DATE: 12/04/2022

REQUEST FOR PROPOSAL: RFP/006/ HCR/RWAKI/2022

CONSTRUCTION OF 32 CLASSROOMS AND 24 LATRINES IN MAHAMA

UNHCR would like to share the project between two contractors and per Lot, a bidder can apply to only one Lot or both Lots (Lot A and Lot B) depending on its capacity

CLOSING DATE AND TIME: 03/05/2022 – 17:00 HRS Kigali time

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 provide international protection and humanitarian assistance and to seek permanent solutions for persons within its core mandate responsibilities. Its primary purpose is to safeguard the rights and well-being of refugees to guarantee that they have the right of asylum in another country as well as to identify durable solution for them, like voluntary repatriation in safe and dignified conditions, local integration in the country of asylum or resettlement in another country. Over time UNHCR’s mandate has been expanded to encompass returnees and stateless persons. While there is no general mandate for internally displaced persons, UNHCR may provide protection and humanitarian assistance to these populations in certain circumstances. The United Nations High Commissioner for Refugees therefore also seeks to ensure the protection of internally displaced persons as well as mitigate the reasons for their displacement.

In more than seven decades, the agency has helped tens of millions of people restart their lives. Today, over 17,000 personnel in 132 countries continue to support over 7 million persons of concern. 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), Rwanda Office, invites qualified contractors to make a firm offer for Construction of 32 classrooms and 24 latrines in Mahama.

**IMPORTANT:**
Bills of Quantities (BoQ) is detailed in:
- Annex B Lot A with Sheet 1: Summary of works + sheet 2: Block one +Sheet 3: Block two + Sheet four: Latrines &
- Annex B Lot B with Sheet 1: Summary of works + sheet 2: Block one +Sheet 3: Block two) of this document.

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 7 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 Invitation to Bid:

- Annex A: Technical Offer/Evaluation Form
- Annex B: BOQs/Financial Offer Form Lot A and Lot B
- Annex C: Technical Designs
- Annex D: UNHCR Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for Civil Works
2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by a return e-mail to rwakisup@unhcr.org
- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to rwakisup@unhcr.org. The deadline for receipt of questions is 17h30 on 28/04/2022. 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. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will reply to the questions received as soon as possible by means of publication of a Questions and Answers (Q&A) document on its website (https://www.unhcr.org/rw/tenders) or by email to all invited bidders.

IMPORTANT:
Site visit at MAHAMA, KIREHE DISTRICT, is confirmed on 18/04/2022, at 11:00AM. Bidders are advised to contact Mr. Philbert Mwumvaneza 0783361387/ 0728361387

Participation to the pre-tender site visit shall be at the bidders’ own expenses. There will be no reimbursement from UNHCR. Participation to the pre-tender site visit is mandatory given the complexity of the requirements. However, after the site visit, a Questions & Answers document will be prepared and posted on the UNHCR website (https://www.unhcr.org/rw/tenders) or distributed by email to all invited bidders.
2.4 YOUR OFFER

IMPORTANT: Cancellation of Solicitation: UNHCR 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 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 below information required.
The Bills of Quantities (BoQs) of the services requested by UNHCR can be found in (Annex B: Lot a & lot B). Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Company’s profile and qualifications**
  Description of your company with the following documents: Company profile, registration certificate and last audit reports:
  
  - Year founded.
  - If multi location company, specify headquarters location.
  - Number of similar and successfully completed projects.
  - Number of similar projects currently underway.
  - Total number of clients.

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

- **Proposed personnel to carry out the assignment**
  The composition of the dedicated team you propose, their qualifications and experience. Curriculum Vitae of core staff/Engineers.

- **Understanding of the requirements for the project, proposed approach, solutions, methodology and outputs:**
  Any comments or suggestions on the BoQ, drawings, as well as your detailed description of the way your company would respond to the project
  
  - A description of your organization’s capacity to execute the tasks
  - A description of your organization’s experience in construction

- **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).
  If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.
- **UNHCR General Conditions of contracts for civil works**: Submission of your offer is deemed acceptance of the [UNHCR General Conditions of contract for Civil Works](#) (Annex E).

### 2.4.2 Content of the FINANCIAL OFFER

Your separate Financial Offer must contain an overall offer in a single currency, Rwanda francs (RWF).

The financial offer must cover all goods and services to be provided (price “all inclusive”).

The Financial Offer is to be submitted as per the Financial Offer Form ([Annex B Lot A and Lot B](#)). Bids that have a different price structure may not be accepted.

**Even though, UNHCR would like to share the project between two contractors and per Lot, a bidder can apply to only one Lot or both Lots (Lot A and Lot B) depending on its capacity.**

UNHCR is exempt from all direct taxes and customs duties. With this regard, *price must be given without VAT.*

You are requested to hold your offer valid for 120 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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor’s invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.
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 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:

- Financial standing.
- Core business.
- Track record.
- Contract capacity.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 **Technical and Financial evaluation:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: 70% from the total score (70 points of 100 points).
<table>
<thead>
<tr>
<th>Technical Evaluation Criteria - see details in Technical Evaluation Form (Annex C)</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility (mandatory requirements, that a company must meet for evaluation)</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Company profile (capacity/qualifications)</td>
<td>5</td>
</tr>
<tr>
<td>Qualification of the proposed staff, equipment, and reporting structure</td>
<td>10</td>
</tr>
<tr>
<td>Experience on similar services</td>
<td>20</td>
</tr>
<tr>
<td>Work plan, site management and assessments</td>
<td>25</td>
</tr>
<tr>
<td>Technical requirements for works</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>70%</strong></td>
</tr>
</tbody>
</table>

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

The cut-off points for submissions to be considered technically compliant will be **40% out of the 70%**.

**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 offer** will use the following percentage distribution: **30% from the total score**.
The financial component will be analysed only for those suppliers that pass the technical evaluation. 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., \[ \text{total Price Component} \times \left( \frac{\text{RWF lowest}}{\text{RWF other}} \right) = \text{points for other supplier’s Price Component} \]

2.6. **SUBMISSION OF BID**

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

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). **The Technical and Financial offers shall be clearly separated.**

**Bid must be sent by e-mail ONLY to:** RWAKIBIDSR@unhcr.org or physically to

Felix SEHI  
Supply Officer  
UNHCR Representation Officer  
KG9 Av 60 Nyarutarama Road  
P.O Box 867, Kigali

Please complete the tender process booklet located at the entrance to the security gate with:
- Your name  
- Company name  
- Date  
- Time  
- Signature

**IMPORTANT:**
The technical offer and financial offer are to be sent in separate email attachments. Failure to do so may result in disqualification.
IMPORTANT:
Any bid received after this date or sent to another UNHCR email 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 your responsibility to verify that all e-mails have been received properly before the deadline. Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 8 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:
- Bid RFP/006/ HCR/RWAKI/2022(Technical Offer)- for the Technical Offer
- Bid RFP/006/ HCR/RWAKI/2022(Financial Offer)- for the Financial Offer
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: RFP/006/HCR/RWAKI/2022, Company ABC (email 1 of 3)

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough 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.

2.8. 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 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.

UNHCR at its own discretion reserve the rights to accept or cancel the whole tender at any stage.

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 because of this RFP will be made in RWF. Payment will be made in accordance with the applicable general conditions of the contract 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 CIVIL WORKS

Please note that the UNHCR General Conditions of contract for Civil Works (Annex D) 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.

Felix SEHI
Supply Officer
UNHCR Rwanda

Digitally signed Felix Sehi, 12/04/2022
ANNEX A: TECHNICAL OFFER FORM

RFP/006/ HCR/RWAKI/2021- CONSTRUCTION OF 32 CLASSROOMS AND 24 LATRINES IN MAHAMA

LOCATION: MAHAMA, KIREHE DISTRICT

<table>
<thead>
<tr>
<th>#</th>
<th>TECHNICAL EVALUATION CRITERIA POINTS</th>
<th>Max. Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Eligibility (minimum requirements, that a company must meet for evaluation)</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td></td>
<td>The bidding company must show proof of existence for the last three years by submitting Certificate of Domestic Company Registration from the Rwanda Development Board (RDB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The bidding company should show tax compliance by providing a valid and current tax clearance certificate issued by RRA.</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td></td>
<td>Bidders should provide a Bid security through a Form for First Demand Guarantee/Bid Security – Annex O Bidder’s Undertaking Form- Annex P</td>
<td>PASS/FAIL</td>
</tr>
<tr>
<td></td>
<td>The successful bidder will provide a Bid security of 10% of the submitted total value from a bank before signing a contract</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>
The bidder should provide a confirmed credit line facility accompanied by its contract amounting to One Hundred Million Rwandan Francs (100,000,000 RWF)

### COMPANY PROFILE (CAPACITY/QUALIFICATIONS) 5.00

| Company Profile – Short description of the Company, details on the objectives, and experience in the construction sector. | < 3 years: | 2.00 points |
| | 3-5 years: | 3.00 points |
| | >5 years: | 5.00 points |

### QUALIFICATION OF THE PROPOSED STAFF, EQUIPMENT AND REPORTING STRUCTURE 10.00

<table>
<thead>
<tr>
<th>Number and Qualifications of dedicated staff, CV, diplomas, background of the:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Project leader (Construction Manager with min. five (5) years of experience in the respective field)</td>
</tr>
<tr>
<td>- Dedicated field/technical staff (Site foreman, technician in topographic with min. five (5) years’ experience in the respective field)</td>
</tr>
<tr>
<td>- Site accountant with min. five (5) years of experience in the respective field)</td>
</tr>
<tr>
<td>Project Manager to have at least a Higher National Diploma in Building construction/Engineering degree with min 5 years of experience as a Site Engineer and equally conversant with site safety. All to have experience in works of similar nature.</td>
</tr>
<tr>
<td>No proof of experience</td>
</tr>
<tr>
<td>Between 1-4 years of experience</td>
</tr>
<tr>
<td>&gt; 5 years of experience</td>
</tr>
<tr>
<td>- Electrical Engineer to have at least a Higher National Diploma in Electrical Engineering degree with min 5-year experience. All to have experience in works of similar nature</td>
</tr>
<tr>
<td>No proof of experience</td>
</tr>
<tr>
<td>Between 1-4 years of experience</td>
</tr>
<tr>
<td>&gt; 5 years of experience</td>
</tr>
<tr>
<td>- Mechanical Engineer to have at least a Higher National Diploma in</td>
</tr>
<tr>
<td>No proof of experience</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Mechanical construction/Engineering degree with min 5-year experience. All to have experience in works of similar nature</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Site Manager</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Site Foreman</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Detailed curriculum vitae of the above personnel certified by employee, or the bidding company or representative shall be attached. CV certified means duly signed by the interested party. **Curriculum Vitae which are not certified will not be considered for evaluation and in any case will earn zero points.**

Ownership or lease of major equipment including, but not limited to the below listed items.
Proof of ownership e.g., copies of yellow cards, receipts, letters of insurance etc. and/or lease agreements to be provided or a company commitment for inspection at any time.
   a) Concrete mixing & placing plant/equipment
   b) Vehicle Transport
   c) Steel cutting & Bending Tools
   d) Power Tools/Equipment
   e) Metal formwork capacity

<table>
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<tr>
<th></th>
<th>1 point</th>
<th>1 point</th>
<th>1 point</th>
<th>1 point</th>
<th>1 point</th>
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</table>

3 EXPERIENCE ON SIMILAR SERVICES 20.00

Track Records & Current Projects: Submission of evidence regarding executed similar sized, relevant contracts with minimum value of RWF 80 million project value signed with companies or organizations and or their outcome within last five (5) years supported with copies of purchase orders/contracts or letter of references or work completion certificates. Please note that, companies that are not providing reference letters or work completion certificates shall score 0.00.

<table>
<thead>
<tr>
<th>3 to 6 References or copy of work completion certificate or purchase orders / contracts- Attached 0.25 pt./reference 2.5 pts/more than 3 references</th>
<th>2.5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 to 6 References or copy of work completion certificate or purchase orders / contracts- Attached 0.25 pt./reference 2.5 pts/more than 4 references</td>
<td>2.5 points</td>
</tr>
<tr>
<td>Work Performance References or copy of</td>
<td>10.00 points</td>
</tr>
</tbody>
</table>

FS
<table>
<thead>
<tr>
<th>Work with Government, INGOs and UN-Agencies: Submission of evidence that the vendor has conducted similar work with Government agencies, UN, INGO, diplomatic missions with a better understanding context of operations and all government regulations during the implementation of the projects</th>
<th>References or copy of work completion certificate or purchase orders / contracts-&lt;br&gt;&lt;em&gt;Attached&lt;/em&gt;&lt;br&gt;0.5 pt./reference&lt;br&gt;5 pts/more than 4 references</th>
<th>5.00 points</th>
</tr>
</thead>
</table>

### Work Plan, Site Management and Assessments

| 4 | WORK PLAN, SITE MANAGEMENT AND ASSESSMENTS | 25.00 |
**Work Plan:** Level and quality of the proposed WORKPLAN chart prepared with MS Project, MS Excel, or similar software (presenting / indicating activities that shall be performed on a weekly basis and broken down with percentage distribution for all main tasks with their content table to be indicated by the participating companies)

<table>
<thead>
<tr>
<th>Weekly basis</th>
<th>3.00 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicating Sub-Tasks</td>
<td>3.00 points</td>
</tr>
<tr>
<td>% Distribution (for main and sub-tasks)</td>
<td>3.00 points</td>
</tr>
<tr>
<td>Completion time (proportionally distributed)</td>
<td>4.00 points</td>
</tr>
</tbody>
</table>

**Testing, Assessment, Site Visit:** The vendors are requested to conduct official field site visit during the as stipulated in the tender document, also show evidence of materials testing certificates of previous works implemented i.e., steel tensile test, concrete comprehensive test and any form of test required etc. and approved by Rwanda Standards Board

| Official field site visit | 5.00 points |
| References or copy of proof of material test reports of previous construction works (UNHCR or other sites) | 2.00 points |

**5 TECHNICAL REQUIREMENTS FOR THE WORKS**

Availability of Methodology

Provide a well detailed methodological statement describing how the contractor understands the project scope and how to execute the works following the minimum requirements as below listed:

- Construction site preparation
  - General construction process
    - Substructure works
    - Main Structure frame construction
    - Reinforcement works
    - Concrete works
    - Formwork and scaffolding work
    - Walling
    - Roofing and Installation works.
<table>
<thead>
<tr>
<th>Category</th>
<th>Scoring Methodology</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical works</td>
<td>- External Works</td>
<td>0.00</td>
</tr>
<tr>
<td>- Finishes works</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>- Landscaping and drainage</td>
<td></td>
<td>6.00</td>
</tr>
<tr>
<td>- Other civil works</td>
<td></td>
<td>10.00</td>
</tr>
</tbody>
</table>

**Health and Safety Consideration**: (Ability to work in security condition in project location well as existence of applicant’s organizational policies and procedures and practices related to security risk management of persons and material)

- **Personal and Material Security Management**: 1.50 points
- **Site Security Measures to be Undertaken during Construction**: 1.50 points

**Environmental Management**: Vendor is requested to submit detailed methodology, approach, and implementation plan on management/mitigation of Environment during the implementation of the project

- **Detailed Environmental Management during Implementation of the Project**: 2.00 points

**OVERALL TOTAL (Available for Technical Component)**: 70.00 points

**Minimum Score to be Approved for Further Financial Analysis**: 40.00 points