



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 03 OCTOBER 2022

REQUEST FOR PROPOSAL: No. PAKIS/RFP/22/32

**FOR CONSTRUCTION/FABRICATION WORKS OF CAR PARKING & WALKWAY  
SHED**

**AT UNHCR OFFICE, ISLAMABAD**

**CLOSING DATE AND TIME: 17<sup>th</sup> OCTOBER 2022 – 13:00 hrs PST**

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## **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) in Pakistan invites qualified and registered contractors/companies to make firm offers for the **FOR CONSTRUCTION/FABRICATION OF CAR PARKING & WALKWAY SHED AT UNHCR OFFICE, ISLAMABAD**, detailed in the attached Annex A, A1 & C (referred to hereinafter as Services)

### **IMPORTANT:**

Bill of Quantities (BOQs) are detailed in Annex-C.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

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 and could form the basis for a Contract with other UN Agencies.

**IMPORTANT:**

When a Contract is awarded, either party can terminate the agreement only upon 30 days (1 month) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

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 5 of the attached General Terms and Conditions (Annex E).

Note: This document is not to be construed in any way as an offer to contract with you firm.

## **2. BIDDING INFORMATION:**

### **2.1. RFP DOCUMENTS**

The following annexes form an integral part of this RFP:

Annex A:	Technical Specifications (Car Parking & Walkway shed)
Annex A1:	Drawing (Car parking & Walkway Shed)
Annex B:	Technical Offer Form/Bid data sheet <i>(to be completed and submitted in the technical offer)</i>
Annex C:	BOQ/Financial Offer Form <i>(to be completed and submitted)</i>
Annex D:	Vendor Registration Form <i>(vendors that are not registered with UNHCR shall fill the registration form and submit in technical offer)</i>
Annex E:	UNHCR General Conditions of Contracts for the Construction Works
Annex F:	UN Supplier Code of conduct
Annex G	eTenderBox Supplier User Manual
Annex H	eTenderBox registration Guide

**Please note that submitting an offer is deemed as full acceptance of UNHCR’s General Conditions of contract for Civil Works and UN supplier code of conduct. Signed copies of Annexes E & F are not required at this stage.**

## 2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by e-mail to [pakissc@unhcr.org](mailto:pakissc@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, [pakissc@unhcr.org](mailto:pakissc@unhcr.org) The deadline for receipt of queries is 13:00 hrs PST on **09<sup>th</sup> Oct 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.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to particular question to all other invited bidders at once, **OR** Questions & Answers document will be prepared and posted on the UNHCR website.

## 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.

### **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.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

## 1) Description of the company and the company's qualifications

A description of your company with the following documents:

- i) **Company Registration:** The bidder shall have legal status enabling the organization to perform the required services, and shall provide complete company profile, containing copies of registration documents with government authorities like NTN, STRN, Form H, Certificate of Incorporation Company profile, registration certificate and last audit reports.
- ii) **PEC Registration:** The bidder must have PEC registration in minimum C4 category; 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 issue date of this tender.
- iii) **Project Completion time:** UNHCR's maximum project completion time is 90 calendar days.
- iv) **Local Presence/Local Job Support:** The bidder should preferably have local (Rawalpindi /Islamabad) base office set up for immediate service response.

**Company Experience:** The bidder shall provide three (3) or above construction/prefab shade works contracts (or Purchase Orders) of each of value PKR 15-25 Million or above in the past three (3) years.

For each project, bidders must provide the following:

- a) Authentic purchase order or contract either of which bears the letter head and/or official stamp of the client; and
  - b) Reference letters.
- v) **Company Financial Soundness:** Bidders should submit bank statements or audited financial statements showing minimum annual turnover of PKR 20-30 Million or Above in the last 3 consecutive years. 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.

***Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.***

- 2) **Bid Security:** During the bid evaluation process UNHCR may separately request bidder(s) to provide bid security of PKR 500,000 in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of "A". Bidders are therefore **not required** to submit bid security with their offers. However, bidders must clearly state in "Annex B- Technical Offer Form/Bid Data Sheet" their **acceptance** to provide bid security if requested by UNHCR separately at any later stage of the procurement process.

## 3) Understanding of the requirements for services, proposed technical approach, and workplan

Proposal should contain the proposed approach/methodology for risk management, Work /Implementation schedule for each building/structure, Gantt chart preferable, critical path analysis for each task in the work plan, deployment plan of resources including staff supervisors, project managers and materials for each lot, quality assurance and risk

mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines and reporting plan. Quality presentation will earn extra marks

**4) Proposed personnel to carry out the assignment**

This section shall identify the categories of personnel proposed for the assignment and their anticipated roles and responsibilities and time inputs. The proposal should clearly identify whether individuals are staff employees, temporary contract staff or independent/associate consultants.

Proposal includes details of Technical Staff including PEC Registered Project Manager, Assistant Civil Engineer and 1 Diploma Engineer supported by valid work contracts and CVs, highest academic qualifications and valid PEC registration numbers. The Project Manager and Assistant must be registered under the firm.

- 5) 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 D**).
- 6) UNHCR General Conditions for Civil Works:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Civil works by signing **Annex E**.
- 7) UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier's code of conduct by signing **Annex F**.

#### **2.4.2 CONTENT OF THE FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in a single currency, in PKR.

The financial offer must cover all the services to be provided (price "all inclusive").

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.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

You are requested to hold your offer valid for 180 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 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:**

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous

contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

### 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:

- Company Registration.
- NTN, STRN, Form H
- Company profile.
- PEC license.

***Bidders have to substantially fulfil the eligibility/administrative criteria.***

### 2.5.2 Technical and Financial evaluation:

Evaluation shall be made on a technical and financial basis.

#### 2.5.2.1 Technical Evaluation

The Technical proposal will be evaluated in 2 stages:

<b>STAGE-1: ELIGIBILITY / ADMINISTRATIVE CRITERIA</b>		
1	Bidder must be a company registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)?	Yes/No
2	Bidder must have valid PEC registration in minimum C4 category with a qualification in Solar discipline codes	Yes/No

**The Bidders must meet all the above mandatory pre-qualification criteria for their proposal to be considered for further evaluation.**

#### **Stage 2: Technical Evaluation**

Percentage distribution of 70% from the total score of technical evaluation has been allocated to Technical Proposal. Maximum scores are listed in the table below. Failure to achieve a minimum score of **42 points** out of the 70 points will result in technical non-compliance and elimination from further evaluation.

<b>CRITERIA # 1: Past Construction Experience (20 Marks)</b>
<p><b>Description:</b> Proposal includes a section that shows company's experience supported by credible documentation such as contracts, POs or reference letters and completion certificate. etc. for each contract. Number of construction / prefab shade works having cost of at least PKR 15-25 Million or above undertaken in past 03 years.</p>

<p><b><u>Assessment of Proposal:</u></b></p> <ul style="list-style-type: none"> <li>• 3 or above Construction and Prefab Shade works projects in the past 3 years, each project worth PKR 15-25 Mill and above</li> <li>• 3 Construction and Prefab Shade works projects in the past 3 years, each project worth at least PKR 15-25 Million.</li> <li>• 2 Construction and Prefab Shade works projects in the past 3 years, each project worth at least PKR 15-25 Million</li> <li>• Zero or one construction project undertaken the in past 03 years' worth at least PKR 15-25 Million</li> </ul>
<p><b><u>Scoring Methodology:</u></b></p> <ul style="list-style-type: none"> <li>• Exceptional (18 - 20 pts)</li> <li>• Excellent (14 - 17 pts)</li> <li>• Acceptable (8 - 13 pts)</li> <li>• Incomplete (0 to 7 pts)</li> </ul>
<p><b>CRITERIA#2: Technical Capacity (10 Marks)</b></p>
<p><b><u>Description:</u></b></p> <p>Proposal includes details of Technical Staff including PEC Registered Project Manager, Assistant Civil Engineer and 1 Diploma Engineers supported by valid work contracts and CVs, highest academic qualifications, and valid PEC registration numbers. The Project Manager and Assistant must be registered under the firm.</p>
<p><b><u>Assessment of Proposal:</u></b></p> <ul style="list-style-type: none"> <li>• PEC registered Project Manager with ≥8 years' experience, PEC registered Civil Engineer with ≥5 years' experience and Diploma Engineers with ≥5 years' experience.</li> <li>• PEC registered Project Manager (Civil Engineer) with 6 - 7 years' experience, PEC registered Civil Engineer with 4-5 years' experience and Diploma Engineers with ≥3 years' experience.</li> <li>• PEC registered Project Manager (Civil Engineer) with 4 - 5 years' experience, PEC registered Civil Engineer with 3 years' experience and 1 Diploma Engineer with 3 years' experience</li> </ul>
<p><b><u>Scoring Methodology:</u></b></p> <ul style="list-style-type: none"> <li>• Exceptional (8 - 10 pts)</li> <li>• Excellent (6 - 8 pts)</li> <li>• Acceptable (4 - 6 pts)</li> <li>• Incomplete (0 -3 pts)</li> </ul>
<p><b>CRITERIA # 3: Responsiveness of the proposed implementation plan and understanding of the requirements of services. (20 Marks)</b></p>
<p><b><u>Description:</u></b></p> <p>Proposal contains proposed approach/methodology for risk management, Work /Implementation schedule for each building/structure, Gantt chart preferable, critical path analysis for each task in the work plan, deployment plan of resources including staff supervisors, project managers and materials for each lot, quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines and reporting plan. Quality presentation will earn extra marks (3 Key Areas are highlighted)</p>
<p><b><u>Assessment of Proposal:</u></b></p> <ul style="list-style-type: none"> <li>• Proposal contains numerous strengths showing a clear understanding and approach in more than 3 key areas that include Implementation schedule for each building/structure in a well prepared Gantt chart, and a critical path analyses for each task, deployment plan of resources including staff supervisors, project managers and materials for each lot, quality assurance and risk</li> </ul>

mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines and other approaches.

- Proposal contains numerous strengths showing a clear understanding and approach in 2-3 key areas that include Implementation schedule for each building/structure in a well-prepared Gantt chart, and a critical path analysis for each task, deployment plan of resources including staff supervisors, project managers and materials for each lot, quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines and other approaches.
- Proposal contains some strengths showing a fair understanding and approach in 2 -3 key areas that include Implementation schedule for each building/structure in a well-prepared Gantt chart, and a critical path analysis for each task, deployment plan of resources including staff supervisors, project managers and materials for each lot, quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines and other approaches.
- Proposal contains few to no strengths showing understanding and implementation approach in up to 2key areas that should be implementation schedule for each building/structure in a well prepared Gantt chart, and a critical path analyses for each task, deployment plan of resources including staff supervisors, project managers and materials for each lot, quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines and other approaches.

**Scoring Methodology:**

- Exceptional (18 - 20 pts)
- Excellent (14 - 17 pts)
- Acceptable (8 - 13 pts)
- Incomplete (0 to 7 pts)

**CRITERIA # 4: Financial soundness (15 Marks)**

**Description:**

Provision of audited financial reports or bank statements for the past 3 years showing a minimum annual turnover of 20 - 30 million PKR in each year.

**Assessment of Proposal:**

- Audit reports or bank statements provided for all 03 years
- Audit reports or bank statements provided for all 02 years
- Audit reports or bank statements provided for 01 year
- Unclear audit reports or bank statements provided

**Scoring Methodology:**

- Exceptional (12 - 15 pts)
- Excellent (07 - 11 pts)
- Acceptable (03 - 06 pts)
- Incomplete (0 to 2 pts)

**CRITERIA # 5: Delivery/Completion time 05 Marks)**

**Description:**

Bidder to propose the estimated number of days/months for completion of civil works/Shade works of project under the offer. UNHCR's expected completion time is 3 months for all prefab buildings/civil works. Expected completion of project is 03 months.

**Assessment of Proposal:**

Project completion time below or equals to 03 months  
 Project completion time in 04 - 05 months



Project completion time above 05 months

**Scoring Methodology:**

- Excellent (5 pts)
- Acceptable (3 pts)
- Acceptable (1 pts)

***Only technically qualified bidders shall be financially evaluated. To be technically qualified and eligible for financial bids to be opened, bidders have to score at least 42 Marks on points 1-5.***

Remark: The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

### **2.5.2.2 Financial Evaluation**

The **Financial offer** will use the following percentage distribution: **30%** from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The following formula will be used to calculate total scores: -

**Total Score= 70% of Technical Score + 30% of Financial Score**

**Important Note:**

***Award will be made to the highest overall scorer. Partial and incomplete bids will not be accepted and in case of any discrepancy like calculation errors, unit rates will be considered.***

### **Clarifications of Proposals:**

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

The financial component will be analyzed only for those suppliers that pass the technical evaluation

## **2.6 SUBMISSION OF PROPOSALS:**

### **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by electronically and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

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

*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

**The offers must bear your official letter head, clearly identifying your company title and address and contact numbers etc.**

**TENDER CLOSING DEADLINE: 17<sup>th</sup> OCTOBER 2022 – 13:00 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

**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 through advertisement in newspaper. 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)/Contract issued as a result of this RFP will be made in PKR currency. Payment will be made in accordance with 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 or its nominated supervision firm in the following sequence (no advance payment will be made): -

First installment – 45% payment upon 50% completion of project works  
Second installment - 45% payment upon 90% completion of project works  
Final installment - 10% payment upon 100% completion of project works – will be release after 6 months in case of no defects.

## **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.

Prosper Dunia Mumanya

Senior Supply Officer  
UNHCR ISLAMABAD