

15 /11/2022

**INVITATION TO BID: No.2022/SOP/SCU/ITB/012**

**FOR CONSTRUCTION SERVICES OF PRE-FABRICATED COOPERATIVE MODEL  
(WEAVING CENTER) IN REFUGEE VILLAGES IN KHYBER PAKHTUNKWA (KP)  
PROVINCE IN PAKISTAN.**

**CLOSING DATE AND TIME: 29/11 /2022 – 13:59 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 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 people. 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 Construction of Prefabricated Cooperative Model (Weaving Center) for UNHCR in the Refugee Villages Camps (RVs) located in Khyber Pakhtunkwa (KP) province in Pakistan.

**IMPORTANT:**

The scope of work along with the Bill of Quantities are detailed in the Technical drawings to the tender Annex C, Technical specifications for the civil works, Electrical and Plumbing works Annex D, and Financial Offer forms (Bill of Quantities) Annexes E1-E3 of this ITB (Invitation to Bid) 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 5 of the attached General Conditions of Contract for the Provision of Services. (Annex F).

### **QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:**

UNHCR will carry out quality inspections of the required services. UNHCR or its appointed 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 7.2 of the attached General Conditions of Contracts for the Provision of Services contains details of materials, workmanship and testing that shall apply in the contract. In case of contractor's quality default, penalty may be imposed.

UNHCR may appoint an additional contractor to monitor the quality and confirmation of completion of work. By submitting the offer, the 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 to Bid tender,

Annex A: Calendar of Activities

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

Annex C: Technical Drawings

Annex D: Technical Specifications for Civil works, Electrical and Plumbing works

Annex E1: Financial Offer Form BOQ for Civil works

Annex E2: Financial Offer Form BOQ for Electrical works

Annex E3: Financial Offer Form BOQ for Plumbing works

Annex F :UNHCR General Conditions of Contracts for the Provision of Services(July 2018).

*to be signed/stamped and submitted in the technical offer email)*

Annex G: Vendor Registration Form-July 2018 *( to be signed/stamped and by only vendors not registered with UNHCR or on UNGM and submitted in technical Offer)*

Annex H: UN Supplier Code of Conduct – 2018 *(to be signed/stamped and submitted in technical offer)*

Annex I: e-TenderBox Supplier Manual

Annex J : e-TenderBox Registration Guide

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return [pakpescu@unhcr.org](mailto: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 confirmation above will enable us to send you any updates or any changes in the tender documents.**

## 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](mailto:pakpescu@unhcr.org). **The deadline for receipt of questions is 13:59 hrs PST on 21 November 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, should bidders still want 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](mailto:pakpescu@unhcr.org);

Site visitation tentative dates: 23<sup>rd</sup> and 24<sup>th</sup> November 2022

## 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.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**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-TenderBox, the online bid registration tool of UNHCR.

### 2.4.1 **Content of the TECHNICAL OFFER**

**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 with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate with category C-5 or above and 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 issue date of this tender.

- c. **Bid Security:** During the bid evaluation and prior to contract award 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 proof of experience; Minimum no. of 3 similar contracts or Purchase orders (each costing atleast PKR 02-05 million) undertaken over past 3 years.
- 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 projects works contract;

Name of Project	Client	Contract Value	Period of Activity	Types of activities undertaken	Status or Date Completed

**Technical Personnel Profile:** Bidders are to submit in their technical proposals details of the Technical Staff including at least And clearly identified Technical Staff, including PEC Registered Project manager (1), Assistant Civil Engineer (1) and Diploma Engineers (2).Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.

- f. **Financial Capacity:** Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover amount of at least USD 30,000 - USD 50,000 or equivalent in local currency
- g. **Understanding of the requirements and proposed Workplan: Submission of methodology, proposed approach, quality risk management plan and Gantt chart**  
Bidder to submit an acceptance to offer Services as per the Requirements / BOQs stated in Annex- C, D, and Annexes E1-E3.Also, refer to section 2.4.1(g) in the ITB document, and provide 1-3 pages narrative of your proposed approach/methodology, to undertake the works, including a Work Plan / implementation plan (schedule) separately and for all activities using GANTT Chart.

**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 requirements provided in Annexes C and D and Es.
- 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 G).

**L. UNHCR General Conditions for Provision of Services :** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for Provision of Services by signing (Annex F ).

**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 H).

**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 Content of the FINANCIAL OFFER**

Please note that your separate Financial Offer is to be submitted as per the Financial Offer Forms (BOQs) Annexes (Annexes E1– E3) 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 E ", the unit price shall prevail. If the sum of total prices of all line items differs 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/N.	Technical Criteria	Pass / Fail
1.	<b>Submission of company / Business Registration</b> <i>Is the Bidder registered with Government Authorities (NTN &amp; STRN, Form H, and/or Incorporation Certificate with category C-5 or above and atleast 3 years old)? Has the Bidder provided copies of company registration documents, along with a brief company profile?</i>	Pass / Fail
2.	<b>Submission of a valid Pakistan Engineering Council (PEC) registration for the bidding company.</b> <i>Has the bidder provided a copy of a valid certificate issued to the company by Pakistan Engineering Council (PEC) with category C-5 or above?</i>	Pass/Fail
3.	<b>Submission of methodology, proposed approach, quality risk management plan and Gantt chart.</b> <i>Bidder to submit an acceptance to offer Services as per the Requirements / BOQs stated in Annexes C,D and &amp; Annexes E1-E3. Also refer to section 2.4.1(g) in the ITB document and provide 1-3 pages narrative of your proposed approach/methodology, to undertake the works, including a Work Plan / implementation plan (schedule) for each lot separately and for all activities using GANTT Chart.</i>	Pass / Fail
4.	<b>Minimum 3 years of experience in similar projects and contracts</b> <i>Bidder to submit proof of experience; Minimum no. of 3 similar contracts or purchase orders (each costing atleast PKR 02-05 million) undertaken over past 3 years.</i>	Pass / Fail
5.	<b>Technical Staff, including PEC Registered Project manager (1), Assistant Civil Engineer (1) and Diploma Engineers (2)</b> <i>Bidder to submit an Organogram and profiles/CVs of key staff to be assigned to the contract. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.</i>	Pass / Fail
6.	<b>Financial Capacity - Audit Reports/ Bank Statements/ Annual Turnover</b> <i>Bidder to submit proof of financial capacity (last financial year bank statement or audit report report), showing annual turnover amount of at least USD 30,000 - USD 50,000 or equivalent in local currency.</i>	Pass / Fail
7.	<b>Delivery / Completion Time – Please mention the proposed number of days/months for completion of civil work jobs under the offered lot(s)</b> <i>Note: UNHCR's expected completion time is 30 days and expects bidders to have enough capacity to undertake works simultaneously (if applying for multiple lots).</i>	Pass / Fail

**In order to be technically qualified and eligible for financial bids evaluation, bidders must score “PASS” for all the 07 Technical Evaluation Criterias listed above from 1- 7 . Only technically qualified bidders shall be financially evaluated.**

### 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

**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-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

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 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: 29 /11/2022, 13:59 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.

**Bidders are required to apply for all the civil works indicated in the ITB tender. UNHCR reserves a right to award a full Contract to the lowest priced technically qualified bidder.**

**Applying for only partial works activities of the requirement will not be accepted and shall 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 F ) 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  
UNHCR Pakistan