

## PQ 1/2021 – Prequalification for civil works for UNHCR in Egypt

UNHCR representation in Egypt invites qualified vendors for civil works to submit their application for obtaining a pre-qualified status allowing participation in closed biddings for all rehabilitation, construction and remodeling works to be undertaken in all UNHCR premises in Zamalek, October 6 City and Alexandria.

Indicatively, UNHCR has in 2020 and 2021 spent US\$ 200,000 on rehabilitation and remodeling in all its premises.

Obtaining the pre-qualified status allows vendors to participated in closed biddings in which they only need to provide a quotation against the BOQ shared by UNHCR.

A minimum of 5 vendors will be granted the pre-qualified status.

The period of prequalification is for 12 months and is non-extendable.

Vendors who do not qualify in this process will not be shortlisted to participate in closed biddings.

Compliance with the following criteria will be evaluated for awarding the pre-qualified status using the PASS or FAIL method. Vendors who are deemed to comply with all the criteria listed below will be awarded the pre-qualified status:

Requirement	Comment
Copy of registration certificate with the Contractors Union	
Copy of registration trade certificate	
Copy of grade certificate	
Organizational structure and organization chart	
CVs of key company staff and proposed team leader/project manager	Team leader assigned to manage UNHCR projects should have at least 10 years of experience
Technical team structure including skilled labor with CVs	
List of equipment and facilities	
Evidence of satisfactory performance/successful completion of 5 projects in the past 3 years - reference letters for ex.	
List of notable national or international corporate clients in the last 4 years with, project values and contact information	
Statement on how your company disposes the following from construction sites: i) Excavation; ii) Demolished solids i.e. concrete, flooring, walls, steal bars, glass, fabrics...etc.; iii) Are any of the above disposals recycled?	Copy of environmental policy if available
Statement on safety and incident prevention	Copy of policy if available
Confirmation on non-inclusion in vendor sanction lists	

Completed and signed Statement on Commitments form	
Completion & signature of the Vendor Registration Form	
Letter from the bank confirming account information in the Vendor Registration Form	

The deadline for questions is 16 October 2021 and all questions should be sent to [ARECASUP@unhcr.org](mailto:ARECASUP@unhcr.org).

**The deadline for submission is on 26 October 2021, 23:59 time in Cairo.**

**Bids should exclusively be submitted over the [etenderbox.unhcr.org](https://etenderbox.unhcr.org) platform.** Guidance is provided in Annex E and please submit a blank file under “Financial Offer” section.

Annexes:

Annex A – General Conditions of Contract for Civil Works

Annex B – UN Supplier Code of Conduct

Annex C – Confirmation on non-inclusion in vendor sanction lists

Annex D – Statement on Commitments

Annex E – eTenderBox User Manual

Annex F - Vendor Registration Form

