



UNHCR

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

DATE: 24.05.2022

REQUEST FOR PROPOSAL: No. RFP/2022-01 (Rev.01)

**FOR THE ESTABLISHMENT
OF FRAME AGREEMENT FOR PROVISION OF REPAIR MATERIALS AND
CONSTRUCTION SERVICES FOR 5 LOCATIONS IN VINNYTSIA AND VINNYTSIA
OBLAST**

CLOSING DATE AND TIME: 07.06.2022 – 23:59, Kyiv 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 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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,000 people in more than 130 countries continues to help about 68.5 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), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified companies with experience in carrying out repair of damaged houses, sourcing quality repair materials and providing the required number of brigades to make an offer for the establishment of a Frame Agreement for provision of repair materials and services for five (5) locations in Vinnytsia city and Vinnytsia Oblast (hereinafter referred to as the "Civil Construction Works").

UNHCR may award a Frame Agreement for the period of 1 (one) year potentially extendable for additional period of 1 (one) year. For civil construction works under the Frame Agreement, the appropriate warranty period will be added.

The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s) including extensions, if any.

UNHCR may award Frame Agreement(s) to one or more bidders to secure adequate capacities to meet workplans.

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:

Exact scope of work and materials are detailed in **Annex A** (Technical Specification Form), **Annex A1** (Technical specification for LOT 2 & 4) and **Annex B** (Financial offer form). **Quantities indicated are final for houses to be repaired.**

The indicative scope of works and materials is for repair of 5 (five) locations:

Lot 1 – Dormitory on Klena Str., Vinnytsia, Vinnytsia Oblast and materials required;

Lot 2 – Elevator for the dormitory №4, the "Center for Technical Education" and materials required; The "Center for Technical Education", dormitory №4 (Streletskaya Str.) Vinnytsia, Vinnytsia Oblast and materials required;

Lot 3 – Dormitory of the State Educational Institution of Professional Study of the Processing Industry, on Vatutina Street, Vinnytsia, Vinnytsia Region;

Lot 4 – Elevators for the dormitory of the Vocational School No. 15 and materials required; Dormitory of the Vocational School No. 15, 10/23 Yunosti Ave., Vinnytsia, Vinnytsia Oblast and materials required;

Lot 5 – CPT No.1 dormitory at 27 Zulinskoho Str., Vinnytsia, Vinnytsia Oblast and materials required.

Only proposals for the whole Lot with materials required shall be considered. Partial proposals shall not be accepted.

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 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.**

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days (1 month) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 71** "Settlement of disputes" of Annex D, General Terms and Conditions for Civil Works 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 7 of the attached General Terms and Conditions for Civil Works Annex D. Also include in the Technical Specification Form Annex A the sub-contractors that will potentially be used in this RFP.

Note: this document is not construed in any way as an offer to Frame Agreement with your firm.

2. BIDDING INFORMATION:

2.1 RFP DOCUMENTS

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

- Annex A: Technical Specification Form (ENG-UKR)
- Annex A1: Technical Specification Form for LOT 2 & 4 (ENG-UKR)
- Annex B: Financial Offer Form (ENG-UKR)
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for Civil Works
- Annex E: Documentation procedures on tax reporting (for companies with VAT payer status)
- Annex F: UNHCR Supplier's Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to ukrkipro@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 disqualification of your offer from further evaluation.

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 the Supply Unit at ukrkipro@unhcr.org. **The deadline for receipt of questions is 23:59 hrs, Kyiv time on 04 June 2022.** Bidders are requested to keep all questions concise. **NO QUESTIONS MAY BE MADE BY TELEPHONE TO ANY SUPPLY STAFF OF UNHCR UKRAINE.**

IMPORTANT: Please note that Bid Submissions are **NOT** to be sent to the e-mail address above.

UNHCR will collect the questions received and will reply to them in writing. A Questions & Answers document will be prepared and shared with all vendors intending to submit a proposal (please take appropriate action regarding paragraph 2.2 above) and posted on the UNHCR web-site.

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 frame agreement.

Your offer shall be prepared in English and/or Ukrainian languages.

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 requirements of materials and services requested by UNHCR can be found in **Annex A** (Technical Specification Form) and **Annex A1** (Technical specification for LOT 2 & 4).

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

Section 1 – Description of the company and its qualifications

Please provide a description of your company with supporting documentation as follows:

- a) Year founded.
- b) Registration Certificate issued by the respected governmental authority in Ukraine or other recognized country;
- c) Confirmations of Tax Identification Number and certificate of tax payer, issued by the respected governmental authority in Ukraine or abroad;
- d) Valid Permits/Licenses/Accreditation for conducting engineering construction civil works, issued by the respective authorities from the country of company's origin;
- e) If multi-location specify headquarters locations
- f) List of main contracts (i.e., key customers) entered by the bidder into as a contractor or sub-contractor for the last 5 years with references;
- g) A number and description of similar construction projects that have been satisfactorily and substantially completed within the last 5 years.
- h) Documentary evidence of financial capacity: The audited balance sheets for the last 3 years, staff turnover of the company of the last 1 year, details of any outstanding claims or litigation against the company.
- i) Documentation procedures on tax reporting (for companies with VAT payer status in Ukraine). Your technical offer should contain your acknowledgement of the documentation procedures on tax reporting (content defined in **Annex E**);
- j) Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

Section 2 – Understanding of the requirement

Any comments or suggestions on the Technical Offer (**Annex A**) as well as your detailed description of the manner in which your company would respond to the whole Technical Specification be confirmed through completing Technical Specification Offer Annex A and providing attachments.

Detailed methodology and description of quality control of the materials and works shall include:

- a) Confirmation on technical specification on quality and materials specifications compliance signed and stamped **Annex A**.
- b) Availability to execute works - when requested - with construction materials supplied by the Bidder.
- c) State timeframe in days needed to complete 1 LOT (based on the Technical Specifications for it).
- d) Capacity to provide internal controls ensuring materials and repair works are provided exclusively according to damage assessments and UNHCR approval.
- e) Availability of all necessary construction tools and machineries necessary for the project implementation.
- f) Capacity to cover all expenses related to resources required for materials and services provision including but not limited to water, electricity etc, the running of equipment, tools, instruments and machinery.
- g) Capacity to hand-over the repaired object to UNHCR according to the operating schedule agreed separately by UNHCR.
- h) Capacity to remove ALL debris and garbage from the construction site.
- i) Capacity to pay all sub-contractors timely even when UNHCR releases the payment only after completion of the work.
- j) Provision of Occupational Safety and Health procedures according to Ukraine Standards.
- k) Capacity to provide periodic progress report to UNHCR as requested by UNHCR technical team on timely manner.
- l) Availability to grant UNHCR staff access to the construction site and to the storage place of the construction material used for this project;

Section 3 – Proposed personnel and equipment to carry out the assignment

- a) Detailed (CV) of key managerial and engineering staff who will be involved in the project, number of full-time staff and organigram;
- b) Bidders guarantee on the availability of at least 5 to 10 brigades, each with adequately skilled team leader to assume responsibilities at the work site and perform the full range of repair works and management of materials. The bidder must confirm each brigade will have, as a minimum, 3 skilled/5 unskilled laborers. No changes will be made to the brigade requirements without prior written consent from the UNHCR focal point. It is the responsibility of the service provider the provision of skilled and unskilled labor according to the General Conditions of Contract for Civil Works Annex D.
- c) List of contractor's equipment, which is owned/leased for the needs of project implementation.
- d) In the case where you the Bidder will assign the works to any subcontractors, you the bidder provide a list of potential sub-contractors, their scope of work and documentation related to their accreditation to work.
- e) Bidders confirmation and agreement to the one (1) year warranty period.
- f) Bidder guarantee that repair materials and services will be uninterrupted as per the frame agreement and the requirements of the UNHCR focal point.
- g) Availability of a sample reporting template

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 C**).

UNHCR General Conditions for Civil Works your technical offer **must** contain your acknowledgement by signing/initialing EACH PAGE OF **Annex F**.

2.4.3 Content of the FINANCIAL OFFER

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

The financial offer must cover all the services to be provided (price “all inclusive”) including transportation, handling, loading/unloading, inspection etc.

The Financial Offer is to be comprised of:

a) Duly fulfilled Financial Offer Form Annex B

Bids that have a different price structure than **Annex B** may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be quoted without VAT.

You are requested to hold your offer valid for 90 calendar 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 calendar days after satisfactory implementation and receipt of documents in order.

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

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal in order to participate – use all forms and checklists provided. References to previous or on-going proposals will not be considered. Award of a previous Frame Agreement with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject. Frame Agreement(s) will be awarded to the vendor(s) scoring highest on the overall combined technical and financial scores.

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 and activity profile;
- Track record;
- Contract capacity.

Failure to provide the above-mentioned 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: technical and financial offers (70% and 30%).

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score of 1,000 points. **In order for a submission to be considered technically compliant, it must PASS all the criteria marked as MANDATORY**

REQUIREMENT, if the submission FAIL at least one of the mandatory criteria, the proposal is considered as not acceptable for the project, and it will be rejected from further evaluation.

Also, a minimum of 30% of the total points must be achieved per section as well as a minimum overall of 600 points. Proposals not receiving both shall not be considered as technically compliant and shall not be financially evaluated.

Note: the total score for the Technical Proposal will be calculated by the following formula: [points scored] x [0,7 (Technical Component 70%)] = the total score for the Technical Proposal.

The **Financial Offer** will use the following percentage distribution: **30%** from the total score.

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., [30 (Finance Component 30%)] x [US\$ lowest bid] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

#	TECHNICAL EVALUATION CRITERIA POINTS	Minimum essential or Max Points Obtainable
1	CAPACITY/QUALIFICATIONS OF THE COMPANY (Section 1 of RFP 2022-01)	
	Certified copy of the certificate of registration in the country with a foundation year min 5 years before the tender deadline. <i>MANDATORY REQUIREMENT</i>	PASS/FAIL
	Document(s) for registration of the company with the tax services. <i>MANDATORY REQUIREMENT</i>	PASS/FAIL
	Audited financial statements of the company of at least 3 year (recommended 5 years) including Auditor's opinion (unqualified). <i>MANDATORY REQUIREMENT</i>	PASS/FAIL
	UNHCR General Conditions of Contracts for Civil Works are accepted and all pages of Annex D signed/initialed by the bidder. <i>MANDATORY REQUIREMENT</i>	PASS/FAIL
	a) List of main contracts (i.e., key customers) entered by the bidder into as a contractor or sub-contractor for the last 5 years with references; b) Number and description of similar construction projects that have been satisfactorily and substantially completed within the last 5 years.	200 points
2	UNDERSTANDING OF THE TECHNICAL REQUIREMENTS (Section 2 of RFP 2021-01) Detailed methodology and quality control of materials and works	
	Availability to execute works - when requested - with construction material on all-inclusive basis. <i>MANDATORY REQUIREMENT</i>	PASS/FAIL
	a) No. of days needed to complete 1 LOT (based on the Technical Specifications for it)	75 points
	Capacity to provide internal controls ensuring materials and repair works are provided exclusively according to damage assessments and UNHCR approval.	15 points
	Detailed work schedule/plan need to be submitted by contractor.	30 points
Availability of all necessary construction tools and machineries necessary for the project implementation	20 points	

	Capacity to cover all expenses related to resources required for materials and services provision including but not limited to water, electricity etc, the running of equipment, tools, instruments and machinery. MANDATORY REQUIREMENT	PASS/FAIL
	Capacity to hand-over the repaired object to UNHCR according to the operating schedule agreed separately by UNHCR	10 points
	Capacity to remove ALL debris and garbage from the construction site	5 points
	Capacity to pay all sub-contractors timely even when UNHCR releases the payment only after completion of the work	10 points
	Provision of Occupational Safety and Health procedures according to Ukraine Standards	20 points
	Capacity to provide periodic progress report to UNHCR as requested by UNHCR technical team on timely manner	10 points
	Availability to grant UNHCR staff access to the Construction site and to the storage place of the construction material used for this project;	5 points
	GENERAL REQUIREMENTS TO THE BIDDER (Section 3 of RFP 2022-01) Proposed personnel and equipment to carry out the assignment	
	Detailed (CV) of key managerial and engineering staff who will be involved in the project, number of full-time staff and organigram	120 points
	Bidders guarantee on the availability of at least 5 to 10 brigades, each with adequately skilled team leader to assume responsibilities at the work site and perform the full range of repair works and management of materials. The bidder must confirm each brigade will have, as a minimum, 3 skilled/ 5 unskilled laborers. No changes will be made to the brigade requirements without prior written consent from the UNHCR focal point. It is the responsibility of the service provider the provision of skilled and unskilled labor according to the General Conditions of Contract for Civil Works Annex D.	180 points
3	List of contractor's equipment, which is owned/leased for the needs of project implementation.	90 points
	In the case where you the Bidder will assign the works to any sub-contractors, you the bidder provide a list of potential sub-contractors, their scope of work and documentation related to their accreditation to work.	120 points
	Bidders confirmation and agreement to the one (1) year warranty period of the repair works including the provided materials/equipment and any other related costs. MANDATORY REQUIREMENT	PASS/FAIL
	Bidder guarantee that repair materials and services will be uninterrupted as per contract and the requirements of the UNHCR focal point.	45 points
	Availability of a sample reporting template	45 points
	MAXIMUM POSSIBLE TOTAL SCORE:	1,000 points
	Minimum Score to be Obtained (70%) of the Total Score:	700 points

A minimum score of 30% of the total points per section must be achieved as well as a minimum overall score of 700 points. Financial Offer will only be opened and evaluated when the technical offer achieves the minimum score by category and overall.

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.

2.6 SUBMISSION OF BID:

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

Bids should be submitted by e-mail and all attachments (Annex A, Annex A1, Annex B, Annex C, Annex D, Annex E, Annex F) 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 and sent in separate e-mail folders or files. Each email folder must clearly indicate the Technical Component and Financial offer.

Bids must be sent by e-mail ONLY to: UNHCR-UKR-tendercommittee@unhcr.org

IMPORTANT:

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

Deadline for submission of offers: 07.06.2022, 23:59 hrs, Kyiv 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 be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- RFP 2022-01
- 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/2022-01 Company XXX – Technical or Financial Offer 1/3***

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.

2.7 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 Frame Agreement and would not expect a significant variation of the rate submitted. Any such increase or decrease in the Frame Agreement 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.

Please note that UNHCR is not bound to select any of the firm (s) submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the Frame

Agreement 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 RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase 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 CIVIL WORKS

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

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advises its supplier not to offer any gift, favour, hospitality, etc. to its staff.

2.11 THE UN GLOBAL COMPACT

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. UNHCR encourage bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

Salumeza Cosmas Kanoti,
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UNHCR Representation in Ukraine