15 June 2022

INVITATION TO BID: No.2022/SOP/SCU/ITB/004

PROVISION OF CIVIL WORKS CONSTRUCTION SERVICES OF SCHOOLS AND A HOSPITAL WARD IN TOWNS OF KALAKATAK, KESU, D. I. KHAN, PADHANA, BADHBIR AND TOTI KHER LOCATED IN DISTRICTS CHITRAL, D.I KHAN, HARIPUR, AND PESHAWAR IN KHYBER PAKHTUNKHWA PROVINCE - PAKISTAN.

CLOSING DATE AND TIME: 30/06/2022 – 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 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) in Pakistan invites qualified and registered contractors to make firm offers for the provision of civil works construction of schools and a hospital ward in Kalakatak, Kesu, Padhana, Badhbir and Toti Kher, D. I. Khan city locations in District Chitral, D.I. Khan, Haripur and Peshawar in Khyber Pakhtunkhwa province in Pakistan as detailed in Annexes C, D (BOQ) and E (referred to hereinafter as Services).

IMPORTANT:
The requirement of the construction civil works projects is categorized into 4 Lots located in Kalakatak, Kesu, Padhana, Badhbir and Toti Kher, D. I. Khan city locations in District Chitral, D.I. Khan, Haripur and Peshawar in Khyber Pakhtunkhwa province in Pakistan

The Scope of work along with the Bill of Quantities are detailed in technical drawings Annexes C and Financial Offer forms Annexes D of this 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
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

Annex A: Calendar of Activities

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

Annexes C: **Technical drawings**

Annex C1: Lot#1 Technical drawings Govt Girls Middle School Kalakatak Drosh Chitral

Annex C2: Lot#1 Technical drawings Govt Girls Primary School Kalakatak Drosh Chitral

Annex C3: Lot#1 Technical drawings Govt Primary School Kalakatak Drosh Chitral

Annex C3.1 Lot#1 Technical drawings street civil works Govt Primary School to Govt Girls

Middle School Kalakatak Drosh

Annex C4: Lot#1 Technical drawings Govt High School Kesu Drosh Chitral

Annex C4.1: Lot#1 Technical drawings for Street civil works Kesu Drosh Chitral

Annex C5: Lot#1 Technical drawings Govt Primary School Kesu Drosh Chitral

Annex C6: Lot#2 Technical drawings NICU ward Women Teaching Hospital D.I.Khan

Annex C7: Lot#3 Technical drawings Module 4B Govt Girls Primary School Pashapul D.I.Khan

Annex C7.1: Lot#3 Technical drawings Module Girls Middle School Pashapul D.I.Khan

Annex C7.2: Lot#3 Technical drawings Module Govt Primary School Pashapul D.I.Khan

Annex C8: Lot#4 Technical drawings Module Govt High School Badbhir Peshawar

Annex C8.1: Lot#4 Technical drawings Module Govt Primary School Padhana Haripur

Annex C8.2: Lot#4 Technical drawings Module Govt Primary School Toti kher Peshawar

Annexes D: **Bills of Quantities (BOQS) Financial Offer Forms.**

Annex D 1: Lot#1 BOQ Financial Offer Form Govt Girls Middle School Kalakatak Drosh Chitral

Annex D 2: Lot#1 BOQ Financial Offer Form Govt Girls Primary School Kalakatak Drosh Chitral

Annex D 3: Lot#1 BOQ Financial Offer Form Govt Primary School & Street civil works Kalakatak

Annex D 4: Lot#1 BOQ Financial Offer Form Govt High School Street Construction Kesu Chitral

Annex D 5: Lot#1 BOQ Financial Offer Form Govt Primary School Kesu Chitral

Annex D 6: Lot#2 BOQ Financial Offer Form NICU ward Women Teaching Hospital D.I.Khan

Annex D 6.1: Lot#2 BOQ Financial Offer Form electrical works NICU hospital ward

Annex D 6.2: Lot#2 BOQ Financial Offer Form plumbing works NICU hospital ward
2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return pakpescu@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, pakpescu@unhcr.org. The deadline for receipt of questions is 23:59 hrs PST on 23rd June 2022.

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 contact details,

UNHCR Office Peshawar
UNHCR Peshawar Sub Office – Supply unit
Email: pakpescu@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-Tender Box, the online bid

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.

2.4.2

The technical offer shall include the information requested in the Technical Offer Form - Annex B. Please fill out Annex B with complete information regarding your offer.”.

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 issued date of this tender.

c. **Bid Security:** During the bid evaluation process UNHCR may separately request the successful bidder(s) to provide 3% of the total awarded Financial Offer in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of “A”. Bidders are however not required to submit bid security with their offers. However, bidders must clearly state in “the Technical Offer Form” their acceptance to provide a 3% 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 relevant work experience in similar civil works by submitting at least 5 contracts, work orders, POs, or reference letters (with a total contracts value of between 20 million- 35 million) for the past three (3) years. All documents must be credible with letter heads and/or stamps of issuing organizations. UNHCR reserves the right to make reference checks with bidders’ clientele.

e. Provide in your technical offer 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.
f. **Technical Personnel Profile**: Bidder are to submit in their technical proposals details of the Technical Staff including at least 1 Project Manager who must be a BSc. Civil Engineer with sound working experience (with a valid PEC Registration Number under the firm – UNHCR will verify), 1 assistant Project Manager, 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.

g. **Financial Capacity**: Your Technical offer should include a bank statement or audited financial statements for the past 2 years showing an annual revenue turnover amount of (PKR 20 million – PKR 35 million) or equivalent in USD 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.

h. **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 project 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), 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 C, D, and Annex E.

J. Deployment plan of resources including staff supervisors, project managers and materials for each civil works Job.

Description of quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines.

K. **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 F).

L. **UNHCR General Conditions for Provision of Goods**: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil Works by signing (Annex E).

M. **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 G).

2.4.3 **Content of the FINANCIAL OFFER**

Please note that your separate Financial Offer is to be submitted as per the Financial Offer Forms (BOQs) Annexes (Annex C, D, and E) and shall contain prices quoted in PKR against each BOQ line activity. Bids that have a different price structure may not be accepted.

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.

ii. If the total price of a BOQ line item differs from the stated total price at any line items in Annexes C, D, and E”, 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 Technical Evaluation:

The technical component of the submission will be evaluated using the “**PASS** or **FAIL**” criteria by applying the below Technical Evaluation Criteria’s,

<table>
<thead>
<tr>
<th>S/N.</th>
<th>Technical Criteria</th>
<th>Pass/ Fail</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Submission of company / Business Registration</strong>&lt;br&gt;Is the Bidder registered with Government Authorities (NTN &amp; STRN, Form H, and/or Incorporation Certificate with category C-5 or above)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</td>
<td>Pass / Fail</td>
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<td>2.</td>
<td><strong>Submission of a valid Pakistan Engineering Council (PEC) registration for the bidding company.</strong>&lt;br&gt;Has the bidder to provided a copy of a valid certificate issued to the company by Pakistan Engineering Council (PEC) with category C-5 or above?</td>
<td>Pass/Fail</td>
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<tr>
<td>3.</td>
<td><strong>Technical compliancy to requirements stated in Technical drawings Annexes C, and Annexes D (BOQs)</strong>&lt;br&gt;Has the bidder accepted to offer services as per the requirements stated in Technical drawings Annexes C and Annexes D BOQs Financial Offer Forms?</td>
<td>Pass / Fail</td>
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<tr>
<td>No.</td>
<td>Requirement</td>
<td>Pass / Fail</td>
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<td>4.</td>
<td>Understanding of the requirements and workplan</td>
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<td></td>
<td>Has the Bidder submitted at least a 1-3 pages narrative of company proposed</td>
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<td></td>
<td>approach/methodology, quality and risks management plans, including an</td>
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<td>executive summary, approach to manage resources, allocated time and</td>
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<td></td>
<td>resources, risks and Implementation Plan (schedule) for each Project Lot#</td>
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<td>using a GANTT Chart/Simple Implementation Plan.</td>
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<td>5.</td>
<td>Technical Staff, including PEC Registered Project Manager (1), Assistant</td>
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<td>Civil Engineer (1) and Diploma Engineers (2)</td>
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<td>Has the bidder submitted an Organogram and profiles/CVs of key staff to be</td>
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<td>assigned to the contract for only profile individuals that will directly</td>
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<td>be working on this project. And clearly identified the project manager.</td>
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<td>6.</td>
<td>Minimum 3 years of relevant experience in similar civil works contracts</td>
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<td>Has the bidder submitted proof of relevant experience, i.e Contracts, Work</td>
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<td>Orders, Purchase orders, or reference letters with Contracts value for</td>
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<td>similar projects with; a minimum no. of 5 similar contracts (total contracts</td>
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<td>value costing at least (PKR 20 million – 35, million) undertaken for the</td>
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<td>past 3 years.</td>
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<td>7.</td>
<td>Financial Capacity</td>
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<td>Has the bidder submitted proof of financial capacity of (past 2 years</td>
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<td>financial bank statements or certified audited reports), showing annual</td>
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<td>revenue turnover amount of PKR 20 million – 35 million or equivalent in</td>
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<td>USD currency.</td>
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<td>8.</td>
<td>Bid Security</td>
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<td>Has the Bidder accepted to provide a 3% Bid Security of the total bidder’s</td>
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<td>Financial Offer if requested by UNHCR separately at any later stage of the</td>
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<td>procurement process?</td>
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<td>9.</td>
<td>Delivery / Completion Time</td>
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<td>Does the Bidder’s proposed estimated number of days / months for completion</td>
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<td>of the civil works comply with UNHCR’s proposed projects delivery period of</td>
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<td>08 months.</td>
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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 **PASS** for all the 09 Technical Evaluation Criteria listed above from 1-9.

### 2.5.1 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 a single LOT# per location or for multiple LOT#s for all Locations. However, partial and incomplete bids for any listed civil works activity 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, labour, 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-Tender Box, the online bid registration
tool of UNHCR. The e-Tender Box can be accessed via the following URL:

http://etenderbox.unhcr.org

In order to use e-Tender Box, registration on the website is required. This registration is exclusively for e-Tender Box 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-Tender Box 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-Tender Box 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: 30/06/2022, 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 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 reserves a right to award a Contract (s) on the basis of a full Lot# or all the 4 Lots to one or many successful bidder(s). Bidders should apply for all civil works activities in a full lot i.e. full Lot#, 1 or, full Lot# 2, or full Lot# 3 or full Lot# 4 or all the whole 4 lots.

Applying for only partial civil works activities from a Lot# will not be accepted and will result in disqualification of the Offer.

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 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.

Signature

Prosper Mumanya
Senior Supply Officer
COI UNHCR Pakistan