

DATE: 03/01/2023

REQUEST FOR PROPOSAL: HCR/RWAKI/SUP/2023/RFP0001

FOR THE ESTABLISHMENT

OF FRAME AGREEMENTS FOR THE SUPPLY AND DELIVERY OF

LIQUIFIED PETROLEUM GAS (LPG) TO TARGETED REFUGEE CAMPS IN RWANDA

CLOSING DATE AND TIME: 05/02/2023 - 23:59 GMT +2

BACKGROUND

Working closely with the Regional Bureau and Headquarters, UNHCR Rwanda ensures the smooth implementation of the UNHCR mandate ranging from the protection of refugees and asylum seekers to organizational operations and management.

UNHCR Rwanda's leadership team also regularly liaise with the Government of Rwanda through the Ministry in Charge of Emergency Management (MINEMA) and partners for better coordination of refugee response in Rwanda.

It has field offices/sub-office namely Kirehe Sub-Office that coordinates refugee response in Mahama refugee camp, Huye Field office that coordinates activities in Mugombwa and Kigeme refugee camps, Karongi Field Office that coordinates activities in Kiziba refugee camp, Kabarore Field Office that coordinates activities in Nyabiheke refugee camp and Nyamata Field Office coordinating activities at the Emergency Transit Mechanism (ETM) centre in Gashora.

Following the Government's ban on the use of firewood in the refugee camps, effective January 2019, UNHCR has introduced LPG in Mahama refugee camp in the eastern province, Mugombwa refugee camps in the southern province and the transit/reception centre.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Rwanda invites authorized suppliers of bulk LPG, to make firm offers for the establishment of frame agreements with two to four qualified bidders. UNHCR shall provide skids, tanks and cylinders to be used by the Contractor(s).

Type of contract: Frame agreements with two to four suppliers for 3 years with the possibility of an extension for 2 years.

Issuance of Purchase orders: Prior to the beginning of each quarter, UNHCR shall conduct secondary biddings (request rates from frame agreement holders), and the supplier (s) offering the lowest rate (s) shall be issued purchase orders (POs) to supply LPG for the given quarter.

IMPORTANT:

The Schedule of requirements and TOR are detailed in Annex B of this document.

UNHCR may award Frame Agreement(s) with an initial duration of three (3) years, potentially extendable for a further period of two (2) years. Following each secondary bidding exercise, the successful bidder (s) will be requested to maintain their fixed quoted prices for the duration of quarter.

Additional frame agreements may be awarded, depending on the situation and evolution of needs during the period covered by the frame agreements resulting from this RFP.

The agreement is non-exclusive, without any minimum volume or commitment, and UNHCR will have no obligation (i) to deal with the supplier as an exclusive or unique LPG provider, or (ii) to order or buy a minimum quantity of LPG from the supplier.

The estimated annual requirement of UNHCR are specified on Annex B.

Please note that figures have been stated 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 Orders against the Frame Agreement/ goods and Service Contract / Contract.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 60 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 the provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be 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:

- Annex A: Calendar of Activities
- Annex B: Schedule of requirements and terms of reference
- Annex C: Financial Offer Form (**To be completed and submitted in a separate financial proposal**)
- Annex D: UNHCR Vendor Registration Form (**To be completed and submitted in the technical offer by bidders who are neither registered in UNGM nor with UNHCR**)
- Annex E: UNHCR General Conditions of Contracts for the provision of Goods and services - Rev: July 2018 (**To be read, signed, stamped and submitted in the technical offer**)

- Annex F: UN Supplier code of conduct Rev.06 – December 2017. **(To be read, signed, stamped and submitted in the technical offer)**
- Annex G: Technical Proposal Form **(all sections to be filled, signed, stamped and submitted in the technical offer)**
- Annex H: Submission Checklist and Acknowledgements **(to be checked and filled by bidders and submitted in the technical offer)**
- Annex I: Evaluation Scoring Methodology **(Shows you how you are going to earn marks in the technical evaluation)**

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in the disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any requests for clarifications or any questions in respect of this RFP by e-mail to rwakisup@unhcr.org. **The deadline for receipt of questions/clarifications is 17:00 HRS on 27/01/2023.** 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 on its website or by email to all invited bidders.

2.4.4 **Pre-bid Conference**

An optional pre-bid conference is scheduled to take place 17 January 2023 at 10 AM in the UNHCR Kigali office located in KG 9 Avenue 60 Nyarutarama. Bidders can either participate physically by reporting to the office's conference room or virtually through a Microsoft team meeting link that shall be shared with interested bidders before the conference date. Registration for participation is as follows:

- A. **To participate physically**, please send an email to rwakisup@unhcr.org with the names of your representative (s) who will participate (maximum 2 persons). The title of the email should be **HCR/RWAKI/SUP/2023/RFP0001 Pre-bid conference**.
- B. **To participate virtually**, please send an email to rwakisup@unhcr.org with the email address that shall be used to invite you to a Microsoft teams meeting. The title of the email should be **HCR/RWAKI/SUP/2023/RFP0001 Pre-bid conference**. Please ensure that the email is correct and that you have a good internet connection.

Bidders who do not attend the pre-bid meeting are allowed to submit offers to the tender

2.5 YOUR OFFER

IMPORTANT:

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 not be 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: *Sealed in separate envelopes or separate emails to separate email boxes clearly identifying "technical proposal and financial proposal"*

- Technical offer
- Financial offer

2.5.1 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 specifications of the LPG requested by UNHCR can be found in **Annex B**. Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the company and the company's qualifications**

A 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;

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the goods and services.

- **Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs**

Any comments or suggestions on the TOR, as well as your detailed description of the way your company would respond to the TOR with respect to the following should be clearly presented in **annex G -Technical Proposal Form**:

- Supply and delivery plan per location
- Contingency plan to ensure delivery during times local or global scarcity
- Quality assurance approach, e.g., periodic inspection/compliance certificates,
- Safety and Security approach with respect to equipment during transportation and during transfer to UNHCR's skids and tanks.

- **Company experience in the supply of bulk LPG.**

Please submit a minimum of two (2) POs or Contracts for the sale of bulk LPG in Rwanda entered within the past 5 years. Each contract should have a minimum value of USD 100,000 or equivalent in RWF. A combination of separate purchase orders with a single supplier with a cumulative value of up to USD 100,000 can be considered in lieu of a signed contract. More contracts will earn higher marks.

- **Proposed personnel to carry out the assignment.**

Please provide your company's organigram and CVs and work contracts of your key staff that shall be working on the project. Such key staff include

- Quality officer, with a bachelor's degree related to engineering or business, along with several years of experience in quality control or production.
- Gas delivery (handymen) with a minimum of vocational training in mechatronics technology, mining Engineering, plumbing or related field and a minimum of 2 years of experience in pipe works and fittings
- Account manager with a minimum of BSc in any social science related field, with a minimum of 2 years, dealing with corporate clients. Please attached academic certificates and CVs of the staff above

- **Financial capacity.** Please attach bank statements and/or audited financial statements for the past 3 years each having a minimum annual turnover of USD 500,000 or equivalent in local currency.

- **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**).

- **Logistic Capacity,** availability of depot with ≥ 50 -ton capacity in Kigali or elsewhere not farther than 300Km from the delivery locations. Minimum 1 truck with bobtails of ≥ 5 tons capacity. A UNHCR team will inspect as part of the technical evaluation.

- **UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex E**.

2.5.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, in RWF.

The financial offer must cover all the goods services to be provided (price "all inclusive").

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.

UNHCR is exempt from all direct taxes and customs duties. With these regards, the price has to 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 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 and services to the and/or acceptance by UNHCR of the goods and services.

2.6 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. 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.

2.6.1 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after an 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.

2.6.2. Administrative, Technical, Performance and Financial Evaluations:

For the award of this contract, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis separately, only those proposals which qualify in the administrative, technical and performance evaluation processes will be considered for financial evaluation. The criteria/percentage assigned to each component is determined in advance as follows:

Administrative Criteria PASS/FAIL

Label	Criteria	Documents to be Provided	Assessment
1	Valid business registration document obtained not less than three years prior to the issuance of this tender.	Enclose your business registration certificate in your technical offer	Pass/Fail
2	Valid LPG Wholesale License issued by the Rwanda Utilities Regulatory Board. In case the license has expired, and renewal is in	Enclose your valid LPG wholesale license or renewal	Pass/Fail

	process, a renewal application receipt shall be acceptable. PASS/FAIL	application receipt in your technical offer	
3	Tax clearance certificate for the last quarter of the Rwandan 2021 fiscal year. An installment payment agreement with RRA signed before the issue date of this tender is acceptable.	Please attach your tax clearance certificate or installment payment agreement with RRA in your technical offer	Pass/Fail
4	UNHCR General Terms and Conditions of contracts for Services acknowledged?	Carefully read, sign and return the attached annex E.	Pass/Fail
5	UN Supplier's Code of Conduct Signed.	Carefully read, sign and return the attached annex F	Pass/Fail

Technical Criteria PASS/FAIL

Label	Criteria	Documents to be Provided	Assessment
1	Compliance with LPG specifications (LPG gas should have an ethane composition of 0.2 – 1.0 %)	Please state in annex G the % of ethane in the LPG you will supply.	Pass/Fail
2	Standards certification (RS EAS 900-1: 2018 or RS ISO 11625: 2007 or FDRS 575—2:2011)	Please enclose in your technical offer one or more of the certificates required or an equivalent	Pass/Fail
3	Production/Delivery capacity	Please attach in your technical offer a signed confirmation letter on your company's letterhead confirming that the minimum quantities required can be supplied. State also your exact delivery capacity	Pass/Fail

Performance Criteria (scoring) this evaluation part shall have a total weight of 60%

Label	Criteria	Documents/Information to be Provided	Assessment
1	Proposed approach and methodology	Using annex G attached, detail your approach and methodology to meet UNHCR's requirements with attention to your supply plan for all locations, a contingency plan to cater for local and global scarcity and delivery operation (transfer to skid or tank), security risk management and quality control	30 marks
2	Company experience in the sale of bulk LPG	Complete the section in annex G and enclose in your technical offer a minimum of 2 POs or Contracts for the sale of bulk LPG in East Africa entered within the past 5 years. Each contract should have a minimum value of USD 100,000 or equivalent in RWF. A combination of separate purchase orders with a single supplier with a cumulative value of up to USD 100,000 can be considered in lieu of a signed contract.	20 marks
3	Logistics capacity	Please state in annex G the physical address and contact numbers of the location where your depot and truck with bobtail can be found.	20 marks

4	Financial capacity	Please attach bank statements or audited financial statements for the past 3 years (2019,2020,2021) with a minimum annual turnover of USD 500,000 or equivalent in local currency. Also fill out your turnover amounts in annex G	20 marks
5	Staffing composition	Please fill the section in annex G and attached requested relevant documents.	10 marks
Total			100

For your offer to qualify for financial evaluation it must pass all the administrative and technical criteria and score a minimum of 60/100 marks in the performance part.

Since the technical part has a 60% weightage, each bidder's earned marks shall be converted using the formular: Bidders marks / 60 X 100 to obtain a percentage score.

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: **40%** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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. [Lowest Price] / [Quoted Price] * 40

Calculation of combined scores to come up with the most responsive offer shall be done using the following formular.

Total Score= Technical Score (up to 60%) + of Financial Score (up to 40%)

2.7 SUBMISSION OF BIDS:

A. By courier or hand carry.

Offers must bear your official letter head, clearly identifying your company. They should be addressed to:

The secretary of the bid opening committee.

UNHCR Representation Officer

KG9 Av 60

Nyarutarama Road

P.O Box867, Kigali

You must submit your technical and financial offers in 2 separate sealed envelopes labeled as follows:

For the technical envelop: Request for Proposal: HCR/RWAKI/SUP/2023/RFP0001 Technical Offer

For the financial envelop: Request for Proposal HCR/RWAKI/SUP/2023/RFP0001 Financial offer.

Both envelops must be enclosed in one bigger envelop labelled as follows:

HCR/RWAKI/SUP/2023/RFP0001 Supply and delivery of bulk LPG in refugee camps

B. By email

Bids may also 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.).

Technical and Financial offers shall be sent in separate emails as follows

Your emails should have the following on the subject line.

Email containing the technical offer sent to RWAKITECHNICAL@UNHCR.ORG

HCR/RWAKI/SUP/2023/RFP0001 - Technical - Name of your firm with the title of the attachment
Serial number of the e-mails (example: 1/3, 2/3, 3/4). E.g., a technical offer from Company 'Z Est'
who is sending a total of 2 emails will be titled as follows:
HCR/RWAKI/SUP/2023/RFP0001 -Z -Technical offer-1/2

Email with financial offer sent to RWAKIFINANCIAL@UNHCR.ORG

HCR/RWAKI/SUP/2023/RFP0001 - Financial - Name of your firm with the title of the attachment
Serial number of the e-mails (example: 1/3, 2/3, 3/4). E.g., a financial offer from Company 'Z Est'
who is sending a total of 2 emails will be titled as follows:
HCR/RWAKI/SUP/2023/RFP0001 -Z -Financial offer-1/2

IMPORTANT:

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

Deadline: 05/02/2023, 23:59 HRS Kigali Time.

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 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 **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

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.

2.8 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project.

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 and 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.

2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued because of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance with the General Conditions for the Provision of Goods and 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.

2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the [UNHCR General Conditions of Contracts for the provision of Goods and services \(Annex E\)](#) 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



Roland Fang Kum
Supply Officer
UNHCR Rwanda