



**DATE: 03<sup>rd</sup> March 2023**

**REQUEST FOR QUOTATION: No. RFQ/SC/2023/003**

**FOR CONSULTANCY SERVICES FOR BUILDING ASSESMENT IN UNHCR SUB-OFFICE, QUETTA ( RE-  
SETTLEMENT BUILDING)**

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**QUOTATION TO BE RECEIVED BY: 14<sup>TH</sup> March 2023**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following at UNHCR Sub-office Quetta specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

UNHCR Sub-office, Quetta would like to conduct the detail Plumbing/Sewerage infrastructure assessment of their office at Quetta. The submission of report along with complete design, layouts, drawings are required. The scope of work/ TORs is as below.

**Scope of work and Quantity:** as per Annex B

**Requirement:** FOR DETAILED ASSESSMENT OF CURRENT PLUMBING AND SEWEARAGE INFRASTRUCTURE, RECOMMENDATIONS FOR IMPROVED/NEW PLUMBING PLAN, DIAGRAMS, SPECIFICATIONS, BOQS AND COST ESTIMATES AT UNHCR OFFICE IN QUETTA

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- - **Delivery point:** DAP: Chaman Housing Quetta
  - **Delivery time (After receipt of order):** 30 days max
  - **Completion Time (Delivery+ Reporting) :** 45 Days

Find attached in **ANNEX B** more information about the terms of Reference on services required  
Please include following **MANDATORY DOCUMENTS** along with your quotation.

1. Registration of Business (At least three years old, valid registration with Govt of Pakistan, NTN, STRN)
2. Detail of previous service contracts/deliveries (Copies of PO and Contract).
3. Vendor registration form, if not register with UNHCR.
4. Please include the following price information in your quote (without VAT):
  - Currency: PKR
  - Unit Cost: delivered at place (DAP – Incoterms 2010)
  - Cost of all items/goods: in PKR
  - Additional charge, if any (please specify): Installation charges
  - Total Cost for services (all inclusive)

Please note that UNHCR has tax and duty exemption status.

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The following annexes form integral part of this request for quotation:

<i>Annex A:</i>	<i>Technical Requirements</i>
<i>Annex B:</i>	<i>Terms of References/Scope of Work</i>
<i>Annex C:</i>	<i>Price Proposal Form</i>
<i>Annex D:</i>	<i>Vendor Registration Form</i>
<i>Annex E:</i>	<i>UNHCR General Conditions of Contracts for provision of Services 2018</i>
<i>Annex F:</i>	<i>UN code of conduct</i>

## **2. RFQ Submission**

We would appreciate receiving your quotation on or before **14<sup>th</sup> MARCH 2022** i.e. **Thursday** by **COB**. The quotations must be accompanied with the below mentioned documents.

- Company Profile
- Borchers of offered Item
- Duly filled Vendor Registration Form
- National Tax Registration Certificate
- Sales Tax Registration Certificate
- Duly filled price proposal form (**Annex-C**)

Your offer/quotation must be sent with all supporting documents to [pakqurfq@unchr.org](mailto:pakqurfq@unchr.org)

**“SC/RFQ/2022/003”,**

**FOR DETAILED PLUMBING & SEWAGE WORKS CONSULTANCY SERVICES FOR  
OFFICE AT UNHCR SUB-OFFICE (RE-SETTLEMENT BUILDING) IN QUETTA**



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**IMPORTANT:** Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Your quotation must be valid at least for **30** days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX E, the UNHCR's General Conditions of Contracts for the Provision of Services -2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

  
  
Supply Chain Unit  
UNHCR Sub Office Quetta

## Annex – A Technical Requirements

**Suppliers should fill below table as part of their technical offer:**

<b>Other Information pertaining to our ITB are as follows:</b>	<i>Yes, we will comply OR State, as required</i>	<i>No, we cannot comply (state as required)</i>
<b>Delivery lead time:</b> Goods/services must be delivered at UNHCR sub office at Quetta within 30-45 days of order placed by UNHCR		
<b>Delivery Terms and Location:</b> DAP: UNHCR Sub office at Quetta (Re-settlement Building)		
<b>Offer Validity:</b> (minimum 30 Calendar Days from the closing date of the RFQ).		
UNHCR General Conditions of Contracts for provision of Services – 2018		
Acceptance to offer goods/Services as per the Technical Specification including quality certification as in Annex B		
Acceptance to abide by the Suppliers' Code of Conduct		
<b>Proof of registration of the consultants by the government:</b> Provide registration document(s)		
<b>Company Profile and Past Experience in similar projects:</b> Verifiable track record of delivering similar projects successfully – minimum 2 projects. Attach credible proof such as completion certificates, Purchase Orders, performance certificates etc.		
<b>Availability of qualified personnel:</b> Accredited engineer/plumber with at least a bachelor's degree in Water Engineering/Mechanical Engineer or equivalent who is registered with the relevant Engineering. This should also include a registered architect. <ol style="list-style-type: none"> <li>1. Evidence of an engineer and an architect with certificates and CVs – 15 marks</li> <li>2. Evidence of either engineer or an architect with certificates and CVs – 7 marks</li> </ol> No evidence of any of the above – 0 marks		
<b>Information on the list of the available tools and equipment that will be used for the activity.</b> <ol style="list-style-type: none"> <li>1. Evidence of at least 2 tools/equipment to scan both existing plumbing pipes and determine the strength of the existing building – 15 marks</li> </ol> Evidence of only one tool/equipment to scan both existing plumbing pipes and determine the strength of the existing building – 7 marks		
<b>Work Schedule:</b> Detailed work plan outlining work stages and timelines for each process.		

<ol style="list-style-type: none"><li>1. Understanding of scope of work, and implementation timeline of 1 month and less - 10 marks</li><li>2. Understanding of scope of work, and implementation timeline of more than 1 month but less than 2 months- 5 marks</li><li>3. Understanding of scope of work, implementation timeline of more than 2 months but less than 4 months- 2 marks</li></ol> <p>Lack of work schedule, or presence of work schedule with more than 4 months - 0 mark</p>		
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**Company Name:** \_\_\_\_\_

**Authorized Person & Title:** \_\_\_\_\_

**Signature & stamp:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ANNEX B:- Terms of Reference/Scope of Works****Consultancy for assessment of existing Plumbing, Office Space and overall Status of the Building on UNHCR Office Block, Quetta****Objective**

To assess the office space, plumbing and overall condition on the existing UNHCR office block to determine the status and advise accordingly.

At the moment, the existing building has plumbing issues that should be fixed but there are no 'as-built' drawings to trace the pipes and flow of both fowl and clean water. In addition, UNHCR activities in Quetta has grown considerably in the recent past, owing to increase in staff and activities. The building was constructed many years ago as a residential block, but it has now been converted into an office. It is due to this fact that it has been deemed necessary to carry out the assessment as described below.

The building size is 86'-6" x 30'-9" and it has a basement, a ground floor and first floor. Sketches of the existing building has been attached but it is highly recommended that bidders **must visit the site before submitting their proposals.**

**Description of the assignment**

**Assessment of the existing Plumbing system.** The office is currently facing plumbing issues with leakages and blockages being experienced from time to time. The assessment is therefore an exercise to be able to determine the cause of these issues, identify them and come up with recommendations on how they are going to be fixed. Considering that there are no drawings for the building, the consultant should use scanning tools and equipment to determine the flow of plumbing pipes in the entire building for an informed decision. The assessment should cover both clean, wastewater and sewerage lines and the consultant should prepare plumbing drawings.

**Assessment of the existing Office Space.** At the moment, the number of people occupying the building has increased from the initial number of staff, and therefore the exercise is to determine how the building can be well utilized to accommodate the increased number of staff. This will include re-designing or a proposal/recommendation on best utilization of space.

The assessment of the Fire detection and Health and Safety component of the structures.

**Overall status of the building.** The building was constructed many years ago and therefore the consultant will make a physical assessment to determine strength and overall status of the building including installed services and fixtures. The consultant will therefore advise on whether the building is technically habitable or not and what use can the building be utilized for.

**Expected outputs**

The following non-exhaustive list of outputs and learning activities are expected from this assignment:

1. Assessment of the Water supply
2. Assessment of the Wastewater system as well as sewerage system
3. Drawings of all the water connection points and drainage system
4. Assessment of the office space and propose on ways the office can accommodate more staff
5. Overall assessment on the existing building to determine its strength and useability
6. Recommendations on the works to be carried out
7. Drawings of proposed works
8. Technical specifications
9. Bill of Quantities for the sites

**Expected inputs from the Consultancy**

- At least one qualified Water Engineering/Plumbing registered with the relevant registration body if any to carry out the assessment of the buildings and the plumbing systems
- At least one qualified architect

- All the equipment and tools to be used in carrying out the set-out tasks
- All the drawings to be both in CAD and pdf.

### UNHCR inputs

- Act as a liaison between the Consultant and the Client with regards to the works going on or access
- Provide any information and clarifications needed by the Consultant

### Deliverables

The scope of work of the consultancy includes but not limited to the following:

1. Assessments on the UNHCR office building in Quetta (for plumbing works, use relevant tools and equipment to scan and identify the flow of pipe network
2. Recommendations on the works to be carried out to fix any faults particularly plumbing works.
3. Prepare drawings of the plumbing works (waste and sewerage) as existing
4. Prepare drawings of the flow of clean water network in the existing facility
5. Recommendation on any additional water structures that might be needed
6. Recommendations on how to fix the faulty pipes.
7. Prepare drawings of the existing floor layouts
8. Recommendations on how best the available office space may be utilized
9. Recommendations on the overall status of the building and advise if it is safe for occupation
10. Prepare Technical specifications of works
11. Prepare Bill of Quantities on the materials that will be required to carry out any of the recommendations.
12. Submit a report on all the works that will have been carried out.

### Location and Venue

The assessment will be done on the UNHCR office building in Chaman Housing Scheme, Airport Road in Quetta.

### Duration/timing

The Assessment is planned for a duration of three weeks.

### Qualifications or specialized knowledge/experience required

1. A qualified and accredited plumber with at least a Bachelor's Degree in Water Engineering/Plumbing or equivalent should be part of the team. Registered with the relevant Engineering body
2. A qualified and accredited Architect with at least Bachelor's Degree in Architecture should be part of the team. Registered with the relevant Architectural body
3. Ten (5) years' experience for both a Water Engineer/Plumbing and an Architect
4. Verifiable track record of delivering on previous projects

### Presentation of Proposals

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby requested to submit the following:

#### Technical Proposal:

- CV
- Cover/Motivational Letter
- Proposed methodology
- Past experiences in similar consultancies and/or projects
- List of professional referees

#### Financial Proposal:

- "All inclusive" professional fees for the duration of the assignment

**Payment Schedule**

60% payment upon completion of assessment of the buildings and the receipt of the report and the other requirements.

A final payment of 40% shall be made after verification by the UNHCR Review team and approval of report.

**Annex C - Price Proposal Form**  
**FOR CONSULTANCY SERVICES FOR BUILDING ASSESMENT IN UNHCR SUB-OFFICE, QUETTA**  
**( RE-SETTLEMENT BUILDING)**

**NO: SC/RFQ/2023/003**

QUANTITY / ANY OTHER DISCOUNTS ON MARKET PRICES (PLEASE SPECIFY):

The proposed discounts will become an integral part of your bid submission.

**Payment terms:** acceptance of UN payment terms (i.e. 30 days net from receipt of documents)

YES

NO

**Bidder's Name:** \_\_\_\_\_

Sr	DESCRIPTION OF WORKS	AMOUNT (PKR)
1	<b>Office Building-</b> Consultancy services for assessment, production of improved/new plan, diagrams, BOQs.	
	<b>TOTAL</b>	

**Note:** Please submit detailed price proposal on company letterhead having itemized prices for the alternate solution against the UNHCR requirement as per list given in Annex-c.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY NAME:

SIGNATURE/STAMP: \_\_\_\_\_

IN THE CAPACITY OF (TITLE): \_\_\_\_\_