

**DATE: 22 September 2022**

**REQUEST FOR PROPOSAL: No. UKRKI/RFP/2022-07**

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR CONSTRUCTION SERVICES  
In Kyivska, Chernihvska, Zhytomyrska and Kharkivska oblasts (4 LOTS)**

**CLOSING DATE AND TIME: 06 October 2022– 23:59 HRS EET**

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## **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 17,000 people in more than 135 countries continues to help about 79.5 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>.

## **UNHCR ACTIVITIES IN UKRAINE**

Since the start of the recent war in Ukraine, approximately 7.1 million Ukrainians have been internally displaced, while the number of refugees fleeing into neighboring countries has reached a staggering 5.2 million. UNHCR intends to rebuild houses in Kyiv Oblast and elsewhere, as well as to repair damaged houses. This tender refers to UNHCR's ongoing humanitarian assistance in support of the conflict affected population who have been displaced in various locations within Ukraine.

### **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified companies which are registered with the Government of Ukraine to make a firm proposal for the provision of construction services in for four (4) lots in Kyivska, Chernihvska, Zhytomyrska and Kharkivska oblasts (hereinafter referred to as "Construction Services").

**UNHCR will conduct an evaluation on a per lot basis. Suppliers may bid ONLY for one LOT among the four LOTS. Please note partial offer for any lot will not be accepted. UNHCR may, if needed, award contracts on a per lot basis or multiple contracts for each lot due to the need for faster implementation.**

UNHCR may award Frame Agreement(s) with an initial duration of one (1) year, potentially extendable for a further period of one (1) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

**IMPORTANT:** Terms of Reference (ToR) and Bill of Quantities (BOQ) along with detailed specifications where relevant are detailed in Annexes A, B and C of this document.

**For any bidding to be considered, presence at the pre-bid meeting is mandatory.**

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out herein 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 to be 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: Terms of Reference (ToR)
- Annex A1: Technical Specifications
- Annex B: Financial Proposal Form (including BoQ) for all four (4) Lots.
- Annex C: Technical Proposal Form.
- Annex D: Vendor Registration Form.
- Annex E: UNHCR General Conditions of Contract for Civil Works.
- Annex F: Documentation procedures on tax reporting (for companies with VAT payer status).
- Annex G: 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](mailto:ukrkipro@unhcr.org) as to:

- Your confirmation of receipt of this Request for Proposal No. **UKRKI/RFP/2022-07**
- Whether or not you will be submitting a bid

**IMPORTANT:**

Failure to send the above-requested information may result in the disqualification of your proposal 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 [ukrkipro@unhcr.org](mailto:ukrkipro@unhcr.org) with the Subject reading: *Inquiry: RFP No. UKRKI/RFP/2022-07. The deadline for receipt of written inquiries/questions is 23:59 hours Ukraine time on 28 September 2022.* Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date by means of publication on UNHCR Ukraine webpage and UNGM page for the tender.

**IMPORTANT:**

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

**PRE-BID CONFERENCE**

An online supplier pre-bid conference will be arranged on **29 September 2022** between 10:00 hrs and 11:00 hrs **Ukraine time**. A maximum of two representatives per company are allowed. Names and contact details of the company's representatives must be provided in writing latest by **28 September 2022 23:59 Ukraine time by e-mail to: ukrkipro@unhcr.org**

Changes in participating staff need to be shared in advance, otherwise, they will not be able to participate.

Participation to the pre-bid meeting is **mandatory** given the complexity of the requirements. Proposals submitted by Bidders not attending the pre-bid conference **will not be further considered.**

**2.4 YOUR PROPOSAL****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 proposal shall be prepared in English or Ukrainian languages.

Please submit your proposal using the Annexes provided. Proposals not conforming to the requested formats may not be taken into consideration.

**IMPORTANT:**

Inclusion of copies of your proposal 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 proposal.

Please send your proposal directly to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your proposal shall comprise the following two sets of documents:

- Technical proposal
- Financial proposal

**2.4.1 Content of the TECHNICAL PROPOSAL****IMPORTANT:**

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

The ToRs and the Bill of Quantities (BoQ) of the construction works requested by UNHCR can be found in **Annex A and B**.

Your **technical proposal** should be concisely presented and structured in the following order to include the following information:

**SUBMISSION OF MANDATORY PRE-QUALIFICATION DOCUMENTS:** Submission of the below listed documents and activities (attendance of pre-bid conference) are mandatory. Failure to submit them or attend the pre-bid conference will result in disqualification.

#	MANDATORY PRE-QUALIFICATION CRITERIA
1	Copy of certificate of registration with the Government of Ukraine, with a foundation year min 3 years before the tender deadline.
2	Document(s) of the company registration with the tax services in Ukraine.
3	Acceptance of UNHCR Conditions of Contract for Civil Works Rev. Oct. 2000 (signed/stamped Annex E).
4	Availability of balance sheets for the last 2 years, indicating clearly the turnover of the company.
5	Participation in the pre-bid online meeting.

#### 2.4.2 **Content of the FINANCIAL PROPOSAL**

Your separate **Financial Proposal** must contain an overall proposal in US Dollars.

The payment will be executed or made in hryvnia (UAH) at United Nations exchange rate of the month of invoice and Act of Acceptance. Please follow the link below.

<https://treasury.un.org/operationalrates/OperationalRates.php>.

The financial proposal must cover all the services to be provided (price “all inclusive”) for each LOT.

The Financial Proposal is to be made using: Duly fulfilled Financial Proposal Form (Annex B) for each LOT. Bids that have a different price structure may not be accepted. **The financial offer should be provided in both PDF and Excel format.** Failure to comply will lead to disqualification.

The fixed component of the price must remain unchanged for the duration of the Frame Agreement (1+ 1 years).

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

You are requested to hold your proposal 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 of the projects 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:**

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 not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations. Contract will be awarded to the vendor 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 validation of suitability based on the submitted Vendor Registration Form and supporting documents. The validation involves consideration of several factors such as:

- Financial standing;
- Core business;
- 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 a two-stage evaluation criteria which govern the selection of proposals received. The evaluation of proposals will be done on a technical and financial basis according to a point scoring system. The final proposal points are the sum of the technical and financial points. The percentage assigned to each component is determined in advance as follows:

The **Technical proposal** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score:

#	<b>MANDATORY PRE-QUALIFICATION CRITERIA</b>	<b>Pass/Fail</b>
1	Copy of certificate of registration with the Government of Ukraine, with a foundation year min 3 years before the tender deadline.	
2	Document(s) of the company registration with the tax services in Ukraine.	
3	Acceptance of UNHCR Conditions of Contract for Civil Works (signed/stamped Annex E).	
4	Copy of balance sheets for the last 2 years, indicating clearly the turnover of the company.	
5	Participation in the online pre-bid conference.	

Only bidders scoring 'Pass' on all Pre-Qualification Criteria will be further considered.

#	<b>TECHNICAL EVALUATION CRITERIA POINTS</b>	<b>Maximum Score</b>
6	Company profile + duly completed, signed, stamped and dated vendor registration form	No scoring
7	Number and description of construction projects that are of comparable scale and complexity and that have been satisfactorily completed within the last 3 years. Please include up to 10 projects starting with the highest contract value. Include projects with the highest budget	35
8	List the contracts that are currently open and ongoing but not yet finished	10
9	Number of houses where repairs can be completed per week	10
10	Income evaluation – accounting financial statement for at least 2-years	20

11	CV and list of managerial and engineering staff who will be involved in the project Company organigram	5
12	Bidder's guarantee on the availability of number of construction staff, 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.	15
13	List of contractor's equipment, which is owned/leased for the needs of project implementation.	5
	<b>TOTAL</b>	<b>100</b>

The cut-off points for submissions to be considered as technically compliant **will be a minimum of 60 points out of the 100 available. After the evaluation, this will be converted into 70 points allocated to the technical proposal.**

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

**IMPORTANT:**

All suppliers must have bank account in Ukraine and must have legal entity registered in compliance with the applicable legal framework of the state. Failure to provide evidence of above two criteria may result in disqualification of your proposal from further evaluation.

A financial proposal will only be considered if the technical part of the supplier's proposal passed a minimum of 42 points out of 70 allocated to technical proposal, is accepted by UNHCR as complying with the technical requirements listed in RFP documentation.

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

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technically-compliant firms. All other price offers will receive points in inverse proportion to the lowest price, e.g.,  $[\text{lowest Price Component}] \times [100] / [\text{total price component}] * 30\% ] = \text{points for other supplier's Price Component}$ .

For evaluation purposes only, the proposals 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.

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

**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. All such queries with the vendors will be made by Procurement Function.

**2.6 SUBMISSION OF BID:**

Bids should be submitted by e-mail and all attachments should be in PDF and excel formats. (copies of the PDF format documents may, as an addition, be included in Excel ).

**Bids must be sent by e-mail ONLY to: [UNHCR-UKR-tendercommittee@unhcr.org](mailto:UNHCR-UKR-tendercommittee@unhcr.org)**

**IMPORTANT:**

The technical proposal and financial proposal are to be **sent in separate emails**. Failure to do so will result in disqualification.

**Deadline for submission of proposals: 06 October 2022 – 23:59 hours Ukrainian 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 **20 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 Reference: **UKRKI/RFP/2022-07**
- 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: UKRKI/RFP/2022-05 Company ABC – Technical Proposal (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 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 proposal.

**2.7 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 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 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**

Payment (s) will be made in hryvnia (UAH) at United Nations exchange rate of month in effect on the date the Invoice and Act of Acceptance following the link <https://treasury.un.org/operationalrates/OperationalRates.php>.

## **2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS**

Please note that the General Conditions of Contracts for Civil Works (**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 ZERO TOLERANCE POLICY**

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

## **2.11 THE UN GLOBAL COMPACT**

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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

UNHCR encourages bidders to sign up to this initiative at:

<https://www.unglobalcompact.org/>

**[UNHCR'S TENDER ARE AVAILABLE FREE OF CHARGE.](#)**

**Yohannes Hailu Gebre-Mariam**  
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