shelters units for the subsequent **secondary bidding** (i.e. mini competition) if any additional location or updated drawings/specification may differ comparing to the announced one. Further, Purchase Order(s) will be placed with the vendor(s) offering the lowest overall price under each separate instance of the secondary bidding.

UNHCR Yemen may award Frame Agreement(s) with an initial duration of 1 (one) year, potentially extendable for a further two periods of 1 (one) year [1+1] years – the total is three years [1+1+1], for supplying of the goods and services. **The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).**

Upon signing the Frame Agreement, there is an immediate requirement to start the Supply and Construction of Localized Shelter Units (LSU) **estimated of 3073 Units** in districts and locations stipulated in this tender document

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. **It does not represent a commitment that UNHCR will purchase the above quantities of transitional shelter units.** Quantities may vary and will depend on the actual requirements and funds available regulated by the issuance of individual Purchase Orders against the Frame Agreement.

**IMPORTANT:** Please take careful note of article 7 Subcontracting, article 68 & 69 (Termination) and article 71 (Settlement of Disputes) of the attached General Terms and Conditions of Contracts for the Provision of Construction Services in **(Annex F)**.

**It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.**

**QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:**

UNHCR will carry out random quality inspections, including specific selected criteria for laboratory tests to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to a destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR. Quality Control (QC) inspection shall be conducted with regard to items’ technical specifications and Acceptable Quality Level (AQL).

In cases of discrepancies of products, in addition to applicable compensation, clauses as may be defined in the respective AQLs, the additional inspection and/or laboratory costs will be charged to the supplier.

In cases of supplier’s quality default, in addition to the goods’ PO penalty clauses, the inspection and laboratory costs will be charged to the supplier.

Note: this document is not construed in any way as an offer to contract with your firm.

**2. BIDDING INFORMATION:**

**2.1. ITB DOCUMENTS**

The following annexes form an integral part of this Invitation to Bid – which could be found in this link: <https://www.ungm.org/Public/Notice/193513>

Annex Reference	Description
Annex A1 to A6:	Bill of Quantity (BoQ)s
Annex B1 & B2	Drawings
Annex C	Scope of Work (SoW)
Annex D	Technical Offer Form
Annex E1 to E6	Financial Offer Forms
Annex F	GCC for for Civil Works
Annex G	Vendor Registration Form
Annex H1 & H2	UN Supplier Code of Conduct (English & Arabic)
Annex I1 & I2	E-TenderBox Supplier User Manual (English & Arabic)

## 2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) ; **Email Subject: ITB/CO/YEMSA/23/02 – Localized Shelter Units in Marib – ( xxx Your company Name xxx )** as to:

- Your confirmation of receipt of this Invitation To Bid
- Your willing to participate on the pre-bid meeting
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNHCR Office, Friend etc.)

### IMPORTANT NOTE FOR TENDER SUBMISSION:

#### 1- Technical and Financial proposals

Submission of both technical and financial offers should be submitted E-tenderbox <http://etenderbox.unhcr.org> , Please carefully read the e-TenderBox user manual attached as Annex-I1 & I2 for submission of your Technical and Financial– Offers submitted in any other manner will be disqualified.

The deadline for Technical & Financial proposals submission through the e-tenderBox will be on **Saturday - 25 March 2023 at 23:59 hrs – Yemen local time**

#### 2. - Bid Security:

Please include a scanned copy of your bid security with your technical proposal. If you do not provide bid security with your technical proposal, your offer will not be further evaluated.

**(Bidder should submit the original bid security when required)**

Failure to comply with this provision may result in disqualification.

### ملاحظة مهمة لتقديم العطاء:

#### 1- كيفية تقديم العروض الفنية والمالية:

يجب تقديم كل من العروض الفنية والمالية عبر موقع المناقصات الخاص بالمفوضية <http://etenderbox.unhcr.org>

لمعرفة كيفية التقديم عبر الموقع اعلاه يجب قراءة الملفات المرفقة اي 1 و اي 2

آخر موعد لتقديم العروض الفنية والمالية في يوم السبت الموافق 25 مارس 2023 الساعة الحادي عشر وتسعه وخمسون دقيقة مساءً (11:59 مساءً)

#### 2- كيفية تقديم صورة الضمان البنكي:

يجب أرفاق صورة من الضمان البنكي الخاص بالمناقصة مع العرض الفني عبر موقع المناقصات الخاص بالمفوضية <http://etenderbox.unhcr.org>

عدم إرسال (صورة الضمان البنكي) سيؤدي الى استبعاد المتقدم والى فقدان أهليته في إستكمال المنافسة وإجراءات المشتريات

في حالة الطلب من قبل المفوضية يلتزم المتقدم بأخضار اصل الضمان البنكي.

قد يؤدي عدم الأمتثال لهذا الى استبعاد المتقدم والى فقدان أهليته في إستكمال المنافسة وإجراءات المشتريات

### 2.3 PRE-BID MEETING

- i. UNHCR will organize a supplier **online pre-bid conference** on Wednesday **15/03/2023** at **10:00 am to 11:00 am**.
- ii. In order for UNHCR to share the online meeting web link with your company, you should confirm by sending email to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) on or before **Monday 13/03/2023 at 23:59 hrs – Yemen local time** of your interest to participate on the **online pre-bid conference**
- iii. **Email Subject** should be read as “**ITB/CO/YEMSA/23/02 – Localized Shelter Units in Marib – ( xxx Your company Name xxx )**”
- iv. Participation in the pre-tender conference is **strongly recommended given the complexity of the requirements**. All your questions and issues will be clarified and answered in the meeting.

اجتماع ما قبل العرض والذي سيقام قبل الموعد النهائي لتسليم المناقصة

1- ستنظم المفوضية إجتماع لشرح جميع المتطلبات في هذا المناقصة قبل الموعد النهائي للمناقضة  
2- الأجتتماع سيكون عبر الإنترنت للموردين – وسيكون الدخول عبر رابط في الأتترنت سيتم مشاركته مع كل الراغبين للمشاركة في هذا الأجتتماع

**3- موعد الأجتتماع يوم الأربعاء 15 مارس 2023 من الساعة 10:00 صباحاً حتى 11:00 صباحاً**

4- ننصح الدخول على رابط الأجتتماع قبل وقت البدء بنصف ساعه على الأقل  
5- لكي يتسنى للمفوضية مشاركة رابط الويب الخاص بالأجتتماع مع شركتكم قبل الموعد المحدد أعلاه ،، يجب عليكم التأكيد وإرسال بريد إلكتروني (إيميل) إلى الأيميل إدناه وذلك لطلب رابط الأجتتماع والتأكيد برغبتكم لحضور الأجتتماع

[yemsasu@unhcr.org](mailto:yemsasu@unhcr.org)

في موعد أقصاه او قبل

يوم الاثنين 13 مارس 2023 الساعة 23:59 مساءً

عنوان الأيميل يجب ان يكون كالتالي

“ITB/CO/YEMSA/23/02 – Localized Shelter Units in Marib – ( xxx Your company Name xxx )”

قد يؤدي عدم الأمتثال لهذا الى عدم قدرة المفوضية مشاركة رابط الأجتتماع مع شركتكم قبل موعد الأجتتماع  
حضور الأجتتماع ليس إجبارياً ولكن يوصى بشدة بالمشاركة في إجتماع ما قبل العطاء نظراً لتعقيد المتطلبات. سيتم توضيح جميع أسئلتكم والرد عليها في الاجتماع

### 2.4 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by sending an e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) . **The deadline for receipt of questions is 23:59 hrs. local time on 18/03/2023.**

Within a week after the deadline for receipt of questions, all questions asked by bidders and their answers will be sent to all those email IDs from where questions will be received as

well as these will be uploaded on the same UNGM link and other websites or media where the tender documents are made available.

**IMPORTANT: Please note that Bid Submissions are not to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.**

## 2.5 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 be not 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 **e-TenderBox** address will result in disqualification of the offer.

Please submit your bid directly and only to the address provided in the "Submission of Bid" (section 2.7) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical Offer (**Scan copy of bid security should be the part of the technical offer**)
- Financial Offer.

**IMPORTANT:**

**Please carefully read the e-TenderBox user manual attached as Annex-I1 & I2 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.**

### 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 products requested by UNHCR can be found in the following annexes

- **Annexes A1 – A6: Bill of Quantity (BoQ)**
- **Annex B1 – B2: Drawings**
- **Annex C: Scope of Work (SoW)**



Your technical offer should clearly state whether or not the “goods and services or LSU” you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies or deviations with the specifications given.

The following details shall also be provided in the Technical Offer.

#### **I) COMPANY QUALIFICATIONS:**

**Company Profile:** The bidder shall provide:

- company profile (Year founded, specify headquarters location and other branch location if any; description of the core business; Total number of current clients)
- Contact details of at least 2 current or former clients for reference checks (excluding UNHCR);
- Valid company registration document
- Local supplier certificate issued on behalf of the bidder for construction related work in Yemen (if not registered as a business in Yemen)
- In the case of a joint venture, submission of a Joint Venture Deed is mandatory.
- Scan copy of bid security

**Financial Capacity of the company:** Your offer must include bank statements, audited financial statements or financial turnover records from a financial institute for the past 2 years showing an annual turnover of at least USD 100,000 or equivalent in local currency @ USD 1 = 595 Yemeni Rial.

**Experience of Firm:** The bidder shall show proof of a minimum of 2-years’ experience in the field of construction related area by submitting at least 2 (two) contracts, work orders, POs or reference letters that must be on letterheads of the clients.

**Construction equipment:** Bidder should provide a list of owned/rental construction equipment.

**Proposed project personnel:** Bidder should provide a CVs of Minimum 2 Engineers, 4 technicians 10 Casual workers can mobilize. Provide CVs of proposed engineers and technicians.

**Workplan:** Bidders should provide implementation work plan on the items delivery, construction workshops, required construction team, and installation work.

**Delivery capacity:** Bidder should confirm the ability to construct a Minimum required LSU are 150 shelter units per month per lot.

**UNHCR Vendor Registration Form:** Acknowledgement of UNHCR **Vendor Registration Form** (by filling Annex G)

**UNHCR General Conditions of Contract for civil works:** Acknowledgement of UNHCR General Conditions of Contract for civil works (by signing Annex F)

**UN Supplier Code of Conduct:** Acknowledgement of UN Supplier Code of Conduct ( by signing Annex H1 or H2)



**Bid Security:** In order to participate in this ITB, you are required to submit bid security as part of your Bid Submission in the amount of Five thousand (5,000) USD or equivalent in local currency @ USD 1 = Yemeni Rial 542,23 (USD 5,000 = Yemeni Rial 2,711,150).

The Bid Security shall be issued by a reputable bank to the United Nations High Commissioner for Refugees (UNHCR) on behalf of the bidding vendor.

The document must be in one of the following forms:

- (i) Unconditional bank guarantee,
- (ii) Irrevocable letter of credit issued by first-class bank,
- (iii) Cashier's cheque or
- (iv) Certified cheque issued by an accredited bank, acceptable to UNHCR. The bid security must be valid **for 180 days** after the closing date of this ITB.

Unsuccessful bidders' bid securities will be released as promptly as possible but no later than 120 days after the expiration of the period of offer validity.

The successful bidder(s)' bid security(ies) will be discharged/returned upon the bidder(s) signing the Frame Agreement(s).

The bid security may be forfeited by UNHCR and the bid rejected in the event of any or combination of the following conditions:

- a)** If the Bidder withdraws its offer during the period of the bid validity specified in this ITB cover document; or
- b)** In the event the successful Bidder fails to sign the Frame Agreement after UNHCR has issued an award.

Submission of Bid securities. Under this tender, the bids shall be submitted electronically to the designated e-TenderBox application. **Bidders shall include a copy of the Bid Security in their respective Technical Offers.**

## II) PRODUCT SPECIFICATIONS:

**Technical Item Description:** Detailed description of the technical specifications of the offered items must match with the tendered specification, SOW and Drawings

**Warranty:** The bid shall include information on material defects and liability period with terms of warranty for each item, where applicable.

**Country of Origin / Manufacturer:** The technical offer shall state the country of origin of the offered products and the manufacturer.

**Usable lifespan:** The bidder shall clearly state the recommended usable lifespan of each component of the product, i.e. the recommended usage period.

**Certificate:** If available, the bidder must submit a copy of quality assurance certificates for the items in all Lots (preferably internationally recognized quality certificates like ISO etc and/or quality certificate issued by the authorized State Quality Certification Agency of the country of Manufacture of the finished product issued on behalf of the manufacturer).

### III) DELIVERY CAPACITY:

**Incoterms:** The DDP International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

**Monthly Delivery Capacity:** The bidder shall state the quantity that can be constructed each month / per lot. Bidder must have a capacity to deliver a minimum of 150 LSU per month to be deemed technically compliant.

#### **CONSEQUENCES FOR NON-COMPLIANCE:**

- Bidders who submit bids to this ITB and who fail to honour their offer when granted a frame agreement may be **suspended** from participating in UNHCR tenders and potentially also for other UN Agencies
- Please note that - during the implementation of the purchase order- should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand **liquidated damages** for such delay, in an amount equal to 0.1% for each day of delay beyond the date upon which the Goods/services were due to be delivered as specified in the purchase order. For this purpose, UNHCR may **withhold payments** up to 10% of a purchase order value until all disputes are settled or as liquidated damages for the failure of the supplier's performance.

#### 2.5.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency of US Dollars.

**The prices offered must remain unchanged for the duration of the Frame Agreement (1 + 1 +1 years).**

The Financial offer is to be submitted as per the Financial Offer Form (Annex E1 to E6 for Lot1 to Lot6). Bids that have a different price offer form will not be accepted.

**Please note** that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contracts for Civil Works.

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the all-inclusive DDP unit price with installation per specification, BOQ and drawings mentioned in this ITB for both districts and all sectors

The supplier is expected to deliver the goods/services to the specified locations with installation and construction. All taxes payable need to be settled in full by the supplier.

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 company within this period. The pricing model quoted in the Supplier’s offer will remain valid for the duration of the Frame Agreement. 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.

**2.6 BID EVALUATION:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made in three (3) steps (1. Preliminary Evaluation Criteria, 2. Technical Qualification Criteria, 3. Financial) described in the following sections.

**2.6.1 Eligibility and Commercial/Registration Documentation Check:**

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (**Annex G**) and supporting documents.

**2.6.2 Technical evaluation:**

The technical component of the submission will be evaluated using the criteria **PASS or FAIL to the Provided offer using the exact same structure as outlined in Annex D (Technical Evaluation Form)**.

**Technical Evaluation Criteria:**

The following are the criteria based on which UNHCR decides if a company has the basic eligibility to be considered for a contract award:

**Preliminary Evaluation:**

<i>Category</i>	<i>Preliminary Evaluation Criteria</i>	<i>Criteria Description</i>	<i>Pass/Fail</i>
Mandatory	Company Registration & license	Valid Company registration certificates, valid business registration certificate in the field of Civil Works, Construction and rehabilitation services.	Pass/Fail
Mandatory	Financial Capacity	Submitted any one or	Pass/Fail

		composition of the following financial instruments - certified financial statements/balance sheets, and/or audit reports, and/or turnover records for 2021, 2022 for min turnover of 100,000 USD.	
Mandatory	Construction equipment	Bidder should provide the list of owned/rental construction equipment	Pass/Fail
Mandatory	Bid Security	Bidder should provide scan copy of the bid security must be valid for <b>180 days</b> after	Pass/Fail
Desired	Vendor Registration Form	If your company is not already registered with UNHCR, you must complete, sign and submit with your technical proposal the Vendor Registration Form (Annex G)	Pass/Fail
Desired	UNHCR General Conditions of Contract for the Provision of Construction Services	Acknowledgement of UNHCR General Conditions of Contracts for civil works (by signing Annex F (attached hereto))	Pass/Fail
Desired	UN Supplier Code of Conduct	Acknowledgement of UN Supplier Code of Conduct (by signing Annex H1 or/and H2 (attached hereto))	Pass/Fail

**Technical Evaluation:**

<b>Category</b>	<b>Technical Qualification Criteria</b>	<b>Criteria Description</b>	<b>Pass/Fail</b>
Mandatory	Experience	2 years experience in delivering similar projects for comparable organization (i.e. UN, NGO, government) evidence by provision of at least 2 contracts (Civil Works/Construction/Rehabilitation) implemented over the past 5 years. ( Minimum contract value is 100,000 USD)	Pass/Fail
Mandatory	Delivery capacity	Minimum 150 shelter units per month / per lot	Pass/Fail
Mandatory	Proposed project personnel	Minimum 2 Engineers, 4 technicians 10 Casual workers can mobilize. Provide C.Vs of proposed engineers and technicians	Pass/Fail
Mandatory	Workplan	Provide implementation work plan	Pass/Fail

		on the items delivery, construction workshops, required construction team, and installation work	
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All of the above criteria have to be met, otherwise, the bidder’s submission will not be considered for further evaluation.

**2.6.3 Financial evaluation:**

The financial component will be analyzed only for those suppliers that pass the technical evaluation for all items in the offered Lot(s). Financial bids from suppliers who are technically compliant will be evaluated based on:

- Competitiveness of the quoted prices by complete Lot(s)
- Unit cost DDP to each locations for each lot, including installation and construction.

**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.

**2.6.4 Performance evaluation:**

The above will be followed, during the implementation of the contract, by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond to emergency needs,
- Lead time and timely delivery,
- Dependability of products and services (no damages and losses),
- Accuracy of invoices.

**2.7 SUBMISSION OF BID:**

**IMPORTANT NOTE FOR TENDER SUBMISSION:**

**1- Technical and Financial proposals**

Submission of both technical and financial offers should be submitted E-tenderbox <http://etenderbox.unhcr.org> , Please carefully read the e-TenderBox user manual attached as Annex-I1 & I2 for submission of your **Technical and Financial- Offers** submitted in any other manner will be disqualified.

The deadline for Technical & Financial proposals submission through the e-tenderBox will be on **Saturday - 25 March 2023 at 23:59 hrs – Yemen local time**

**2. - Bid Security:**

Please include a scanned copy of your bid security with your technical proposal. If you do not provide bid security with your technical proposal, your offer will not be further evaluated.

**(Bidder should submit the original bid security when required)**

Failure to comply with this provision may result in disqualification.

### ملاحظة مهمة لتقديم العطاء:

#### 1- كيفية تقديم العروض الفنية والمالية:

يجب تقديم كل من العروض الفنية والمالية عبر موقع المناقصات الخاص بالمفوضية  
<http://etenderbox.unhcr.org>

لمعرفة كيفية التقديم عبر الموقع اعلاه يجب قراءة الملفات المرفقة اي 1 و اي 2

آخر موعد لتقديم العروض الفنية والمالية في يوم السبت الموافق 25 مارس 2023 الساعة الحادي عشر وتسعه وخمسون دقيقة مساءً (11:59 مساءً)

#### 2- كيفية تقديم صورة الضمان البنكي:

يجب أرفاق صورة من الضمان البنكي الخاص بالمناقصة مع العرض الفني عبر موقع المناقصات الخاص بالمفوضية  
<http://etenderbox.unhcr.org>

عدم إرسال (صورة الضمان البنكي) سيؤدي الى استبعاد المتقدم والى فقدان أهليته في إستكمال المنافسة وإجراءات المشتريات

في حالة الطلب من قبل المفوضية يلتزم المتقدم بأخضار اصل الضمان البنكي.

قد يؤدي عدم الأمتثال لهذا الى استبعاد المتقدم والى فقدان أهليته في إستكمال المنافسة وإجراءات المشتريات

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

In case the password is forgotten, that account cannot be used anymore, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this ITB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's

responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**TENDER CLOSING DEADLINE:**

#	REQUIRED SUBMISSIONS	CLOSING DATE AND TIME:	Submission location
1	<p>Technical &amp; Financial proposals are to be uploaded in separate documents, under separate links for ‘Technical’ &amp; ‘Financial’ Offers on e-TenderBox. Submit a scanned copy of your bid security with the technical proposal (Bidder should submit the original bid security when required)</p> <p><b>Failure to do so may result in disqualification.</b></p>	<p><b>25 March 2023 – 23:59 hrs Local Time</b></p>	<p>To E-tender box: <a href="http://etenderbox.unhcr.org">http://etenderbox.unhcr.org</a></p>

**Your quotation must be valid at least for [180] days.**

**2.8 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.

## **2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in the USD currency. 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.

## **2.10 General Conditions of Contract for Civil Works (October 2000 version)**

Please note that the General Conditions of Contracts (**Annex F**) 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.

**Aman Aligo**  
Senior Supply Officer  
UNHCR Yemen