

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

**DATE: 14 January 2023**  
**REQUEST FOR QUOTATION: [No. RFQ/CAI/001/2023]**

Service of construction supervision and consultancy – for UNHCR Egypt

**QUOTATION TO BE RECEIVED BY: 15 January 2023 by 15:00 Hrs.**

## **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**

UNHCR Egypt Office would like to purchase service of Service of construction supervision and consultancy. The required full TORs per attached Annex A.

Find below a detailed SOW in (ANNEX A) about the requirement. Your offer shall be prepared in English and or Arabic. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be inclusive of taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: EGP and/or USD
- Unit Cost: without tax + the percentage of applicable VAT/Taxes
- Cost of all services all inclusive: EGP/USD

The following annexes form integral part of this request for quotation:

*Annex A: Detailed SOW*

*Annex B: Vendor Registration Form (June 2018 version)*

*Annex C: UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)*

*Annex D: UN Supplier Code of Conduct*

## **2. RFQ Submission**

We would appreciate receiving your quotation on or before 15 Jan 2023 @ 15:00 hrs. The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address on or before the closing date and time

Submission email address: [arecasup@unhcr.org](mailto:arecasup@unhcr.org):

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 the e-mail subject field:

- RFQ/CAI/001/2023 for Service of construction supervision and consultancy
- Number of e-mails that are sent (example: 1/2, 2/2)

Please note that mail sent with different subject line may be disqualified

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply staff members or unless otherwise advised, will be marked invalid and not considered for evaluation.

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The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Submitting your quotation for this RFQ will be considered as acknowledgement/agreement for the general terms and conditions mentioned in Annex C and UN Supplier Code of Conduct Annex D, which applies for all UNHCR procurement.

Thank you for your kind attention.

Asmaa Boukhait



Supply Officer  
UNHCR Egypt Office

**ANNEX A part A - PRICE PROPOSAL FORM**  
**REQUEST FOR QUOTATION: No. RFQ/CAI/001/2023**

**QUOTATION TO BE RECEIVED before: 15 Jan 2023 15:00Hrs.**

Service of construction supervision and consultancy for UNHCR Egypt

**Payment terms:** Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES ☒ or NO ☐

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

S/No	Item description	UoM	QTY	Unit Price	VAT/Taxes	Total all inclusive	Remarks
1	Service of construction supervision and consultancy	Lumpsum	1				
<b>Grand Total:</b>							

Name of Bidder: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone No \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_



## **ANNEX A – Part B SOW**

### The Employer referred to by UNHCR.

UNHCR was established in 1950 by the United Nations General Assembly. UNHCR is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. UNHCR's Headquarters is in Geneva, Switzerland.

Egypt is a signatory to the 1951 Refugee Convention and its 1967 Protocol. UNHCR in Egypt was established in 1954 under a Memorandum of Understanding (MoU) with the Government of Egypt. Under this MoU, UNHCR Egypt carries out the functional responsibilities for all aspects of registration, documentation and refugee status determination. UNHCR provides international protection and assistance to refugees, specifically to the most vulnerable.

## **SUPERVISION SERVICES**

The Consultant shall obtain the written approval of UNHCR prior to carrying out any duties of the Engineer under the Construction Contract which require such written approval. The Consultant shall be assisted in its role as the Engineer by a firm engaged by UNHCR to provide professional services.

- Issue to the Contractor all documentation (including without limitation drawings, calculation sheets and specifications) required for the construction of the Works under the Construction Contract in the number of copies to be determined later.
- Administer the terms of the Construction Contract and carry out regular inspections of the construction and materials delivered to site to ensure that the Works are constructed in accordance with the Construction Contract.
- Utilize project management technology platforms where applicable to improve the efficiency of data management and UNHCR's decision-making capability (for example, Primavera Expedition or similar) and to not duplicate data management)
- Set up and maintain document control systems in relation to the Project.
- Arrange weekly site meetings to monitor and discuss the progress of the Works and other matters relating to the construction of the Project including chairing the meetings and preparing and distributing the minutes.
- Arrange technical meetings as required including chairing the meetings and preparing and distributing the minutes.
- Advise the Contractor of the permits, licenses, certificates and the like required to be collected by the Contractor from the relevant authorities and departments and monitor the Contractor's compliance.
- Review and approve of the Contractor's proposed procedures in respect of health, safety and security matters and monitor the Contractor's adherence thereto.
- Review and approval of the Contractor's procedures manuals applicable to the Works including method statements and monitor the Contractor's adherence thereto.
- Review and approval of programs submitted by the Contractor.
- Prepare and submit to UNHCR progress report on weekly bases
- Review and approve of shop drawings, product data, samples, inspection, and test reports, and all other Contractor submittals.
- Respond to technical queries, clarifications and the like raised by the Contractor.
- Carry out off-site inspections of materials and equipment as necessary.
- Issue Site Instructions in accordance with the Construction Contract.
- Approve all materials.
- Instruct the Contractor to take samples as required.
- Issue the Engineer's certificates of payment.
- Assist in the preparation of Variation Orders including preparing and/ or amending drawings and specifications, if applicable.
- Advise UNHCR of potential claims and claims avoidance.
- Advise UNHCR as to the validity or otherwise of claims for extensions of time submitted by the Contractor under the Construction Contract.

- Prepare and submit to UNHCR on a weekly basis report on the status of all claims for additional payments or otherwise submitted by the Contractor under the Construction Contract.
- Check that the Contractor prepares and maintains Project records including as-built drawings as the Works proceed.
- As appropriate, instruct the Contractor to open up completed work to confirm or otherwise that it is in accordance with the Construction Contract
- Prepare lists of defects for all trades and issue to and check rectification by the Contractor.
- Check and approve the Contractor's as-built drawings and operations and maintenance manuals.
- Compile all approved as-built drawings, operations and maintenance manuals and other Project records and deliver to UNHCR the number of copies that will be determined later
- Ensure that the Contractor provides all warranties and guarantees required in accordance with the Construction Contract.
- Instruct the Contractor to carry out all tests required under the Construction Contract and attend all such tests. Inform UNHCR of the proposed date, time and place of all tests in sufficient time to enable UNHCR to have the opportunity of attending. Maintain a record of all such tests including test certificates.
- Prepare and submit to UNHCR a preliminary handover report and assist UNHCR in the handover process.
- Issue Taking-Over Certificates
- Establish suitable procedures for the identification, notification, and rectification of defects during the Defects Liability Period and for the final inspection of the Works prior to the issue of the Final Certificate taking into account the need to avoid disturbance to normal operations and use.
- Review, check, verify and approve all invoices submitted by the contractor and verify executed amounts versus the submitted invoices until the final invoice.
- Carry out inspections of the Works at monthly intervals (or such shorter intervals as may be necessary) during the Defects Liability Period and thereafter as necessary to:
  - confirm that all work outstanding on the date of issue of the Taking-Over Certificate has been completed and all defects previously notified to the Contractor have been remedied; and
  - Identify any further defects and notify the Contractor of such further defects.
  - Submit a report to UNHCR within seven days of each such inspection giving details of the status of works completed, defects remedied and outstanding works and defects.
  - Carry out a final inspection after the end of the Defects Liability Period and prior to the issue of the Final Certificate to confirm that the Works have been carried out and completed in accordance with the Construction Contract.
- Review and approval of the technical content of guarantees and warranties submitted by the Contractor including the period of validity.
- Issue Final Certificates.
- Contribute to feedback reviews.
- Carry out all other duties of the Engineer under the Construction Contract including during the Defects Liability Period and thereafter up to and including the issue of the last Final Certificate.
- Quantity Surveying Services
- Project Management

#### **Construction Supervision Staff**

The Consultant's personnel (including any replacement personnel) occupying the following positions in providing that part of the Services described in (the Construction Supervision Phase) above shall meet the criteria described below and shall be subject to the prior approval of UNHCR and/or Project Manager. No such approval or otherwise shall release the Consultant from any of its obligations or liabilities under this scope of work:

**a. Resident Architect / Civil Engineer (part time)**

- Relevant degree from a recognized University or relevant professional qualification
- License registered in the Egyptian syndicate of Engineers
- Minimum 7 years of relevant experience
- Minimum 5 years of relevant experience in similar projects

**b. Senior MEP Engineer(s) (part-time)**

- Relevant degree from a recognized University or relevant professional qualification
- License registered in the Egyptian syndicate of Engineers
- Minimum 10 years of relevant experience
- Minimum 7 years of relevant experience in similar projects

**c. Senior Civil/Structural (part-time)**

- Relevant degree from a recognized University or relevant professional qualification
- License registered in the Egyptian syndicate of Engineers
- Minimum 15 years of relevant experience
- Minimum 10 years of relevant experience in similar projects

**d. Quantity surveyor (part-time)**

- Relevant degree from a recognized University or relevant professional qualification
- Minimum 10 years of relevant experience
- Minimum 8 years of relevant experience in similar projects