



UNHCR

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

DATE: 20-JANUARY-2023

REQUEST FOR PROPOSAL: No. 2023/SOQ/RFP/001

**FOR CONSTRUCTION AND REPAIR (MUD STRUCTURE) IN REFUGEE VILLAGES
SCHOOLS, BALOCHISTAN**

CLOSING DATE AND TIME: 13-FEBRUARY-2023– 16:00hrs PST

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees 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 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), [sub office at Quetta] invites qualified contractor, suppliers, manufacturers, and service providers to make a firm offer for the Construction of Classrooms and Science Lab in Refugee Villages at Balochistan.

IMPORTANT:

Exact technical scope of work of required item are detailed in Annex B of this document. The List of product feature along with their specifications are given in Annex B1, B2, B3 and B4.

The estimated quantities/requirements of UNHCR for each item are also specified in Annexes **B1, B2, B3 and B4**.

UNHCR may award Service Contract and Purchase order with initial duration of 03 months, potentially extendable for a further period of 1 (one) month The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

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 goods / services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Service Contract.

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 Frame Agreement with other UN Agencies.

IMPORTANT:

When a Service Agreement and Purchase is awarded, either party can terminate the agreement only upon 30 days' 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 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 construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:**2.1. RFP DOCUMENTS**

The following annexes form integral part of this Request for Proposal:

The following annexes form integral part of this Invitation to Bid:

- Annex A: Calendar of Activities
- Annex B: Technical Offer Form
- Annex B1: Technical Specifications / Scope of Work/BOQ Malgagi Refugee Village
- Annex B2: Technical Specifications / Scope of Work/BOQ Chaghi Refugee Village
- Annex B3: Technical Specifications / Scope of Work/BOQ Loralai Refugee Village
- Annex B4: Drawings
- Annex C1: Financial Offer Form for Malgagi Refugee Village
(bidder must fill/complete the form and submit in a separate financial offer)
- Annex C2: Financial Offer Form for Chaghi Refugee Village *(bidder must fill/complete the form and submit in a separate financial offer)*
- Annex C3: Financial Offer Form for Loralai Refugee Village *(bidder must fill/complete the form and submit in a separate financial offer)*
- Annex D: Vendor Registration Form *(bidder must fill/complete the form and submit signed/stamped copy in technical offer email)*
- Annex E: UNHCR General Conditions for Provision of Civil Works:
(bidder must submit signed/stamped copy in technical offer email)
- Annex F: UN Suppliers Code of Conduct – 2018 *(bidder must submit signed/stamped copy in technical offer email)*
- Annex G: eTenderBox Registration Guide

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid.
- Whether or not you will be submitting a bid.
- The source where you have acquired this tender document (e.g., E-Mail, Chamber of Commerce, UNGM website, printed media etc.).

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to pakqurfq@unhcr.org **The deadline for receipt of questions is 17:00 hrs PST on 06th FEBRUARY 2023.**

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

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

2.4 YOUR OFFER

IMPORTANT:

UNHCR has the right to award contract for single or multiple lots to one or more vendors.
Cancellation of Solicitation: UHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

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 e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

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

The technical details of the services requested by UNHCR can be found in **Annex B1, B2 B3**.

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

The technical offer shall include the information requested in the Technical Offer Form. Please clearly state if your offered goods and services conform to the UNHCR technical specifications/Scope of work and requirements as stated in **Annex B1, B2 and B3**

+ it is **mandatory** to provide pictures/brochures/Layout of the offered item(s) and workplan for implementation of project to enable the technical evaluation committee to evaluate your technical offers correctly. Failure to provide filled/complete requirement in your technical offer would lead to “technical disqualification”.

The following details which comprise part of the Eligibility and Qualification Criteria should be provided in the Technical Part of your Offer.

Registration of Firm: The prospective bidder should be a company/firm having physical/legal presence in Pakistan, and shall provide copies of registration documents, like valid certificate of registration of the business, Articles of Incorporation etc. The core business must be in line with the manufacturing/supply of items as mentioned in Annex-B.

Company Profile: The bidder shall provide complete company profile including description of the company and the company’s qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

- i. Year founded and type of firm (e.g., Manufacturer, Distributor, Reseller).
- ii. Number of years of experience in supply of similar products/service.
- iii. If multi location company, specify locations of presence in Pakistan.
- iv. Number of institutions the company has supplied same goods/services to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of the products/service and level of after sales services provided by the bidder.

Financial Capacity: Your offer should include bank statements or audited financial statements for last year showing an annual turnover amount of at least USD 30,000 - USD 70,000 or equivalent in local currency. Transactions to be considered in the bank statement must be before the issue date of this tender.

Experience of Firm: The bidder shall show proof of a minimum of 3 years’ experience in the manufacture/supply/constructing of similar items by submitting at least 2 contracts, work orders, POs or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations.

Earnest Money/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” their **acceptance** to provide bid security if requested by UNHCR separately at any later stage of the procurement process.

Installation and Commissioning: Potential supplier shall be responsible for the delivery, installation, Commissioning construction of the equipment items at respective delivery location(s) (if needed).

Delivery Capacity: The bidder shall state the mobilization time, Bidder must be able to mobilise and start the work within 10-15 calendar days of issuance of the purchase order by UNHCR. The maximum completion lead time of 90 calendar days.

Inspection: Pre-delivery inspection of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier’s default will be charged directly to the supplier. UNHCR shall also have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the required specifications; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

Place of Inspection: The bidder shall state the place of pre-delivery inspection (City, district), either at manufacturing or storage site.

Warranty: The bid shall include defects and liability period with terms of warranty. For each item, clearly mentioned in Annex B – Technical Offer Form.

Quality Certification: The bidder shall submit a copy of the internationally recognized or equivalent quality certificate of the manufacturing company together with a copy of quality certificate of the finished product where applicable or submit the quality assurance with acceptance that UNHCR may reject the items of poor quality.

Vendor Registration Form: If your company has not been registered yet with UNHCR or has not received a valid Purchase Order for the past two (2) years, you should complete, sign, and submit with your technical offer the Vendor Registration Form (Annex D).

UNHCR General Conditions for Provision of Civil Works:

Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil works by signing **Annex E**.

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 F**.

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

2.4.2 Content of the FINANCIAL OFFER

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

Financial offer will have 40% weightage.

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

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. Price quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement.

UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5 BID EVALUATION:

2.5.1 TECHNICAL EVALUATION

Technical Bids will be evaluated on the basis of below criteria

S.No	Criteria	Marks
Mandatory Criteria		
1	Evidence of Registration with Government Authorities i.e., NTN, Form H, and/or Incorporation Certificate	Yes/No
2	Evidence of Registration with PEC in category C-5 or above	Yes/No
Technical Criteria		
3	Previous Construction / Renovation Experience costing at least 3 million PKR per project. Please, provide credible work orders, contracts or Pos. Allocation of marks is as follows: (i)- Three and above projects of 3 million PKR with supporting documents- 20 marks (ii)- Two projects of 3 million PKR with supporting documents- 10 marks (iii)- One Project of 3 million PKR and above with supporting documents- 5 marks (iv)- Zero project – 0 marks	20
4	Technical Capacity: Qualified relevant Technical Support Staff with minimum experience of 3 years and proven experience in construction industry. A minimum of 1 civil engineer should be part of staff. Please, provide CVs and certificates. (i)- Qualified Engineer and technical staff with degree and diploma qualifications, 3 staff or more- 15 marks (ii)- Engineer and technical staff with Diploma and certificate qualification, 2 staff - 10 marks (iii)- Staff with certificates qualification only- 5 marks (iv)- Staff with no certification- 0 marks	15
5	Work Schedule: Detailed work plan outlining work	20

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

To be declared technically qualified and eligible for financial bids to be opened, bidders must qualify as follows:

*Fulfil all the mandatory criteria from point 1 - 2 above, and Score at least a total **35 Marks** on points 3 - 6.*

Important Note

It should be noted by the bidders that 10% equivalent amount of the contract value shall be held by UNHCR during the defect's liability period of Six (6) months after the substantial completion date onwards. Payments will be made as per the below breakup: -

- a. 90% payment upon completion of 100% works (to be verified by UNHCR Engineer), less mobilization advance amount, if any.**
- b. Remaining 10% payment will be released upon completion of Defect and Liability period after confirmation by UNHCR Engineer.**

2.5.2 FINANCIAL EVALUATION

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

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

$[\text{Lowest Price}] / [\text{Quoted Price}] * 100$

Important Note:

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

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative

2.6 SUBMISSION OF PROPOSALS

Bids should be submitted by file upload to e-Tender Box, 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-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 RFP.

IMPORTANT:

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

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission.

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

Deadline: 13-FEBUARY-2023, 16:00 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.

It is supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in PKR currency. Payment will be made in accordance to the General Conditions for the Purchase of Goods & Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES.

Please note that the General Conditions of Contracts (Annex E) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency PKR by converting the bidder's quoted currency into PKR at current UN exchange rate. Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.11 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS

Please note that the General Conditions of Contracts (**Annex E**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.



Signature
Richard Musaki
Associate Supply Officer
UNCHR Sub office at Quetta