INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees 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 10,966 people in more than 128 countries continues to help about 65.6 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 and www.unhcr.org.jo.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Jordan, invites qualified construction, engineering and architectural companies to make a firm proposal for the provision premises improvement works (including materials, construction and installation works), at UNHCR Amman office (referred to hereinafter as "construction works"), as described in the Scopes of Works.

Part 1: Cafeteria Renovation and Aluminum Works
Part 2: Improvement works at the Amman Registration center.
Part 3: Upgrade of Perimeter Wall

IMPORTANT:
Scope of Works (SOW) are detailed in Annex A of each part and related technical drawings are detailed in Annex-B of this document.

UNHCR prefers to award one company that can cover all requested works; however partial bidding by Parts is accepted. Bidders may offer for all three parts or partially by parts (part 1, or 2 or 3). UNHCR may award contracts to one or more bidder depending on bidder offer compliance with UNHCR requirements.

It is strongly recommended that this Request for Proposal (RFP) 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 F).

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

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

**Part 1:** Cafeteria Renovation Works and Aluminum Works
- Annex A: Scope of Work for Cafeteria renovation and Aluminum Works
- Annex B1: Electrical illustrative Diagram
- Annex B-2: Mechanical Illustrative Diagram
- Annex B-3: Aluminum Works
- Annex C: Technical Proposal Form
- Annex D: Financial Proposal Form

**Part 2:** Improvement works at the Amman Registration center.
- Annex A: Scope of Work for Improvement works at the Amman Registration center
- Annex B: Ventilation System Design
- Annex C: Technical Proposal Form
- Annex D: Financial Proposal Form

**Part 3:** Upgrade of Perimeter Wall
- Annex A: Scope of Work for Upgrade of Perimeter Wall
- Annex B: List of Technical Drawings
- Annex C: Technical Proposal Form
- Annex D: Financial Proposal Form

Annex E: UNHCR Vendor Registration Form
Annex F: UNHCR General Conditions of Contract for the Provision of Civil Works (to be signed, stamped and returned as confirmation and acceptance of UNHCR contract terms)
Annex G: UNHCR Supplier Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate informing us of the receipt of this RFP by return e-mail to Joramsup@unhcr.org as to:
- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

**IMPORTANT:**
Failure to send the above requested information may result in disqualification of your Proposal from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to Joramsup@unhcr.org.

The deadline for receipt of written inquiries is 23:59 hrs local time on 11 November 2019.

Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date.

UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.
IMPORTANT:
Please note that Bid Submissions are not to be sent to the e-mail address which you used to request and receive the tender documents. Please refer below to section (2.6 SUBMISSION OF BID) for the e-mail address to send your offer.

In addition, UNHCR is organizing a site visit for main works and invites all interested bidders to participate (participation is recommended).

Date: 5 November 2019
Time: 11:00 am
Venue: UNHCR Branch Office, Khalda. 319 Wasfi Al Tal Street, opposite to paradise bakery.

Please confirm your participation to Joramsup@unhcr.org in writing latest by 4 November 2019

2.4 YOUR PROPOSAL

Your Proposal shall be prepared in English.
Please submit your Proposal using the Annexes provided. Proposals not conforming to the requested formats may be not taken into consideration.

IMPORTANT:
Inclusion of copies of your Proposal with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail/ tender box address will result in disqualification of the Proposal.
Please send your bid directly to the address provided in the “Submission of Bid” section 2.6) of this RFP.

Your Proposal shall comprise the following two sets of documents:

- Technical Proposal
- Financial Proposal

2.4.1 Content of the TECHNICAL PROPOSAL

IMPORTANT:
No pricing information should be included in the Technical Proposal. Failure to comply may risk disqualification. The technical Proposal should contain all information required.

The Technical Specifications and respective detailed drawings of the services requested by UNHCR can be found in the attached Annexes and Technical Drawings. Your Technical Proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Description of the company and the company’s qualifications
  A description of your company with the following documents: company profile, registration certificate and last three (3) years financial reports:
  - Year founded (minimum 3 years from submission deadline)
  - Company Profile (Companies proposing to the tender should be registered as construction, engineering and/or architectural company to be supported by official gazette registry copy)
  - Participating companies are requested to confirm their capacity to implement the required works within the pre-set time frame by filling and returning the letter in Technical Proposal Form.
- **Bid Security:** Companies shall provide a Bid Security in form of bank guarantee equaling to 10% of the proposed financial bid amount. The original bank guarantee shall be placed in the financial envelope, failure to comply may result in disqualification. *(Note: Vendor to attach in the Technical offer Form Annex C (page 3) confirming that original bid security has been included in the Financial envelope)*

- **GANTT Chart/Implementation Plan/Proposed Detailed Work Schedule** (prepared and broken down on a daily basis with percentage distribution on main and sub-tasks) providing the details of critical path analysis for each task/sub-task.

- **Understanding of the requirements for services, proposed approach, solutions, methodology and outputs**

Any comments or suggestions on the Technical Specifications, as well as your detailed description of the manner in which your company would respond to the Technical Specifications.

- Confirmation letter regarding the acceptance of UNHCR payment terms. *(By stamping (official company stamp) Annex-H/ UNHCR General Conditions of Contract for the Provision of Civil Works)*

- Companies are required to provide the confirmation letter (available in Technical Proposal Form) to confirm that all the materials and works implemented shall be under two (2) year’s warranty after the final completion of the works and related services.

- **Health and Safety Plans:** Companies are requested to provide their detailed health and safety measures/plans.

- **Proposed Personnel:**

Company should provide detailed composition of the proposed team together with Curriculum Vitae (s) of core staff e.g. electrical engineer(s), mechanical engineer(s) and civil engineer(s)/architect/interior architect. Proposed team members should have at least five (5) years of experience in the relevant field. Dedicated team leader (project manager should be engineer or architect) is required to have at least 10 years of experience in the relevant field. The field staff for the implementation of the works and related services shall have at least five (5) years of experience in the relevant field.

- Participating Companies are required to have a staff (project manager) to prepare and submit weekly reports (to be supported with GANTT chart), photos and any other documents (Annex-C).

- Participating Companies are required to understand the requirements of the project and propose the materials according to the provided information in the technical specifications and drawings (Annex-B).

The bidders should demonstrate and provide the adequately skilled people to assume the responsibilities and perform the full range of tasks included in the technical specifications as well as in drawings. No substitutions of personnel will be made without prior written consent from UNHCR. Please note that it is the responsibility of the service provider to provide relevant visa and work permits for the proposed resources, if required.

**Implementation:** The Company shall guarantee that the work/services will be uninterrupted for the duration of the contract and all implementation shall be completed within the proposed time-frame. Where there will be absence of core staff due to emergency situation, the company shall obtain prior approval of UNHCR and a solution agreed upon so that the on-going project implementation will not be adversely affected.
Safety Standards: The successful company shall be required to comply with all national safety standards upon signing the contract. In addition, prior to contract signature, following insurance coverage shall be under contractor’s responsibility until approval of substantial completion of the works by UNHCR:

- Insurance for the Works, Plant and Materials (no less than the value of the project)
- Insurance against injury to persons and damage to property (third party insurance)
- Insurance for Contractor’s personnel (workers in case of an injury, sickness, loss, etc.)
- Insurance for Contractor’s Equipment

If UNHCR determines that improper performance cannot be remedied by re-performance or other corrective measures by the Contractor, UNHCR may terminate the Contract. In the event of delay in completion of the works, contractor shall be subjected to a penalty payment of an amount equivalent to 1% of the total Contract Price for each calendar week. If the delays reach to more than three (3) calendar weeks, UNHCR shall have the right to terminate the contract.

- Participating companies should provide details of prior experience regarding similar works executed with companies or organizations and provide copy(s) of purchase orders / contracts or proof of successful completion certificates or letters of references.

- Vendor Registration Form and UN Supplier Code of Conduct: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex-G) together with the respective documents and sign and stamp the UN Supplier Code of Conduct document.

- UNHCR General Conditions for Provision of Civil Works: Your technical Proposal should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil Works by stamping each and every page of Annex-H.

2.4.2 Content of the FINANCIAL PROPOSAL

Your separate Financial Proposal must contain an overall Proposal in Jordanian Dinars (JOD) Only.

The Financial Proposal must cover all the services to be provided (price “all inclusive”). No additional payment shall be paid by UNHCR for any other related arrangements by the company such as transportation costs of debris, labor, testing and commissioning etc. In addition, all work/services and related arrangements shall comply with national rules and/or laws. The Financial Proposal is to be submitted as per the Financial Proposal Form (Annex-C). Proposals that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT and any other taxes.

You are requested to hold your Proposal valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

UNHCR’s standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a proposal 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 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of Proposals received. Evaluation is made on a technical and financial basis.

The percentage assigned to each component is determined in advance as follows:

The Technical Proposal will be evaluated using inter alia the following criteria and percentage distribution: 60% from the total score of 1,000 points. Companies scoring lower than the 60% of the maximum score (600 points), equaling to 360 points, shall not be considered as technically compliant and shall not be financially evaluated.

Remarks: The Technical Proposal score will be calculated according to the percentage distribution for the technical and financial Proposals.

<table>
<thead>
<tr>
<th>TECHNICAL EVALUATION CRITERIA POINTS</th>
<th>Max. Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAPACITY/QUALIFICATIONS OF THE COMPANY</strong></td>
<td>80.00</td>
</tr>
<tr>
<td>Company Profile – Short description of the Company, details on the objectives, and experience in the construction sector.</td>
<td>&lt; 3 years: 0.00 points</td>
</tr>
<tr>
<td></td>
<td>3-5 years: 20.00 points</td>
</tr>
<tr>
<td></td>
<td>6-8 years: 40.00 points</td>
</tr>
<tr>
<td></td>
<td>9 years or above: 60.00 points</td>
</tr>
<tr>
<td>Company establishment more than three (3) years prior to tender closing date, to be supported by copy of official registration.</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Companies participating in the tender should be registered as construction, engineering or architectural company (to be supported by the official registration certificate).</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Completion Period - Availability of confirmation letter indicating the company will implement and provide required services within the required time frame (max.12 weeks).</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td><strong>Bid Security: Original Bank Guarantee</strong> equal to 10% of the overall financial proposal amount shall be placed in the financial envelope, failure to comply may result in disqualification. (Note: Vendor to attach in the Technical offer Form Annex B (page 3) confirming that original bid security has been included in the Financial envelope)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td><strong>Mandatory Documents</strong></td>
<td>Copy of Valid Registration:</td>
</tr>
<tr>
<td></td>
<td>✓ Certificate with the Chamber of Commerce.</td>
</tr>
<tr>
<td></td>
<td>✓ Commercial Registration</td>
</tr>
<tr>
<td></td>
<td>✓ Certificate of Profession or membership in Jordanian Construction Contractors Association (JCCA)</td>
</tr>
<tr>
<td>Quality of the Proposed Staff, Materials and Reporting Structure</td>
<td>Valid company business bank account</td>
</tr>
<tr>
<td>Number and Qualifications of dedicated staff, CV, diplomas, background of the:</td>
<td>&lt;10 Year 00 points</td>
</tr>
<tr>
<td>- Project leader (engineer or architect with min. ten (10) years of experience in the respective field)</td>
<td>10-14 Years 15.00 points</td>
</tr>
<tr>
<td>- Dedicated field/technical staff (Electrical, Mechanical Engineers with min. five (5) years' experience in the respective field)</td>
<td>15 Years or above 20.00 points</td>
</tr>
<tr>
<td>- Two (2) Site Managers (Civil Engineer, Architect or Construction Technician with min.</td>
<td>Electrical Engineer</td>
</tr>
<tr>
<td></td>
<td>&lt;5 Year 00 points</td>
</tr>
<tr>
<td></td>
<td>5-9 Years 8.00 points</td>
</tr>
<tr>
<td></td>
<td>10 Years or above 15.00 points</td>
</tr>
<tr>
<td>- Two (2) Site Managers (Civil Engineer, Architect or Construction Technician with min.</td>
<td>Mechanical Engineer</td>
</tr>
<tr>
<td></td>
<td>&lt;5 Year 00 points</td>
</tr>
<tr>
<td></td>
<td>5-9 Years 8.00 points</td>
</tr>
<tr>
<td></td>
<td>10 Years or above 15.00 points</td>
</tr>
<tr>
<td>Site Manager 1</td>
<td>&lt;5 Year</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>5-9 Years</td>
</tr>
<tr>
<td></td>
<td>10 Years or above</td>
</tr>
<tr>
<td>Site Manager 2</td>
<td>&lt;5 Year</td>
</tr>
<tr>
<td></td>
<td>5-9 Years</td>
</tr>
<tr>
<td></td>
<td>10 Years or above</td>
</tr>
<tr>
<td>Level and quality of the proposed GANTT chart (presented indicating activities that shall be performed on a weekly basis and broken down with percentage distribution for all main-tasks with their content table to be indicated by the participating companies) with critical path analysis included for each task/sub-task (A3 format is preferred).</td>
<td>Weekly basis</td>
</tr>
<tr>
<td>Companies should indicate that they will start works (fit-out works) in two or more cities simultaneously and to be reflected in the critical path analysis.</td>
<td>Indicating Sub-Tasks</td>
</tr>
<tr>
<td></td>
<td>% distribution (for main and sub-tasks)</td>
</tr>
<tr>
<td></td>
<td>Critical path analysis</td>
</tr>
<tr>
<td></td>
<td>Completion time (proportionally distributed)</td>
</tr>
<tr>
<td>Availability of confirmation on acceptance of UNHCR Contract and Payment Terms by providing signed and stamped UNHCR General Conditions of Contracts for the Provision of Civil Works-Annex H</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Availability of Confirmation Letter for the two (2) years of warranty period after the final completion of the project including the provided materials/equipment</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Quality of the materials proposed with brand/model and detailed product description and specifications (in compliance with the technical requirements/Annex A 1.00 or 0.08 points depending on items) (please also add the brochures/catalogues of the related items where available (21 items each to score 1.00 point and 1349 each to score 0.08)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Availability of Confirmation Letter 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)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Availability of a detailed health and safety plan</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td>Availability of Confirmation Letter to serve as a proof of acceptance on the required insurance plan availability</td>
<td>PASS/FAIL</td>
</tr>
</tbody>
</table>

**PROVEN EXPERIENCE**

| 3 | Submission of evidence regarding executed similar sized, relevant contracts signed with companies or organizations and or their outcome within last eight (8) years supported with copies of purchase orders/contracts or letter of references or work completion certificates. Please note that, companies that are not providing reference letters or work completion certificates shall score 0.00. |

| Less than 3 - References or copy of work completion certificate or purchase orders / contracts-Attached | 0.00 points |
| 3-6 References or copy of work completion certificate or purchase orders / contracts-Attached | 90.00 points |
| 7-9 References or copy of work completion certificate or purchase orders / contracts-Attached | 140.00 points |
| 10 or above References or copy of work completion certificate or purchase orders / contracts-Attached | 220.00 points |

**OVERALL TOTAL (Available for Technical Component):**

| Minimum Score to be Obtained (60%) of the Overall Score: | 360.00 |

The **Financial Proposal** will use the following percentage distribution: **40% (400 points)** shall be awarded to the lowest, technically compliant contractor.

The maximum number of points will be allotted to the lowest price technically compliant proposal that is opened and compared among those technically compliant firms.

All other price Proposals will receive points in inverse proportion to the lowest price; e.g., \[\text{[total Price Component]} \times \left(\frac{\text{TRY/USD lowest}}{\text{TRY/USD other}}\right)\] points for other supplier's Price Component.
Important Note:

**Bank Guarantee Letter:** Companies are required to provide a bank guarantee valid for six (6) months in the name of UNHCR, Jordan equivalent to 10% of the proposed bid amount in the financial proposal form envelope. Bids submitted that do not have the required bank guarantee in their financial proposal envelope shall be disqualified. Upon award of contract the bank guarantee letter shall be returned to the bidders against signature.

**Retention Fee:** It should be noted by the companies that 10% equivalent amount of the contract value shall be retained by UNHCR during the defects liability period of one (1) year after the substantial completion date.

**Warranty:** All the works and materials implemented shall be under awarded company’s warranty for two (2) years after FINAL COMPLETION of the works.

---

2.6 **SUBMISSION OF BID:**

The Proposals must bear your official letter head, clearly identifying your company. Bids should be submitted by email to JORAMTOC@UNHCR.ORG

A- **IF SUBMITTED BY EMAIL:**

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 Mb so it may be necessary to send more than one e-mail for the whole submission. Documents should be submitted in PDF format.

✓ E-mail submissions must be sent **ONLY** to: JORAMTOC@unhcr.org

✓ Please indicate in e-mail subject field:
  - RFP/HCR/JOR/2019/31 Premises Improvement Works at UNHCR Amman Office
  - Name of your firm
  - The title of the attachment (e.g. technical or financial proposal)
  - Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

   **OR:**

B- **Hand delivered and placed in the tender box of UNHCR Amman, Jordan office premises sealed in an outer envelope and two inner envelopes, the first one marked 'Technical Proposal' and the second one marked “Financial Proposal”. Please note that the two envelope principle must be respected or the whole PROPOSAL may be DISQUALIFIED.**

Your bid, one (1) original, shall be sealed in an outer and two inner envelopes, as detailed below:

✓ The outer envelope shall be sent by registered mail and addressed, or hand delivered as follows:

   “RFP/HCR/JOR/2019/31 Premises Improvement Works at UNHCR Amman Office”
   Attn: UNHCR Bids Receiving Officer - Tender Box
   319 Wasfi Al Tal Street, Khalda, Amman

✓ The inner envelopes shall clearly separate the technical and financial offer.

The inner envelopes shall have the following titles:

✓ Envelope: Technical Offer for “RFP/HCR/JOR/2019/31” Premises Improvement Works at UNHCR Amman Office”.

Submitted by {Indicate the Name of the Company}

✓ Envelope: Financial Offer for “RFP/HCR/JOR/2019/31” Premises Improvement Works at UNHCR Amman Office”.

Submitted by {Indicate the Name of the Company}
Bid Submission Deadline: 20 November 2019 – 16:00 HRS LOCAL TIME
UNHCR Office, 319 Wasfi Al Tal Street, Khalda, Amman

Please indicate in the sealed bid envelope:
- Bid Number: RFP/HCR/JOR/2019/31
  Premises Improvement Works at UNHCR Amman Office
- Name of your firm

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 Proposal.

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 Services.

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 proposing 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 RFP will be made in the currency of the winning Proposal(s) in Jordanian Dinars (JOD). Payment will be made in accordance to the General Conditions 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 project architect/contract manager.

Companies shall be aware that UNHCR is in the position to release payments only based on agreed milestones achieved and confirmed by UNHCR project architect and no advance payment requests shall be accepted by UNHCR.
2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS
Please note that the General Conditions of Contracts (Annex-H) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions by submitting a copy of Annex-H, each page signed and stamped as well as signing the relevant declaration in Annex-C (Technical Proposal Form).

YOUR PROPOSAL should be submitted in line with following instructions in sealed envelopes:
Grouping of the documents must be as per below table/sheet and failure to do so may result in disqualification.

MAIN ENVELOPE

Technical Envelope (Envelope 1)
- Annex C (Technical Proposal Form).
- Company profile, year founded (If multi location company specify headquarters and branches)
- A description of your organization’s capacity and qualification details to provide the required services
- Valid Registration:
  - 1- Certificate with the Chamber of Commerce.
  - 2- Commercial Registration
  - 3- Certificate of Profession or Membership in Jordanian Construction Contractors Association (JCCA)Company’s
- Last Audit report (preferable)
- Company's Last 5 years financial statement report (preferable)
- Confirmation letter for the provision of required services within the required timeframe (max 12 weeks)
- Confirmation letter for the availability of bank guarantee letter
- Confirmation letter for the warranty period
- Confirmation letter on the acceptance of UNHCR Annex-H, payment terms and general conditions of contract
- GANTT Chart or Implementation Plan or Detailed Work Schedule
- Reporting Scheme details and confirmation letter on the compliance with UNHCR requirements on the reporting structure
- Quality of the proposed personnel to carry out the assignment. CVs of dedicated staff (for all the required functions)
- References of previous experience accompanied with letters of references or work completion certificates (min. 3) within the last 6 years that are relevant to this request for proposal
- Details on sample health and safety plan
- Insurance plan details and confirmation letter
- Annex-D BoQ (foreseen changes may be applicable to be mentioned by companies (if any))
- Annex G (Vendor Registration Form).
- UN Supplier Code of Conduct (signed and stamped)
- Annex H (UNHCR’s General Terms and Conditions signed and stamped)

Financial Envelope (Envelope 2)
- Annex D (Financial Proposal Form)
- Original Bid Security in form of Bank Guarantee equivalent to 10% of the Financial Bid amount

Francis Ngarambe
Senior Supply Officer
UNHCR Jordan