DATE: 07 April 2022

REQUEST FOR PROPOSAL: 2022/SOQ/RFP/001

PROVISION AND INSTALLATION OF PREFABRICATED STRUCTURE FOR ACCOMMODATION AT CHAMAN HOUSING SCHEME IN QUETTA

CLOSING DATE AND TIME: 21st APRIL 2022– 23:59 HRS PAKISTAN TIME

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 five 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 environments, 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), Sub Office, Quetta, invites qualified and registered Contractors to make firm offers for the Provision and Installation of Prefabricated structure for accommodation at Chaman Housing at, detailed in the attached Annexes (referred to hereinafter as Goods and Services).

IMPORTANT:
Detailed requirement like BOQs, Evaluation Criteria etc. are given in the attached Annex B

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.

It is strongly recommended that this Request for Proposal 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. The 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.

Note: This document is not to be 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 RFP:

Annex A: Calendar of Activities
Annex B: Technical Specifications / Bill of Quantities (BOQs), to be signed & submitted in the technical Proposal
Annex C: Financial offer Form. *(bidder must fill/complete the form and submit in a separate financial offer email)*
Annex D: Vendor Registration Form *(if the bidder is not yet registered with UNHCR, the bidder must fill/complete the form and submit signed/stamped copy in technical offer email)*
Annex E: UNHCR General Conditions of Contracts for the Provision of Goods & Services) – 2018 *(bidder must submit signed/stamped copy in technical offer email)*
Annex F: UN Suppliers Code of Conduct – 2018 *(bidder must submit signed/stamped copy in technical offer email)*
Annex G: eTenderBox Registration Guide
Annex H: eTenderBox Supplier User Manual

2.2 ACKNOWLEDGMENT

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

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

2.3 REQUESTS FOR CLARIFICATION
Bidders are required to submit any request for clarification in respect of this RFP by e-mail to pakqurfq@unhcr.org the deadline for receipt of queries is 23:59hrs, PST, on 14th April 2022. Bidders are requested to keep all questions concise.

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

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

Bidders are encouraged to undertake site visit before submitting their bids to have a better idea of the deliverables. Bidders should share their interest of site visit through the above-mentioned email. The site visit date is mentioned in calendar activities.

### 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 not be taken into consideration.

**Bidders are required to quote for all items. Bids will be accepted only for complete items of tender. Partial and incomplete bids for any individual item will not be accepted.**

**IMPORTANT:**
Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the offer. Please send your bid directly to the address provided in the “Submission of Bid” section 2.6) of this RFP.

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 technical details of the services requested by UNHCR can be found in **Annex B**.

The following details shall be provided in the Technical Offer. **Technical Offer will have 60% weightage.**

The technical details of the products requested by UNHCR can be found in **Annex B**.
Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B. Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

a. **Company Registration:** The bidder shall provide complete company profile containing copies of the registration documents with government authorities like NTN, Form H, Certificate of Incorporation

b. **Registration with Pakistan Engineering Council (PEC):** Please annex valid certificate from PEC in category C-6 or above.

c. **Bid Security:** Your technical offer should contain the sum of PKR 500,000 or equivalent in local currency @ USD 1 = PKR 182 in the form of a demand guarantee letter using Annex H from a bank with a minimum credit rating of “A”. Bidders must use the format attached in Annex H to this RFP. The bid security must be valid for at least 60 days after the closing date of the tender.

d. It is the responsibility of bidder to submit the Bid Security evidence in Technical Bid and failure to this effect may cause disqualification of bid.

e. **Experience of Firm:** Please provide list of similar contract costing at least 5 Million PKR completed in the last 05 years with Government, NGOs and UN organizations on the below format:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Client</th>
<th>Project Description</th>
<th>Value of project</th>
<th>Project commencement date</th>
<th>Project completion date</th>
</tr>
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<td>3.</td>
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</tr>
</tbody>
</table>

f. **Authentic Copies of Purchase Order / Contracts should be provided in Technical Bids and must bear the letter head and/or official stamp of the client**

Details of projects in hand should also be submitted on the above format and substantiated with POs / Contracts.

g. **Technical Personnel Profile:** Details of Technical Staff including Chief Civil Engineer, Support Engineers, Diploma Engineers, Quantity Surveyers etc. Should be provided along with a brief CV (1 to 2 pages). These documents will be used for Technical Evaluation and non submission may result in losing respective scores. 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.
h. **Financial Soundness**: Bidders should submit audited financial statements (Balance Sheet and Income Statement) or bank statements for the last 03 years showing a minimum annual turn over of at least 8 million PKR per year. Transactions to be considered in the bank statement must be before the issue date of this tender and must be from a bank with a minimum credit rating of A.

i. **Understanding of the requirements for services, proposed approach, solutions, methodology, quality and risks management plans**: **Bidders shall provide an executive summary that defines the overall approach to manage and operate all of the required services, including an implementation plan (schedule) for all activities using GANTT Chart/ simple Implementation Plan/Proposed Detailed Work Schedule (prepared and broken down on a daily basis with percentage distribution) providing the details of critical path analysis for each task/sub-task.**

j. Bidders have to show that they can provide adequately skilled people to assume the responsibilities and perform the full range of tasks included in the technical specifications. No substitutions will be made without prior written consent from UNHCR. Please note that it is the responsibility of the service provider for the provision of the relevant visa and work permits for the proposed resources, if required.

k. The company shall guarantee that the services will not be interrupted for the duration of the contract. Absences of core staff due to an emergency need to be approved by UNHCR and a solution agreed so that the on-going project is not adversely affected.

l. The awarded company shall be required to comply with national safety standards upon signing the contract.

m. In addition, prior to contract signing the following insurance coverages shall be under contractor’s responsibility to be provided from an insurance company having a credit rating of AA or higher, until the substantial completion of the works is approved 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

n. If the selected Contractor fails to complete the works within the time for completion prescribed in his submission and/or contract, or any extended time for completion in accordance with the Contract, then the Contractor shall pay to UNHCR a sum equivalent to 0.5% of the total Contract Price for each Calendar Day of delay. If the delays reach to more than Four 04 calendar weeks, UNHCR shall have the right to terminate the contract unless UNHCR grants an extension in the deadline.

o. **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 E). If your firm is registered in UNGM at level 1 or 2,
please, provide only your exact registration number together with a declaration that the information available in UNGM is fully updated).

p. **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 E.

q. **UN Supplier’s Code of Conduct**: Your technical offer should contain your acknowledgement of the UN Supplier’s code of conduct by signing Annex F.

r. **Performance bond**: the awarded bidder has to submit the performance bond of 10% of his financial offer.

### 2.4.2 CONTENT OF THE FINANCIAL OFFER

Please, note that your separate **Financial Offer** must contain prices quoted in PKR against each line item given in Price Proposal Form. The Financial offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

**Financial offer will have 40% weightage.**

UNHCR is exempt from all direct taxes and customs duties. In this regard, **price has to be given without all applicable taxes**. However, if required for reporting an audit purpose, please, state the tax value in a separate line on your financial offer form.

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

### 2.5 BID EVALUATION:

#### 2.5.1 Technical evaluation:

Technical Bids will be evaluated on the basis of below criteria:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>CRITERIA</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is the contractor registered with Government Authorities (NTN, Form H, and/or Incorporation Certificate)?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>2.</td>
<td>Is the contractor registered with PEC in category C-6 or above?</td>
<td>Yes/ No</td>
</tr>
</tbody>
</table>
3. **Bid Security Submitted and in the prescribed format from a qualified bank?**  
   Yes / No

4. **Previous Construction / Renovation Experience costing at least 3 million PKR per project.** Please, provide credible work orders, contracts or Pos. Allocation of marks is as follows:
   - (i) Three and above projects of 3 million PKR with supporting documents - **20 marks**
   - (ii) Two projects of 3 million PKR with supporting documents - **10 marks**
   - (iii) One Project of 3 million PKR and above with supporting documents - **5 marks**
   - (iv) Zero project – **0 marks**

5. **Technical Capacity, Qualified Engineers and Technical Support Staff.** Please, provide CVs and certificates. Allocation of marks is as follows.
   - (i) Qualified Engineer and technical staff with degree and diploma qualifications, 3 staff or more - **15 marks**
   - (ii) Engineer and technical staff with Diploma and certificate qualification - **10 marks**
   - (iii) Staff with certificates qualification only - 5 marks
   - (iv) Staff with no certification - **0 marks**

6. **Understanding of project objectives and scope of work as evidenced in the proposal methodology and implementation timeline:**
   - (i) Understanding of scope of work, practical methodology and implementation timeline of less than 2 months - **20 marks**
   - (ii) Understanding of scope of work, practical methodology and implementation timeline of more than 2 months but less than 4 months - **12 marks**
   - (iii) Understanding of scope of work, practical methodology and implementation timeline of more than 4 months but less than 7 months - **5 marks**
   - (iv) Understanding of scope of work, practical methodology and implementation timeline of more than 7 months but less than 10 months - **2 marks**
   - (v) Lack of/understanding scope of work, practical/unpractical methodology and implementation timeline of more than 10 months - **0 mark**
7. **Financial Soundness** (Please, provide audited financial reports or bank statements from a bank of minimum A credit rating for the past 3 years showing a minimum turnover of 10 million per year.
   (i) Bank statement from Bank for past 3 years with turnover of over 10 million PKR per year- **5 marks**
   (ii) Bank statement from Bank for past 3 years with turnover of over 5 million but below 10 million PKR per year- **3 marks**
   (iii) Bank statement from Bank for past 3 years with turnover of over 2 million but below 5 million PKR per year- **2 marks**
   (iv) Bank statement from Bank for past 3 years with turnover of over 1 million but below 2 million PKR per year- **1 mark**
   (v) No Bank statement or statement of less than 1 million turnover per year- **0 mark**

*To be declared technically qualified and eligible for financial bids to be opened, bidders have to qualify as follows:
- Fulfil all the mandatory criteria from point 1 - 3 above, and
Score at least a total **40 Marks** on points 4 - 7.*

**Important Note:**
It should be noted by the bidders that 10% equivalent amount of the contract value shall be held by UNHCR during the defect’s liability period of Six (6) months after the substantial completion date onwards.

Payments will be made as per the below breakup:

   a. **90% payment upon completion of 100% works** (to be verified by UNHCR Engineer), less mobilization advance amount, if any.

   c. ** Remaining 10% payment will be released upon completion of Defect and Liability period after confirmation by UNHCR Engineer.**

**2.5.2 Financial Evaluation:**

Financial bids would be weighted at 40%. Financial bids will be opened for only qualified bidders and evaluated as follows: -

The maximum number of points will be allotted to the lowest price. All other prices will receive points in inverse proportion to the lowest price; e.g.

\[
\frac{\text{[Lowest Price]}}{\text{[Quoted Price]}} \times 100
\]
The following formula will be used to calculate total scores:

Total Score = 60% of Technical Score + 40% of Financial Score

**Important Note:**

Award will be made to the highest overall scorer in each lot.

**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 **SUBMISSION OF PROPOSALS:**

Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following URL:

[http://etenderbox.unhcr.org](http://etenderbox.unhcr.org)

In order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox 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 eTenderBox 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 eTenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFP.

**IMPORTANT:**
The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

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. To ensure the safe submission
of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**Deadline: 21-April-2022, 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 the test 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 for the Purchase of Goods & Services 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 GOODS AND SERVICES.**
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 in writing.

**2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**
Any Purchase Order (PO) issued as a result of this RFP will be made in the currency PKR by converting the bidder’s quoted currency into PKR at current UN exchange rate. 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.

2.11 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 in writing.

Richard Musaki
Associate Supply Officer
UNHCR Sub Office Quetta