

11 /11/2022

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

**FOR CONSTRUCTION WORKS IN GOVERNMENT SCHOOLS  
IN DHINDA HARIPUR, KANGRA COLONY AND ZAFFAR MAIDAN MANSEHRA  
LOCATED IN KHYBER PAKHTUNKHWA PROVINCE - PAKISTAN**

**CLOSING DATE AND TIME: 25/11 /2022 – 13:59 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 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 (civil works, electrical works, plumbing and earthing installations) in Government Girls High School Dhinda, Haripur, Government High School for Boys Kangra Colony Haripur, and Government Primary School Zaffar Maidan Mansehra located in Khyber Pakhtunkhwa Province – Pakistan.

**IMPORTANT:**

The requirement for the Construction works is categorized into district locations per project (s) as summarized in the below table,

S/N	Projects Description	Lot#	District Locations
1.	Construction (civil works, electrical works, plumbing and earthing Installations) in Government Girls High School Dhinda.	1	Haripur
2.	Construction (civil works, electrical works, plumbing and earthing Installations) in Government High School for Boys Kangra Colony.	2	Haripur

3.	Construction of civil works, electrical works, plumbing and earthing Installations in Government Primary Maiden School Zaffar Mansehra	3	Mansehra
4.	Construction (Civil works, electrical works, plumbing and medical gas piping works) for CCU Block, Headquarters Hospital Bannu.	4	Bannu

**IMPORTANT:**

The scope of work along with the Bill of Quantities are detailed in technical drawings and Specifications Annexes C and Financial Offer forms (Bill of Quantities) Annexes D 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 E).

**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 Forms (*to be completed and submitted in the technical proposal*)

**Annexes C: Technical drawings documents**

Annex C 1- Technical drawings for Schools in Districts Harpur and Mansehra

Annex C2 -Technical Specification for Civil works, Electrical, Earthing, and Plumbing works for Harpur and Mansehra

Annex C3 -Technical drawings Construction of CCU Block District Headquarter Hospital, Bannu

Annex C4 -Technical drawings for Civil works, Electrical, and Plumbing works for CCU Block, District Headquarter Hospital Bannu

Annex D1- Financial Offer Form BOQ for Civil works, Electrical and Plumbing works for Govt Girls High School Dhinda

Annex D2- Financial Offer Form (BOQ) for Civil works, Electrical and Plumbing works for Govt High School

for Boys Kangra Colony

Annex D3 - Financial Offer Form (BOQ) for Civil works, Electrical and Plumbing works for Govt Primary School Zaffar Maiden ,Mansehra

Annex D4 - Financial Offer Form (BOQ) for Civil works, Electrical, Plumbing works and Medical gas piping works for CCU Block Headquarters Hospital Bannu,

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

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

Annex F: Vendor Registration Form *(to be signed/stamped and submitted in technical Offer*

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

Annex H: e-TenderBox Supplier Manual

Annex I : 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 18th November**

### **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);

## 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:**

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

s

**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.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**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 with specialty in Electrical and Renewable energy? 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 at least 3 contracts , work orders, POs, or reference letters (with a total contracts value of between 20 million- 35 million ) for the past two (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 solarization projects works contract;

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


- f. **Technical Personnel Profile:** Bidders are to submit in their technical proposals details of the Technical Staff including at least And clearly identified the project manager (1), Assistant Electrical Engineer (1) and Diploma Engineers (2) for the solarization works?

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 1 or 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 and D.
- 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 Services :** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for Provision of Services 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).

**2.4.2 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 D1– D4 ) 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 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,

***Only technically qualified bidders shall be financially evaluated. In order to be technically qualified and eligible for financial bids evaluation, bidders must score "YES" for all the 09 Technical Evaluation Criteria listed above from 1- 9 .***

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>Technical compliancy to requirements stated in Technical drawings Annexes C, and Annexes D (BOQs)</b> <i>Has the bidder accepted to offer services as per the requirements stated in Technical drawings Annexes C, and Financial Offer Forms ( BOQs) Annexes D ?</i>	Pass / Fail

4.	<b>Understanding of the requirements and workplan</b> <i>Has the Bidder submitted at least a 1-3 pages narrative of company proposed approach/methodology ,quality and risks management plans, including an executive summary, approach to manage resources allocated time and resources, risks and Implementation Plan (schedule) for each Project Lot# using a GANTT Chart / Simple Implementation Plan.</i>	Pass / Fail
5.	<b>Technical Staff, including PEC Registered Project Manager (1), Assistant Electrical Engineer (1) and Diploma Engineers (2) for - solarization works.</b> <i>Has the bidder submitted an Organogram and profiles /CVs of key staff to be assigned to the contract for only profile individuals that will directly be working on this project? And clearly identified the project manager (1), Assistant Electrical Engineer (1) and Diploma Engineers (2)</i>	Pass / Fail
6.	<b>Minimum 3 years of relevant experience in similar Construction works contracts</b> <i>Has the bidder submitted proof of relevant experience , i.e., Contracts, Work Orders, Purchase orders, or reference letters with Contracts value for similar projects with ; a minimum no. of 3 similar contracts (total contracts value costing at least (PKR 20 million – 35, million ) undertaken for the past 3 years?</i>	Pass / Fail
7.	<b>Financial Capacity</b> <i>Has the bidder submitted proof of financial capacity of at least 1-or2-years financial bank statements or certified audit reports), showing annual revenue turnover amount of PKR 20 million – 35 million or equivalent in USD currency ?.</i>	Pass / Fail
8.	<b>Bid Security</b> <i>Has the Bidder accepted to provide a 3% Bid Security of the total bidder's Financial Offer if requested by UNHCR separately at any later stage of the procurement process?</i>	Pass / Fail
9.	<b>Delivery / Completion Time</b> <i>Does the Bidder's proposed estimated number of days / months for completion of the works comply with UNHCR's proposed projects delivery period of 03 months ?.</i>	Pass / Fail

**In order to be technically qualified and eligible for financial bids evaluation, bidders must score “PASS” for all the 09 Technical Evaluation Criteria listed above from 1-9. 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:

<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 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: 25/11/2022, 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 may apply for all the 3 requested Lots or partially on the basis of each of the 3 district location (s). UNHCR reserves a right to award full Contract (s) on the basis of all the 3 Lots and 3 district locations or partial award based on each Lot. Bidders should apply for all detailed required project works in every Lot .**

**Applying for only partial requested activities in a lot 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 E) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions.

s

Signature

Prosper Mumanya  
Senior Supply Officer  
UNHCR Pakistan Operation



cn=Prosper Dunia Mumanya,  
o=UNHCR, ou=Senior Supply  
Officer, Country Office Pakistan,  
email=Mumanya@unhcr.org,  
c=US  
2022.11.11 10:27:56 +05'00'