

DATE: 20<sup>th</sup> November 2019

REQUEST FOR PROPOSAL: No. SC/RFP/19/058

**FOR THE REHABILITATION WORKS OF MUD-STRUCTURE BUILDINGS AT  
AFGHAN REFUGEES CAMP KOT CHANDNA, DISTRICT MIANWALI**

**CLOSING DATE AND TIME: 2<sup>nd</sup> December 2019 – 23:59 hrs PST**

---

**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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) in Pakistan invites qualified and registered contractors to make firm offers for the Rehabilitation works of mud-structure buildings at Afghan Refugees Camp - Kot Chandana, District Mianwali, detailed in the attached Annex B (referred to hereinafter as Services).

**IMPORTANT:**

Detailed requirements like BOQs are given in Annex B

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders.

It is strongly recommended that this Request for Proposal document 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 Conditions of Contract for the Provision of Civil Works (Annex E).



**QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:**

UNHCR will carry out quality inspections of the required services. UNHCR or its appointed construction manager shall have the right to disqualify on the basis of quality material that the contractor intends to use and the contractor must replace this material with the quality that the manager recommends. Article 36 of the attached General Conditions of Contracts for the Provision of Civil Works contains details of materials, workmanship and testing that shall apply in the contract. In case of contractor's quality default, penalty may be imposed.

UNHCR may appoint an additional contractor to monitor, quality control and confirmation of completion of work. By submitting the bid, bidder shall agree to cooperate and provide samples of materials and any other information that may be required to complete his task.

Note: This document is not to be construed in any way as an offer to contract with you firm.

**2. BIDDING INFORMATION:****2.1. RFP DOCUMENTS**

The following annexes form an integral part of this RFP:

Annex A:	Calendar of Activities
Annex B:	Bill of Quantities (BOQs)
Annex B1:	Technical Offer Form/Bid data sheet <i>(to be completed and submitted in the technical envelop/email)</i>
Annex B2:	Technical Evaluation Scoring methodology
Annex C:	Financial Offer Form <i>(to be completed and submitted in a separate financial envelop/email)</i>
Annex D:	Vendor Registration Form
Annex E:	UNHCR General Conditions of Contracts for the Provision of Civil Works <i>(to be signed/stamped and submitted in the technical envelop/email)</i>
Annex F:	UN Supplier Code of conduct <i>(to be signed/stamped and submitted in the technical envelop/email)</i>

**2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by e-mail to [pakissc@unhcr.org](mailto:pakissc@unhcr.org) as to:

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

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to, [pakissc@unhcr.org](mailto:pakissc@unhcr.org). The deadline for receipt of queries is 17:00 hrs PST on 26<sup>th</sup> November 2019. 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 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 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 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 details of the civil works requested by UNHCR can be found in **Annex B – Bill of Quantities (BOQs)**. It also includes few images of the existing mud-structure buildings, to give an idea to the bidder about the current condition of the building structures.

The following details shall be provided in the **Technical Offer**.

- Company Registration:** The bidder shall provide complete company profile containing copies of the registration documents with government authorities like NTN & STRN, Form H, Certificate of Incorporation (Company should be at least 3 years old).
- Registration with Pakistan Engineering Council (PEC):** The bidder must be registered with Pakistan Engineering Council, and shall provide valid certificate in category C-6 or above. If the PEC registration is expired, bank deposit for renewal slips will only be accepted if the date of issuance of the deposit slip is before the issue date of this tender.
- Bid Security:** Your technical offer should contain the sum of PKR 100,000 in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of "A". Bid security shall be prepared in the name of

“UNHCR” and must be included in the technical offer. Bidders who opt to submit the offer through email are advised to provide scan copy of the bid security along with their technical offer, and keep the original with them; UNHCR may request separately to provide original bid security at a later stage.

Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than 30 days after the expiration of the period of offer validity.

The successful bidder(s)' bid security will be discharged/returned upon the bidder(s) signing of the contract or acknowledging the purchase Order. However, the successful bidder may be requested to submit a performance guarantee prior to the signing of the contract.

Your bid security may be forfeited:

If you withdraw your offer during the period of the Bid Validity specified by you in your offer; or,

In the case of a successful Bidder, if you fail to sign the Purchase Order/contract - in which case, he would have refused the offer.

- d. **Experience of Firm:** Please provide list of similar contracts costing atleast 5-10 Million PKR completed in the last 05 years with Government, NGOs and UN organizations on the below format:-

S.No.	Name of Client	Project Description	Value of project	Project commencement date	Project completion date
1.					
2.					
3.					

**Authentic Copies of Purchase Order / Contracts should be provided in Technical Bids and must bear the letter head and/or official stamp of the client**

Details of projects in hand should also be submitted on the above format and substantiated with POs / Contracts.

**At least one of the projects must be for renovation/construction of mud-structures.**

- e. **Technical Personnel Profile:** Details of Tehncial Staff including at least 1 Project Manager who must be a BSc. Civil Engineers with sound working experience (with a valid PEC Registration Number under the firm – **UNHCR will verify**), 1 assistant Project Manager also PEC registered under the firm with considerable years of experience and at least 2 site supervisors who must be Diploma Engineers (DAEC), but not necessarily registered under the company in the PEC online registration system. These details should be provided along with copies of their academic certificates and brief CV (1 to 2 pages) . These documents will be used for Technical Evaluation and failure to include them will result in loss of vital marks. The Contractor shall appoint

the Contractor's Representative and shall give him all authority necessary to act on the Contractor's behalf under the Contract. The Contractor's Representative shall be appropriately qualified, skilled and experienced and be fluent in oral and written English.

- f. **Financial Soundness:** Bidders should submit bank statements or audited financial statements for the past 2 years showing an annual turnover amount of PKR 5-10 Million in at least one of the years. Your bank statement must be from a bank with a minimum credit rating of A. Transactions to be considered in the bank statement must be before the issue date of this tender.
- g. **Understanding of the requirements:** Bidders must prepare at least a 1-3 page narrative of their proposed approach, solutions, methodology, quality and risks management plans: Bidders shall provide an executive summary that defines the overall approach to manage the allocated time, resources, and risks in the rehabilitation project, including a Work Plan / implementation plan (schedule) for all activities using GANTT Chart/ simple Implementation Plan/Proposed Detailed Work Schedule (prepared and broken down on a daily basis with percentage distribution) with critical path analysis for each task/sub-task. This section should include a quality control system and management, security and reporting plans.

Bidders are strongly advised to take this section seriously and prepare an approach that shows:

- i. The implementation schedule for each mud-structure building, as provided in Annex-B. Gantt chart preferable.
  - ii. Deployment plan of resources including staff supervisors, project managers and materials for each site/structure.
  - iii. Description of quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines.
- h. Bidders have to show that they can provide adequately skilled people to assume the responsibilities and perform the full range of tasks simultaneously at multiple locations included in the bill of quantities. No substitutions or alteration will be made without prior written consent from UNHCR. Please note that it is the responsibility of the service provider to obtain relevant permission(s) /NOCs from concerned authorities if required.
- i. The bidder shall guarantee that the works / services shall not be delayed, interrupted due to absence of core staff, Bidder shall inform UNHCR about the reasonable emergency situation and a solution or an alternate arrangement shall be agreed with UNHCR so that the on-going project is not adversely affected.
- j. The awarded bidder shall be required to comply with national safety standards upon signing the contract.
- k. If the awarded bidder fails to complete the works within the time for completion prescribed in his submission and/or contract, or any extended time for completion in accordance with the Contract, the Contractor agrees

to pay to UNHCR a sum equivalent to 0.05% of the total Contract Price for each Calendar day of delay. If the delays reach to more than four (04) calendar weeks, UNHCR shall have the right to terminate the contract unless UNHCR grants an extension in the deadline.

- i. 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). If your firm is registered in UNGM at level 1 or 2, please, provide only your exact registration number together with a declaration that the information available in UNGM is fully updated.
- m. UNHCR General Conditions for Provision of Civil Works:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil Works by signing **Annex E**.
- n. UN Supplier's Code of Conduct:** Your technical offer should contain your acknowledgement for adherence of the UN Supplier's code of conduct by signing **Annex F**.

#### **2.4.2 CONTENT OF THE FINANCIAL OFFER**

Please note that your separate **Financial Offer** must contain prices quoted in PKR against each line item given in Price Proposal Form. 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. In this regards, price has to be given without all applicable taxes.

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 supplier within this period. Price quoted in the Supplier's offer will remain valid for the duration of the contract. UNHCR's standard payment terms are within 30 days after satisfactory completion of works, accepted and verified by UNHCR and receipt of all supporting 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 Technical evaluation 60%:**

Technical Bids will be evaluated on the basis of below criteria:

S. No.	CRITERIA	Marks
1.	Is the contractor registered with Government Authorities (NTN & STRN, Form H, and/or Incorporation Certificate)? <b>Mandatory</b>	Yes / No

2.	Is the contractor registered with PEC in category C-6 or above? If deposit slip, date of deposit must be before the issue date of the tender <b>Mandatory</b>	Yes/ No
3.	Bid Security Submitted and in prescribed format from qualified bank? <b>Mandatory</b>	Yes / No
4.	Past experience related to construction/renovation and rehabilitation costing at least 5-10 million PKR per project. Please, provide work orders , contracts or POs & Project Completion Certificates	20
5.	Experience in the rehabilitation of mud structures backed by credible completion certificates.	10
6.	Technical capacity, qualified engineers Project manager, Assistant and technical site supervisors. Please provide CVs and copies of certificates	20
7.	Understanding of the requirements for services	30
8.	Financial soundness: please provide audited financial reports or bank statements for the past 2 years showing a minimum annual turnover of 5-10 million PKR in any of the past 2 years.	20

***Only technically qualified bidders shall be financially evaluated. To be technically qualified and eligible for financial bids to be opened, bidders have to fulfil all the mandatory criteria from point 1 - 3 above, and score at least 60 Marks on points 4 - 8.***

**Important Note:**

It should be noted by the bidders that 10% equivalent amount of the contract value shall be held by UNHCR during the defects liability period of Six (6) months after the substantial completion date onwards.

Payments will be made as per the below breakup:-

- a. 90% payment upon completion of 100% works to be verified and accepted by UNHCR engineer less mobilization advance amount, if any.
- b. Remaining 10% payment will be released upon completion of Defect and Liability period after confirmation by UNHCR Engineer.

**2.5.2 Financial Evaluation:**

Financial bids would be weighted at 40%. Financial bids will be opened for only qualified bidders and evaluated as follows:-

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.

$$[\text{Lowest Price}] / [\text{Quoted Price}] * 100$$

The following formula will be used to calculate total scores:-  
**Total Score= 60% of Technical Score + 40% of Financial Score**

**Important Note:**

***Award will be made to the highest overall scorer. Partial and incomplete bids will not be accepted and in case of any discrepancy like calculation errors, unit rates will be considered.***

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

**2.6 SUBMISSION OF PROPOSALS:**

The offers must bear your official letter head, clearly identifying your company title and address and contact numbers etc.

**The sealed Technical and Financial offers shall be clearly separated in one large envelope and marked as technical proposal: SC/RFP/19/058 & Financial proposal: SC/RFP/19/058**

Bids should be submitted as follows;

A. By courier to the following address:-

**Ref: Bid for the Rehabilitation Works of Mud-Structure Buildings at Afghan Refugees Camp - Kot Chanda, District Mianwali**

**SC/RFP/19/058**

**The Secretary of Local Committee on Contracts**

**UNHCR Country office, Diplomatic Enclave 2, Sector G-4, Islamabad;**

***Please note:*** Access to the diplomatic enclave can be difficult. Therefore dispatch your bid early to allow ample time for the courier agent to be get to our office and submit.

**OR**

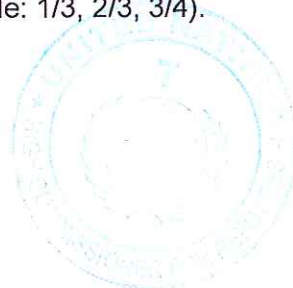
B. By email to [pakisitb@unhcr.org](mailto:pakisitb@unhcr.org) with technical and financial offers in separate emails.

Please indicate in e-mail subject field:

- Bid SC/RFP/19/058

- Name of your firm with the title of the attachment

- Number of e-mails that are sent (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: Bid SC/RFP/19/058-Z Est-Technical offer-1/2*

Upon submission of your bid via email, you should receive an auto reply confirming reception. If you do not receive the auto reply, please, contact us directly via [pakissc@unhcr.org](mailto:pakissc@unhcr.org). Please, do not send your bid or disclose any information about it to this email.

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 15 Mb so it is also necessary to send more than one e-mail.

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.

**Deadline: 2<sup>nd</sup> December 2019 – 23:59 Hrs PST**

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

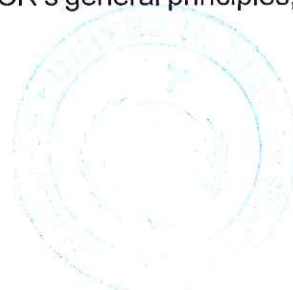
**2.9 BID ACCEPTANCE:**

**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.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers through advertisement in newspaper. 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.

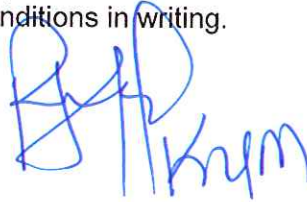


## 2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency PKR by converting the bidder's quoted currency into PKR at current UN exchange rate. Payment will be made in accordance to the General Conditions for the Contract for 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.

## 2.11 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS

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.



Roland Fang Kum  
Supply Officer  
UNHCR ISLAMABAD

