



UNHCR

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

DATE: 31 May 2017

REQUEST FOR PROPOSAL: No. RFP 03/2017
FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF
“Rental of Warehouse Premises”

CLOSING DATE AND TIME: 30 June 2017 at 17:30 hrs

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), UNHCR Rwanda , invites qualified service providers to make a firm offer for the establishment of Frame Agreement(s) for the provision of] **Rental of Warehouse Premises** (referred to hereinafter as [services].

IMPORTANT:

Terms of Reference (TORS) are detailed in Annex B of this document.

UNHCR may award Frame Agreement(s) with initial duration of one year, [potentially extendable for a further period of 2(two) years and beyond. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is for 4500 sq meters and annual rental services.

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.

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:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Services 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 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: Calendar of activities
- Annex B: Terms of Reference (TORs)
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Services – 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to rondayca@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.

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 Marina Runday-Cao, Supply Officer at rondayca@unhcr.org. The deadline for receipt of questions is 12 June 2017 at 17:30 hrs. 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.

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
- 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 Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex 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:

- **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;

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 TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

- A description of your organization's capacity to provide the service.
- A description of your organization's experience in these services.

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

The composition of the team you propose to provide.

- Curriculum Vitae of core staff

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

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

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 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.

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;
- Track record;
- 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.

1. Legal Registration, certificate of ownership (lease) Certificate of registration at Land and Properties of Rwanda, copy of Kigali masterplan related to the property.	10%
2. Completeness of technical proposal	5%
3. Security Aspects (Floor strength, Strength of the construction, humidity conditions, Doors and gates , Water proof Roof ventilators and windows with pest screens , wall, fencing, location, etc.)	15%
4. Water, Electricity Connections	5%
5. Accessibility (Main road access, Condition and state of access road, Road and heavy vehicles maneuvering etc.)	25%

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

UNHCR will draw up a short list of 3-5 offers from the submissions received and expects to conduct interviews and onsite visits on or after end of July 2017.

The **Financial offer** will use the following percentage distribution: **40%** from the total score.

The Financial offer will use the following percentage distribution: 40% from the total score. Financial offer in Rwandan Francs (RWF) currency will be considered.

The maximum number of points will be allotted to the lowest compatible offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price.

Important: The location of the warehouse will be taken into consideration when determining the lowest price.

2.6 SUBMISSION OF BID:

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

The offer should be sent by mail and sealed in an outer and two inner envelopes, the first one market "Technical offer" and the second one: "Financial offer", and please provide the relevant contact for the Bid Opening Committee, to the following address:

Renting of Warehouse Premises
Request for Proposal No: RFP 03/17
The Local Contract Committee (LCC)
United Nations High Commissioner for Refugees (UNHCR)
Representation Rwanda
Plot # 5744, Nyarutarama Road, Opposite MTN Centre
B.P. 867, Kigali, Rwanda.

Additional information to the bidders:

Currency of the offer is Rwandese Francs (RWF).

Validity of the offer is one twenty (120) days.

Price breakdown exclusive VAT and other taxes.

Grand Total Price breakdown inclusive VAT and other taxes.

Payment will be made within thirty (30) by bank transfer after receipt of formal invoice.

UNHCR will not be responsible for any bank service charges in transactions.

The suppliers are requested to complete and submit with their offer the Vendor Registration Form (Annex I), together with the necessary supporting documentation.

Contact person name, address, telephone numbers, email and fax number etc.

One year contract, and payment will be only for the used period (quarterly installments).

The warehouse premises should be ready for use by 01st August 2017.

Handwritten, partial or incomplete offers will be rejected.

In case of difference between unit price and total amount, the unit price shall prevail.

Provision of electricity, water, overhead tank and toilet facilities including proper sewage system.

Proposals that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

The offers must bear your official letter head, clearly identifying your company or your name and location.

IMPORTANT:

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

Deadline: 30 June 2017 at 17:30 hrs

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.

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 Rwandese francs. 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



Marina Ronday-Cao, Supply Officer

UNHCR Rwanda



Annex a Calendar of activities

One of UNHCR's primary responsibilities is to be on the ground and respond when there is a sudden emergency refugee or other humanitarian crisis – such as when violence or persecution leads large numbers of people to flee their homes. Since its founding over 60 years ago, UNHCR has developed a strong emergency response capacity, including a roster of stand-by staff members with expertise in different areas such as site planning, camp management, legal protection, water and sanitation, shelter, and other areas, who are able to deploy to emergency locations immediately when a crisis occurs.

UNHCR also maintains emergency stockpiles of essential emergency response materials such as tents and plastic sheeting, blankets, jerry cans, and other non-food items that we can dispatch to field locations without delay. UNHCR has established long-standing agreements with freight forwarders and logistics companies, and developed a global network of suppliers, specialist agencies and partners. This means that at any given time, UNHCR has the capacity to immediately respond to a new emergency impacting up to 500,000 people, and can mobilize more than 300 trained personnel within 72 hours.

The renting warehouse premises would have minimum **4,500 sq. meters** of space to meet day to day storage requirements that includes office building, storing hall, garage shed, vehicle paring, loading-unloading bays and toilets/resting areas for staff and visitors etc. Secured location, provision of light and electricity, easy access including heavy vehicles, water proof building, plain-leveled hard ground (preferable concrete surface), ventilation existence, full open door, pest screen for windows and ventilators, no rain water enters inside, no humidity problems on walls or foundation, metal lockable doors and two separate main gates (entry and exit) etc.

Annex B Terms of Reference (TORs)

The following are basics which will be considered during technical evaluation of the warehouse premises.

- Have legal property ownership documents, and premises should be located in commercially approved area in master plan by Government.
- The capacity of the premises that is made available to UNHCR to serve as central warehouse.
- The storage halls availability for non-food items and any other items as required.
- Separate building for warehouse management office to accommodate 20-25 staffs including lavatory facility.

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 the following criteria: **60%** from the total score.

6. Legal Registration	10%
7. Completeness of technical proposal	10%
8. Security Aspects (Floor strength, Strength of the construction, humidity conditions, Doors and gates , Water proof Roof ventilators and windows with pest screens , wall, fencing, location, etc.)	20%
9. Water, Electricity Connections	10%
10. Accessibility (Main road access, Condition and state of access road, Road and heavy vehicles maneuvering etc.)	10%

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

Important: The location of the warehouse will be taken into consideration when determining the lowest price.

Environmental policy: UNHCR's policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of UNHCR evaluation and selection criteria.

UN Global Compact and Other Considerations: 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 human rights, labor, the

environment, and anti-Corruption. We encourage our suppliers to sign up with the UN Global Compact initiative.

Annex C Financial Offer Form

The format shown on the table below is for guidance to prepare price schedules. Please use that form to bid.

Description	Area in Sq. Meters	Unit Price/monthly rental	Total Amount	Discount Amount	VAT Amount	Grand Total Amount/12 months
Office Space						
Storage Hall						
Open space Area						
Garage Shed area						

The **Financial offer** will use the following percentage distribution: **40%** from the total score. Financial offer in **Rwandan Francs (RWF)** currency will be considered.