

15 February 2022

REOI 1/2022 – Request for Expressions of Interest

For inclusion among prequalified vendors for civil works for UNHCR in Egypt

CLOSING DATE: 15 March 2022, 23:59 time in Cairo

UNHCR representation in Egypt invites qualified vendors for civil works to express their interest for obtaining the 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 average on rehabilitation and remodeling in all its premises.

Obtaining the pre-qualified status allows vendors to participate 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:

Evaluation criteria	Comment
Business registration certificate and TAX ID card	
Copy of registration certificate with the Contractors Union with the grade and trade indicated	
Organizational structure and chart	Please indicate the individual departments and the reporting lines
CVs of key proposed staff and team leader	Team leader assigned to manage UNHCR projects should have at least 10 years of experience; Key technical staff must be included - for ex. architect, civil engineer, MEP engineer, site engineer, project manager, technical office staff, etc.

Statement on the technical team and skilled labor with years of experience	Please indicate how many painters, electricians, plumbers, workman, mason, plasterer and other trades with years of experience. Please complete the attached Proposal Form for individual staff.
Evidence of successful completion of at least 1 project each year which exceeds EGP 600,000 in value, for the last 3 years	Projects with notable national or international entities and contact information to be shared. Evidence of minimum 1 project is required for each year.
List of equipment and facilities	List of equipment used on site for construction activities
Statement on how your company disposes the following from construction sites: i) Excavation; ii) Demolished solids like concrete, flooring, walls, steel bars, glass, fabrics...etc.; iii) Are any of the above disposals recycled?	Please attach also copy of environmental policy if available.
Statement on safety and incident prevention	Copy of policy if available; safety equipment will be mandatory for workers and engineers on site.
Completed and signed Statement on Commitments form	
Completion & signed Vendor Registration Form	

A meeting will be organized with vendors who express their interest to participate on 1 March 2022 at 10 AM. The purpose of the meeting will be to discuss the REOI process and UNHCR requirements over the coming 12-month period. Vendors are requested to share their interest to participate 2 days before the meeting by e-mail to SERIG@unhcr.org copying ARECASUP@unhcr.org. The venue will be shared by e-mail.

The deadline for questions is 8 March 2022 and all questions should be sent to SERIG@unhcr.org copying ARECASUP@unhcr.org.

The deadline for expression is on 15 March 2022, 23:59 time in Cairo.

Bids should exclusively be submitted over the 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



Mr. Andre Lukovics

Supply Officer

UNHCR Representation in Egypt