
DATE: 22/10/2023

REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/87

Rehabilitation of Civil Registration Authority (CRA) branches in Al-Hodeida

QUOTATION TO BE RECEIVED BY:

Tuesday 07/11/2023 @ 23:59 hrs (11:59 PM), Yemen Local Time

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for Rehabilitation of Civil Registration Authority (CRA) branches in Al-Hodeida.

1. REQUIREMENTS

- Type services and deliverables: Rehabilitation of Civil Registration Authority (CRA) branches in Al-Hodeida two locations (Alzaydiyah & Baith Al Faqih)
- Duration/Frequency of Services: Preferable not to be more than One (1) months; the services will be ordered on needs basis, as per UNHCR's request and following the contract for work and issuance of Purchase Order(s).
- Warranty: One (1) year

Rehabilitation of Civil Registration Authority (CRA) branches in Al-Hodeida two locations (Alzaydiyah & Baith Al Faqih) requirements under this RFQ are detailed in the Annex A1 & A2 Specification and BoQ for Rehabilitation Work in both Alzaydiah & Baith Al Faqih attached hereto as **Annex-A1 & Annex A2**.

Your overall quotation shall consist of:

- Technical Offer; (as per **Annex-B** "Technical Offer Form").and
- Financial Offer (as per **Annex-C1 & Annex-C2** "Price Offer Form").

2. FINANCIAL OFFER

Please include the following price information in your quote (without VAT):

- Currency: USD
- Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex-C1 & Annex-C2**.

UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.

3. BIDDING INFORMATION:

- **RFQ DOCUMENTS**

The following annexes form integral part of this Request for Quotation (RFQ):

- Annex A1: Specification and BoQ for Rehabilitation Work in Alzaydah
- Annex A2: Specification and BoQ for Rehabilitation Work in Baith Al Faqih
- Annex B: Technical Offer Form
- Annex C1: Financial Offer Form for Alzaydah
- Annex C2: Financial Offer Form for Baith Al Faqih
- Annex D: Vendor Registration Form
- Annex E: UNHCR GCC General Conditions of Contract for Civil Works
- Annex F: UN Supplier Code of Conduct (English)
- Annex G: E-TenderBox Supplier guidelines (English)
- Annex G1: E-TenderBox Supplier guidelines (Arabic)
- Annex H: Online Webex Link

IMPORTANT:

Please carefully read the e-TenderBox user manual attached as Annex-G & G1 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

4. Pre-bid meeting, Site Visit and Request for Clarification

Pre-Bid meeting:

- i. UNHCR will organize a supplier an **online pre-bid conference** on Sunday **29/10/2023 at 10:00 am to 11:00 am**. Interested firms can access the meeting via any of the following options
 - a. Attend online via Webex link – the Link is available in Annex H
 - b. Attend in person in UNHCR main office in Sana'a located at Algeria street behind of Al-Mukhtar fuel station.

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFQ by sending an e-mail to yemsasu@unhcr.org . **The deadline for receipt of questions is 23:59 hrs. local time on 30/10/2023.**

Within a week after the deadline for receipt of questions, all questions asked by bidders and their answers will be sent to all those email IDs from where questions will be received as well as these will be uploaded on the same UNGM link and other websites or media where the tender documents are made available.

5. **Technical and Financial evaluation:**

Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility and Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
1. Business registration: presented a valid business registration	Non-discretionary

certificate, and/or licenses (issued by the pertinent Yemeni authorities) in general trading, construction, engineering, civil work and related areas	“PASS/FAIL”
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II. TECHNICAL EVALUATION CRITERIA	Merit “PASS / FAIL”
1. Company’s past experience in the field of construction, engineering, civil work and related areas during the past two (2) or more years: verifiable through documented evidence by making available minimum two (2) or more contracts or work orders or POs.	Non-discretionary “PASS/FAIL”
2. Acknowledgement, and bidder confirmation to deliver the requirement per specification & BoQ under this RFQ by any of the following method: <ul style="list-style-type: none"> • Signing/stamping each page of Annex A1 & Annex A2 • Or providing formal letter under the company header, signed/stamped • Or Answering YES for this criterion in the Annex B Technical Offer Form 	Non-discretionary “PASS/FAIL”

Financial evaluation:

The financial component will be analyzed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted prices;
- Total overall cost for each location.

The procurement award has the potential to be granted to multiple bidders based on the lowest price in total for each location (Alzaydiyah & Baith Al Faqih)

6. RFQ SUBMISSION

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

In case the password is forgotten, that account cannot be used anymore, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the ‘Save & Submit’ button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file

upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

TENDER CLOSING DEADLINE:
Tuesday 07/11/2023 @ 23:59 hrs (11:59 PM), Yemen Local Time

Your quotation must be valid at least for [90] days.

5. INFORMATION FOR BIDDERS:

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

6. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods/service and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR CIVIL WORKS

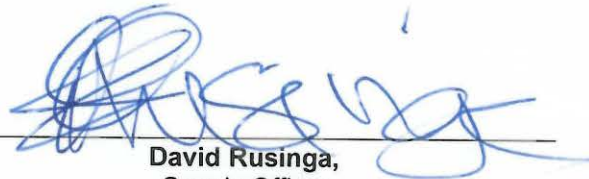
Please find attached as **Annex-E** the UNHCR's Annex E General Conditions of Contract for Civil Works, which the bidder must read and accept its content if they are willing to participate on the tender.

8. VENDOR REGISTRATION FORM

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-D**.

If your company is already registered with UNHCR, please submit Annex-D as blank, stipulating your UNHCR vendor ID on the form.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.



David Rusinga,
Supply Officer
UNHCR Yemen