

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

DATE: 23.08.2021

REQUEST FOR PROPOSAL: No. UKRKI/RFP/2021/03

**SUPPLY AND INSTALLATION OF MODULAR BOOTHS, CANOPIES, FENCES AND  
SANITARY POINTS AT ISBCP IN MILOVE LUHANSKA OBLAST****CLOSING DATE AND TIME: 13.09.2021 – 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 coordinate 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 11,500 people in more than 128 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 supply and installation of modular booths, canopies, fences and sanitary points to make a firm offer for the provision of services to supply and install modular booths, canopies, fences and sanitary point at ISBCP in Milove in Luhanska oblast".

The scope of services is listed in **Annex A, Terms of Reference**.

Only offers proposing all needed services and materials shall be considered. Partial proposals shall not be accepted.

The contractor is to provide the required goods and services including preparation of necessary documentation, coordination with the relevant authorities and commissioning of the project, as well as all work must be performed in accordance with building codes and standards of Ukraine.

**IMPORTANT:**

Exact scope of work and materials are detailed in **Annex A, Terms of Reference**.

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.

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.

Note: this document is not construed in any way as an offer to contract with your company.

## **2. BIDDING INFORMATION:**

### **2.1 RFP DOCUMENTS**

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

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- 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](mailto:ukrkipro@unhcr.org) as to:

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNHCR website, UNHCR Facebook page, UNGM website etc.)

#### **IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

### **2.3 PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION**

UNHCR Ukraine will hold a Pre-Bid conference Meeting in Sloviansk office (Sloviansk, Kozatska str. 57) on 1 September 2021 at 14:00 Hrs to discuss details of the Terms of Reference for the tender. Bidders can participate in the meeting online via Microsoft Teams.

All bidders are encouraged to participate in order to ask questions and raise concerns to UNHCR.

Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft Teams on or before 30 August 2021 to prepare the platform for the virtual meeting. The information should be sent to e-mail to [ukrkipro@unhcr.org](mailto:ukrkipro@unhcr.org). UNHCR will send an invitation to all companies that have expressed an interest in participating in the meeting.

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).

**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.

The deadline for receipt of questions is on 31 August 2021 23:59 Hrs. Bidders are requested to keep all questions concise.

UNHCR will provide answers to all questions received.

UNHCR may, in its sole discretion, copy any answer to a specific question to all other invited participants at once or will respond to them during the pre-bid meeting.

After the meeting a Questions & Answers document will be prepared and shared with all bidders intending to submit a proposal (please take appropriate action in paragraph 2.2 above) and posted on the UNHCR website.

## 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 (scope of work) requested by UNHCR can be found in **Annex A**, Terms of Reference.

Your **technical offer** should contain documentation concisely and structurally presenting the following information:

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

- a) Registration documentation issued by the respective governmental authority in Ukraine.
- b) Valid Permits/Accreditation for conducting engineering/construction civil works, issued by the respective authorities.
- c) Detailed project implementation plan with time-frame.
- d) Information/documentation on materials and equipment to be used for the project implementation.

- e) Confirmation on agreement of the provision of a one (1) year quality warranty on executed works, materials and equipment.
- f) The past experience. Written evidence of the relevant existing experience of implementation of similar projects (letters of references, work completion certificates or contracts).
- g) Documentary evidence of financial capacity. Certified financial statements or certified bank statements for the past three (3) years evidencing financial capabilities of the bidder.
- h) Company Profile: List of key personnel and their qualifications; List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A. The organization structure or organizational chart.
- i) Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

**UNHCR General Conditions for Civil Works:** your technical offer **must** contain your acknowledgement by signing/initialing of **Annex D**.

**UN Supplier Code of Conduct:** your technical offer **must** contain your acknowledgement by signing/initialing of **Annex F**.

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**);

**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**.

### 2.4.3 Content of the FINANCIAL OFFER

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

The financial offer must cover all the goods and services to be provided (price "all inclusive") including the full cycle of using materials and work (namely: materials, dismantling, installation, cleaning and disposal of construction waste) documentation, coordination with the relevant authorities and commissioning of the project, as well as all work must be performed in accordance with building codes and standards of Ukraine.

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 full or partial implementation and receipt of documents.

The cost of preparing the bid and negotiating the 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 will be considered separately and independently. Bidders shall submit a complete proposal in order to participate and use all forms and checklists provided. 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 on the same subject. Contract(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;
- Contracts 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 (60% and 40%).

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score of 100 points.

The criteria for the Technical Proposal are divided into two sections. The first containing mandatory criteria with a PASS/FAIL rating and the second containing general criteria with a score rating.

**In order for a submission to be considered technically compliant, the mandatory criteria must be fully covered by the proposal; incomplete information or lack of supporting documents may lead to a rating of 'FAIL'. All mandatory criteria require a 'PASS' rating for the proposal to be considered as technically compliant".**

#	TECHNICAL EVALUATION CRITERIA	Minimum essential or Max Points Obtainable
	<b>MANDATORY REQUIREMENTS</b>	
<b>1</b>	Valid Registration Documents (Company's registration documentation is relevant to the required services)	PASS/FAIL
	The company registration date of a minimum of three (3) years before the tender deadline	PASS/FAIL
	Project implementation plan meets UNHCR requirements	PASS/FAIL
	Proposed materials and equipment meet UNHCR specifications	PASS/FAIL
	Proposed frame-time for project implementation is less than four (4) weeks.	PASS/FAIL

	Bidder's confirmation of one (1) year warranty period after the final completion of the works including for the provided materials/equipment (Guarantee Letter).	PASS/FAIL
	The past experience. Written evidence of the relevant existing experience of implementation of similar projects (letters of references, work completion certificates, contracts).	PASS/FAIL
	Financial capacity. Certified financial statements or certified bank statements for the past three (3) years evidencing financial capabilities of the bidder.	PASS/FAIL
	Acknowledgement of UNHCR General Conditions for Civil Works	PASS/FAIL
	Acknowledgement of UN Supplier's Code of conduct	PASS/FAIL
	Completed Vendor Registration Form is provided	PASS/FAIL
<b>SCORING CRITERIA</b>		
<b>2</b>	Company Profile: List of key personnel and their qualifications; List of Equipment owned by the firm to be mobilized for the execution of works described in Annex A. The organization structure or organizational chart	<p><b>Max 20 points</b></p> <ul style="list-style-type: none"> <li>- company has no organizational structure and has minimal capacity to implement the project: 0</li> <li>- company has a minimal organizational structure and satisfactory capacity: 10</li> <li>- the company has a well-defined organizational structure and sufficient capacity: 20</li> </ul>
	Project implementation plan: The main project milestones, work schedules, as well as a detailed description of the manner company would implement the project	<p><b>Max 40 points</b></p> <ul style="list-style-type: none"> <li>- An implementation plan minimally corresponds to ToR. Insufficiently detailed: 0</li> <li>- A proposed implementation plan meets UNHCR requirements and satisfactory detailed: 20</li> <li>- A proposed implementation plan fully meets UNHCR requirements and is sufficiently detailed: 40</li> </ul>
	Implementation time after PO signature date	<p><b>Max 15 points</b></p> <ul style="list-style-type: none"> <li>- (1- 14) days: 15</li> <li>- (15 - 21) days: 10</li> <li>- more than 22 days: 0</li> </ul>
	Participation in the Pre-Bid conference	<p><b>Max 5 points</b></p> <ul style="list-style-type: none"> <li>- participated: 5</li> <li>- not participated: 0</li> </ul>
	Information on the past experience. Evidence regarding number of similar-sized, relevant projects implemented.	<p><b>Max 20 points</b></p> <ul style="list-style-type: none"> <li>- 1-2 reference/work completion documents: 5 marks</li> <li>- 3-5 references/work completion documents: 10 marks</li> <li>- 6 or above references/work completion documents: 20</li> </ul>
<b>MAXIMUM POSSIBLE TOTAL SCORE:</b>		<b>100 points</b>

<b>Minimum Passing Score to be obtained (60%) of the Total Score:</b>	<b>60 points</b>
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**A minimum passing score of 60 points must be achieved in order to offer to be considered as technically compliant.**

**Note:** the total score for the Technical Proposal will be calculated by the following formula: [points scored] x [0,06 (Technical Component 60%)] = the total score for the Technical Proposal.

The **Financial Offer** will only be opened and evaluated when the technical offer scores the minimum passing score or more.

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 with price offers submitted by the other participants. All other price offers will receive points in inverse proportion to the lowest price; e.g., [40 (Finance Component 40%)] 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.

**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 B) should be in PDF and excel format, (Annex C, Annex D, Annex E, Annex F) should be in PDF format. All Annexes should be certified by the signature and seal of the company.

**The Technical and Financial offers shall be clearly separated and sent in separate e-mail folders or files. Each email folder must clearly indicate with Technical Component and Financial offer.**

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

Or, paper-based offers may be hand-delivered and contained in an outer envelope clearly indicating the project title, project number and address below:

THE BID OPENING COMMITTEE  
UKRKI/RFP/2021/03  
UNHCR Representation for Ukraine  
16, Lavrska St. Kyiv

The outer envelope should be containing two inner envelopes as described below.

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Offer" and contain the full technical component of your offer.

In case of submission of paper-copies, the Financial Offer in Excel format must be signed and stamped.

The paper-based offers must be placed in the "Tender Box" placed in the Reception area of UNHCR at 16 Lavrska St.

Paper-based offers submitted in any other manner will not be accepted.

**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: 13.09.2021, 23:59 hrs EET.**

**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 2021-03
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

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 may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a 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 Ukrainian hryvnia. 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 contract. The Bidder must confirm the acceptance of these terms and conditions in writing.



Anastase Makembara,  
Supply Officer  
UNHCR Representation in Ukraine



