

DATE: 21/09/2021

INVITATION TO BID: No.2021/SOP/SCU/ITB/012

**PROVISION OF CIVIL WORKS OF CONCRETE PAVEMENT OF SANITATION LINES
IN VARIOUS REFUGEES VILLAGES (RV's) IN KHYBER PAKHTUNKHWA
CLOSING DATE AND TIME: 10/10/2021 – 23:59 hrs. PST**

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 six 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 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) in Pakistan invites qualified and registered contractors to make firm offers for the Provision of Civil Works of one complete single site or Multiple sites depending on their capacity and financial resources to undertake proposed civil works at Multiple sites locations in Khyber Pakhtunkhwa Province as detailed in the attached BOQ Annexes D and Annex E for all the Multiple 10 sites/Locations . (referred to hereinafter as Services).

IMPORTANT:

The requirement for civil works is divided into **10 sites locations**

Lot Ref.	Description	No of Sites	Location/GPS Coordinates
Lot # 1	Construction/Renovation concrete pavement of sanitation lines in various RVs.	10	Site Nos.01 to Site No.10 (i.e 10 Refugee villages) as indicated in the BOQ (ANNEX D)
	Total Number of Sites	10	



The Scope of work along with the drawings for each site are given in Annex B of the ITB tender document. However, detailed BOQs for the Construction/Renovations of respective 10 sites of Refugee Villages is found in Annex D. The Summary of BOQs and grand summary are found in Annex E of the ITB Tender document.

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders.

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.

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 required services. UNHCR or its appointed construction manager shall have the right to disqualify on the basis of quality material that the contractor intends to use and the contractor must replace this material with the quality that the manager recommends. 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, penalty may be imposed.

UNHCR may appoint an additional contractor to monitor, quality control and confirmation of completion of work. By submitting the bid, bidder shall agree to cooperate and provide samples of materials and any other information that may be required to complete his task.

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

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

Annex A: Calendar of Activities

Annex B: Drawings

Annex C: Technical Offer Form *(to be completed and submitted in the technical offer email)*

Annex D: Financial Offer Form (BOQs) for pavement of sanitation lines in various RVs

LOT#1 *(to be completed and submitted in a separate financial offer email)*

Annex F: Summary of BOQ Cost (For RVs and ALPS Centers and Grand cost) 3

Excel sheets *(to be completed and submitted in a separate financial offer email)*

Annex G: UNHCR General Conditions of Contracts for the Provision of Civil Works

(to be signed/stamped and submitted in the technical offer email)

Annex H: Vendor Registration Form *(to be signed/stamped and submitted in the technical offer email)*

Annex I: UN Supplier Code of Conduct – 2018 *(to be signed/stamped and submitted in the technical offer email)*

Annex J: e-TenderBox Supplier User
Manual
Annex K: e-TenderBox Registration
Guide

2.2 **ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-kenyip@unhcr.org as to:

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

Sending your above confirmation will enable us to send you any updates or any changes in the tender documents.

IMPORTANT:

Failure to comply with this provision may result in disqualification of your firm from

2.3 **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to elahi@unhcr.org, copying kenyip@unhcr.org. **The deadline for receipt of questions is 17:00 hrs PST on 03 October 2021.**

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.

UNHCR will compile all questions / queries received and reply to the questions received as soon as possible by means of posting Q & A sheet on its website <https://unhcrpk.org> OR by email to all bidders.

NOTE:

Although the requirements are quite clear in the tender documents and sites visits are not mandatory, but if bidders would still like to visit the sites for better understanding, they may coordinate their visit date/timing directly with the below mentioned focal person.

UNHCR Office Peshawar

Mr. Paul Kenyi, Associate Supply Officer – UNHCR Email: kenyip@unhcr.org

Or

Mr. Fazal Elahi, Snr. Supply Assistant - UNHCR Email: elahi@unhcr.org

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 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 method provided in the "Submission of Bid" section 2.6) of this ITB, will result in disqualification of the offer. Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR.

Your offer shall comprise the following two 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 requirement for civil works is divided/bundled into 10 sites Locations and **for Construction/ Renovations concrete pavement of sanitation lines in various RVs.**

.The List of the sites and summary of civil works requirement along with drawings for each sites are given in **Annex B** of the tender.

B. However, the technical details (BOQs) of the civil works requested by UNHCR can be found in **Annexes D and E - Financial Offer Forms (BOQs) for sites locations from 1 to 50.**

The technical offer shall include the information requested in the Technical Offer Form / Bid Data Sheet Annex C. Please fill out Annex C with complete information regarding your offer. Failure to provide filled/ a complete Annex " C in your technical offer would lead to "technical disqualification".

The following details shall be provided in the Technical Offer.

- a. **Company Registration:** The bidder shall provide complete company profile containing copies of the registration documents with government authorities like NTN & STRN, Form H, Certificate of Incorporation (Company should be at least 3 years old).
- b. **Registration with Pakistan Engineering Council (PEC):** The bidder must be registered with Pakistan Engineering Council and shall provide valid certificate in category C-5 or above. If the PEC registration is expired, bank deposit for renewal slips will only be accepted if the date of issuance of the deposit slip is before the issue date of this tender.
- c. **Bid Security:** During the bid evaluation process UNHCR will separately request the successful bidder(s) to provide bid security of PKR 200,000 (PKR Two Hundred Thousand) for each lot and PKR 1,000,000 (PKR One Million) for all the Lots in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of "A". Bidders are therefore **not required** to submit bid security with their offers. However, bidders must clearly state in "Annex C – Technical Offer Form/Bid Data Sheet" their **acceptance** to provide a bid security if requested by UNHCR separately at any later stage of the procurement process.
- d. **Experience of Firm:** The bidder shall show proof of past 3 years' experience in similar civil



works by submitting at least 3 contracts, work orders, POs or reference letters (each costing at least PKR 06-10 million). All documents must be credible with letter heads and/or stamps of issuing organizations.

Provide the following information regarding your experience within at least the last three (3) years which are related or relevant to those required for the proposed civil works contract;

Name of Project	Client	Contract Value	Period of Activity	Types of activities undertaken	Status or Date Completed

- e. Technical Personnel Profile:** Details of the Technical Staff including at least 1 Project Manager who must be a BSc. Civil Engineers with sound working experience (with a valid PEC Registration Number under the firm – **UNHCR will verify**), 1 assistant Project Manager also PEC registered under the firm with considerable years of experience and at least 2 site supervisors who must be Diploma Engineers (DAEC), but not necessarily registered under the company in the PEC online registration system. These details should be provided along with copies of their academic certificates and brief CV (1 to 2 pages) . These documents will be used for Technical Evaluation. 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 Capacity:** Your offer should include bank statements or audited financial statements for last year showing an annual turnover amount of at least USD 100,000 - USD 150,000 or equivalent in local currency. Your bank statement must be from a bank with a minimum credit rating of A. Transactions to be considered in the bank statement must be before the issue date of this tender.
- g. Understanding of the requirements and proposed Workplan:** Bidders must prepare at least a 1-3 page narrative of their proposed approach/methodology, quality and risks management plans: Bidders shall provide an executive summary that defines the overall approach to manage the allocated time, resources, and risks in the civil works project, including a Work Plan / implementation plan (schedule) **for each Lot separately** and for all activities using GANTT Chart/ simple Implementation Plan/Proposed Detailed Work Schedule (prepared and broken down on a daily basis with percentage distribution) with critical path analysis for each task/sub-task. This section should include a quality control system and management, security and reporting plans.

Bidders are strongly advised to take this section seriously and prepare an approach that shows:

- i. The implementation schedule for each civil works Job under the respective



Lots (s), as provided in Annexes D, Annex E and Annex B.

- ii. Deployment plan of resources including staff supervisors, project managers and materials for each civil works Job.
- iii. Description of quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines.
- 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 H).
- i. **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 G
- j. **UN Supplier's Code of Conduct:** Your technical offer should contain your acknowledgement for adherence of the UN Supplier's code of conduct by signing Annex I.
- k. **Technical Personnel Profile:** Details of Technical Staff including at least 1 Project Manager who must be a BSc. Civil Engineers with sound working experience (with a valid PEC Registration Number under the firm – **UNHCR will verify**), 1 assistant Project Manager also PEC registered under the firm with considerable years of experience and at least 2 site supervisors who must be Diploma Engineers (DAEC), but not necessarily registered under the company in the PEC online registration system. These details should be provided along with copies of their academic certificates and brief CV (1 to 2 pages) . These documents will be used for Technical Evaluation. 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.
- l. **Financial Capacity:** Your offer should include bank statements or audited financial statements for last year showing an annual turnover amount of at least USD 100,000 - USD 150,000 or equivalent in local currency. Your bank statement must be from a bank with a minimum credit rating of A. Transactions to be considered in the bank statement must be before the issue date of this tender.
- m. **Understanding of the requirements and proposed Workplan:** Bidders must prepare at least a 1-3 page narrative of their proposed approach/methodology, quality and risks management plans: Bidders shall provide an executive summary that defines the overall approach to manage the allocated time, resources, and risks in the civil works project, including a Work Plan / implementation plan (schedule) **for each Lots separately** and for all activities using GANTT Chart/ simple Implementation Plan/Proposed Detailed Work Schedule (prepared and broken down on a daily basis with percentage distribution) with critical path analysis for each task/sub-task. This section should include a quality control system and management, security and reporting plans.

2.4.2 Content of the FINANCIAL OFFER

Please note that your **separate** Financial Offer is to be submitted as per the Financial Offer Forms (**Annex D and Annex E**) and must contain prices quoted in PKR against each BOQ line item given in Financial Offer Form. Bids that have a different price structure may not be accepted.

Your **separate** Financial Offer is to be submitted as per the Financial Offer Form (**Annex F**) and must contain an overall offer in PKR.

The following details shall be provided for each BOQ line item under the respective civil works jobs/lots:

Unit costs: Your quote shall have:

- i. The unit price for each BOQ line item must be inclusive of all charges including transportation up to the delivery addresses as per details provided in the table on page 1.
- ii. If the total price of a BOQ line item differs from the stated total price at any line item in Annex “F”, the unit price shall prevail. If the sum of total prices of all line items differ from the overall total price stated by the bidder, the line item total prices shall prevail.

UNHCR is exempt from all direct taxes and customs duties. In this regard, price has to be given without all applicable taxes.

You are requested to hold your offer valid for 180 calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. In exceptional circumstances, prior to the expiration of the Bid validity period, UNHCR may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

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 Preliminary Evaluation:

The administrative & eligibility component of the submission will be assessed using the below criteria. For bidders to be considered for Technical Evaluation, they must first fulfill “Yes” of all the Administrative & Eligibility criteria. Therefore, the bidders shall include in their technical offer the requested relevant documents to satisfy the below administrative criteria.

Sr.	Administrative & Eligibility Criteria	Yes / No
1.	Vendor Registration Form <i>Has the bidder provided signed/stamped Vendor Registration Form?</i>	Yes/No
2.	UNHCR General Conditions for Provision of Civil Works <i>Has the bidder submitted acknowledged/signed copy of UNHCR General Conditions for Provision of Civil Works?</i>	Yes / No
3.	UN Supplier Code of Conduct <i>Has the bidder submitted acknowledged/signed copy of UN Supplier Code of Conduct?</i>	Yes / No

2.5.1 Technical Evaluation:

The technical component of the submission will be evaluated using the **PASS** or **FAIL**, criteria by using the below criteria and based on the requirements from Annex C Technical Offer Form.

Sr.	Technical Criteria	Pass / Fail
4.	Technical Offer Form / Bid Data Sheet (Annex C) <i>Has the bidder provided filled/completed Annex C – Technical Offer Form/Bid Data Sheet, and have attached the required documentation?</i>	Pass / Fail
5.	Technical responsiveness / Full compliance to requirements stated in Annex-B & Annex-C (BOQs) <i>Bidder to provide acceptance to offer Services as per the Requirements / BOQs stated in Annex B (Drawings). Also, refer to section 2.4.1(g) in the ITB document, and provide 1-3 pages narrative of your proposed approach/methodology to undertake the civil works under the offered lot(s), including a Work Plan / implementation plan (schedule) for each lots separately and for all activities using GANTT Chart.</i>	Pass / Fail
6.	Company / Business Registration <i>Is the Bidder registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</i>	Pass / Fail
7.	Registration with Pakistan Engineering Council (PEC) <i>Bidder to provide copy of valid certificate in category C-5 or above</i>	Pass / Fail
8.	Technical Staff, including PEC Registered Project Manager (1), Assistant Civil Engineer (1) and Diploma Engineers (2) <i>Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.</i>	Pass / Fail
9.	Minimum 3 years of experience in similar civil works contracts <i>Bidder to submit proof of experience; Minimum no. of 3 similar contracts (each costing at least PKR 06-10 million) undertaken over past for atleast years</i>	Pass / Fail
10.	Financial Capacity <i>Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover amount of at least USD 100,000 - USD 150,000 or equivalent in local currency.</i>	Pass / Fail
11.	Bid Security <i>Has the Bidder accepted to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process?</i>	Pass / Fail

12.	Delivery / Completion Time <i>Bidder to propose the estimated number of days/months for completion of civil work jobs under the offered lot(s). UNHCR's expected completion time is provided in scope of work at Annex- B which is from 04 to 08 months for the civil work jobs under each lot, and expects bidders to have enough capacity to undertake works simultaneously (if applying for multiple lots).</i>	Pass / Fail
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Only technically qualified bidders shall be financially evaluated. In order to be technically qualified and eligible for financial bids evaluation, bidders must score "PASS" all the Technical evaluation criteria listed from points 4 - 12 above.

2.5.2 Financial evaluation:

The financial component will be analyzed only for those bidders that pass the technical evaluation stage above.

All bids from technically qualified bidders will be evaluated based on:

- Compliance with the established UNHCR requirements/BOQs for civil works
- Lowest price offer of technically qualified/responsive Bid for respective lot(s)
- Delivery/Completion Time
- Delivery capacity

Important Note:

Bids will be accepted for either single site or location or for multiple Sites/locations or for one lot or for the 2 Lots. However, partial and incomplete bids for any individual lot will not be accepted. In case of any discrepancy like calculation errors, unit rates will be considered.

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.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. 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.

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt,

.zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is 10MB.

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.

IMPORTANT:

The technical and financial offers shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

TENDER CLOSING DEADLINE: 10/10/2021, 23:59 hrs. PST

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.

It is supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

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 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.

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 ITB will be made in PKR currency. Payment will be made in accordance to the General Conditions of Contracts 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS

Please note that the General Conditions of Contracts (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.

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR Country Office Islamabad