



UNHCR

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

DATE: 23/08/2016

REQUEST FOR PROPOSAL: No. RFP/GRC/2016-012

**TO DESIGN & BUILD CIVIL WORKS CONSTRUCTION PROJECT
IN AGIA ELENI IOANNINA GREECE**

CLOSING DATE AND TIME: 09/09/2016 – 17:00 hrs local 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 five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 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), Greece, invites qualified service providers to make a firm offer for the Design & Build civil works construction project in Agia Eleni, Ioannina, Greece (referred to hereinafter as services).

IMPORTANT:

Scope of Works are detailed in Annex A 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 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 Invitation to Bid:

Annex A: Scope of Works
Annex B.1: Site plan

- Annex B.2: Foundations Footing Plan
- Annex B.3: Electrical Plan
- Annex B.4: Water Sewage Plan
- Annex B.5: Absorbent Septic tank plan
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contract for Civil Works (October 2000 version)

2.2 **ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return e-mail to Maria Spinaki at spinaki@unhcr.org copy to Alexander Eliopoulos at eliopoul@unhcr.org and Pablo Larrosa at larrosa@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- 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.

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

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 Maria Spinaki at spinaki@unhcr.org copy to Alexander Eliopoulos at eliopoul@unhcr.org and Pablo Larrosa at larrosa@unhcr.org.

2.3.1 **SITE VISIT**

A site visit will be organized on **Tuesday 30th of August 2016** among bidders that submit the interest by email to Maria Spinaki at spinaki@unhcr.org and copy to Pablo Larrosa at larrosa@unhcr.org no later than **Monday 29th of August 2016 at 13.00 hrs local time**. The site visit will be organized and communicated in advance **ONLY** to the companies that submitted their interest by email and within the established deadline.

The deadline for receipt of questions after the site visit is 17:00 hrs local time on Thursday 1st of September 2016. 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. Failure to comply with this provision may result in disqualification.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.4 **YOUR OFFER**

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 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, to be submitted (signed)
- Financial offer, as per Annex C of this document (signed)

NOTE: The Technical and Financial Offers should be submitted as separate documents, in separate emails.

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 Scope of Works requested by UNHCR can be found in **Annex A**. 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 (at least 2);
- 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.

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

Any comments or suggestions on the Scope of Works (**Annex A**), as well as your detailed description of the manner in which your company would respond to the Scope of Works:

- A description of your organization's capacity to provide the service and a schedule of works, as described in the Scope of Works (**Annex A**);
- Your technical offer should contain the **full design on every stage of the project, construction works and bill of quantities** according to **Annex A** scope of works.

- **Professional License** according to EU standards and Greek legislation: The bidder shall provide documentation of professional license to carry out the required works for the related project (valid efficiency certificate for undertaking of civil works) and certificate of G.E.MI. (Geniko Emporiko Mitroo).

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

The composition of the team you propose to provide.

- **Start and delivery time:**
Start time immediately after receipt of order – please confirm in your offer your availability.
Delivery time after receiving a formal Purchase Order: The construction should be completed within maximum 30 days.
- **Warranty:** The bid shall include defects and liability period with terms of warranty for hidden faults for 5 years at least.
- **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**).
- **UNHCR General Conditions for Civil Works (October 2000 version):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex E**.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in Euros (EUR).

The financial offer must cover all the 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 this regards, price has to be given without VAT.

You are requested to hold your offer valid for 90 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.

2.5 BID EVALUATION:

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;
- Contract capacity.

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: **60%** from the total score

Criteria Component	Points Obtainable
1. Company Qualifications	10
2. Company Capacity	20
3. Proposed Services/Approach	20
4. Project staff skills and experience	10
Total:	60%

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

The Minimum Score to be considered technically compliant 35 points out of max. 60 technical points. Proposals that score below the threshold will not be considered in the financial evaluation nor for the award of the contract.

The **Financial offer** will use the following percentage distribution: **40%** 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., [total Price Component] x [EUR lowest] \ [EUR other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in Euros (EUR).

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 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 separately in different emails.

Bid must be sent by e-mail ONLY to: GREATRFP@unhcr.org

IMPORTANT:

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

Deadline: 09/09/2016, 17:00 hrs local 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 **5 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 No. RFP/GRC/2016-012
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

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 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.

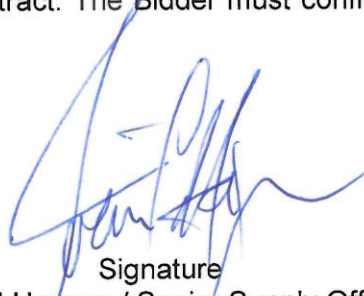
Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of Euros (EUR). Payment will be made in accordance to the General Conditions for the Purchase of 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**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.



Signature
Svein J Hapnes / Senior Supply Officer
Supply Unit
UNHCR Greece