

REQUEST FOR QUOTATION

RENOVATION & CONSTRUCTION WORKS AT VRC AZAKHEL, UNHCR SUB OFFICE PESHAWAR - PAKISTAN.

Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly invites, qualified suppliers to make a firm offer for the provision of **RENOVATION & CONSTRUCTION WORKS AT VRC AZAKHEL NOWSHERA, UNHCR SUB OFFICE PESHAWAR** specified in this Request for Quotation (RFQ).

Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter referred to as "UNHCR" hereby invites prospective bidders to submit a proposal in accordance with the General Conditions of Contracts and the Terms of Reference as set out in this Request for Quotation (RFQ).

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests registered and qualified bidders to submit offers for the renovation & construction works at VRC Azakhel.

1.The following Annexes are an integral part of this RFQ:

- Annex A: Bid Data Form (to be completed and submitted with the offer)
- Annex B: Bill of Quantities
- Annex C: Financial Offer Form
- Annex D: General Condition of Contract for Provision of Services
- Annex E: Vendor Registration Form

Annex F: UN Supplier Code of Conduct

2. Technical Evaluation:

The Technical Evaluation criteria for this RFQ tender will be based on compliance with the requirements requested for and submitted by bidders in **Annex - A (Bid data form)**.

3. Financial Offer:

Please submit your Price Offer in PKR using the Financial Offer forms – Annex C

Your company's financial offer must be signed and stamped by the bidders and should be fully compliant to the UNHCR requirements.

UNHCR is GST exempted from taxation, with this regard, prices must be given without GST & Withholding tax.

The Supplier with the lowest priced technically qualified offer will be recommended for award of Contract.

(4). Request for Clarification:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to pakpescu@unhcr.org. The deadline for receipt of questions/ queries is 30th Aug 2024 at 17:00 hrs. PST.

Section 2. Note to Bidders.

If you are interested in submitting a response to this RFQ, please prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and in the supplier portal.

IMPORTANT:

If you are interested in submitting a bid in response to this RFQ, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR_RFQ_278 (see [User Guide](#) 39) and prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](#) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) and in the [User Guide](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36).

Should you require further clarification, kindly communicate using the messaging functionality in the system.

If you experience issues accessing the Cloud ERP, please contact Supply Chain Unit Peshawar on pakpescu@unhcr.org.

Fredah Zawedde

Associate Supply Officer

UNHCR Sub Office Peshawar

Pakistan

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1 Overview

1.1 General Information

Title **2024/SOP/SCU/RFQ/015**
 Synopsis **RENOVATION & CONSTRUCTION WORKS AT VRC AZAKHEL, UNHCR SUB OFFICE PESHAWAR**

1.2 Schedule

Preview Date
 Close Date **9/8/24 4:58 AM**
 Time Zone **Coordinated Universal Time**
 Open Date **8/29/24 4:58 AM**
 Award Date

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
 Ranking Method **Price only**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.5 Terms

Payment Terms **HCR Net 30**
 Shipping Method
 Negotiation Currency **PKR (Pakistan Rupee)**
 Freight Terms **DELIVERED AT PLACE**
 FOB
 Buyer managed transportation
 Price Precision **2**

1.6 Attachments

File Name or URL	Type	Description
Annex C- Financial Offer Form.	File	Financial Offer Form
Annex A- Bid Data Form.docx	File	
Annex F- UN Supplier code of c	File	
Annex F- UN Supplier code of c	File	

2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

The Bid Data Form(Technical Requirements) by UNHCR can be found in **Annex A**.

Please note that any 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 the listed quantity.

Your offer should clearly state whether or not the service(s) you are offering are fully conforming to the BoQ given. If any, clearly state and disclose any discrepancies with the BoQ.

The technical component of your bid will be evaluated using the PASS or FAIL criteria based on the requirements listed in **Annex A**.

The award of this purchase will be made to the lowest technically compliant bid submitted.

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

UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION

OF GOODS AND SERVICES - 2018

Please note that the General Conditions of Contracts (**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. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

(Annex D is attached to the RFQ)

2.1 Section 1. Technical Requirements

Section Maximum Score: 5

- *1. Bidder must be registered with Government Authorities (NTN & STRN, and must provide a PEC license of category C-6 or higher.

Maximum Score: 1

Select one of the following:-

- a. I confirm Submission of NTN/STRN Certificate(*Response attachments are required*)
 b. PEC License(*Response attachments are required*)

Comments:

- *2. Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract.
 Please confirm your **acknowledgement of the UNHCR General Conditions of Contracts-Civil Work** (attached as **Annex D** herewith).

However, please note that submitting an offer is deemed as full acceptance of UNHCR General Conditions of Contracts-Civil Work.

Maximum Score: 1

Select one of the following:-

- a. I confirm our acceptance of the General Conditions (Annex D)(*Response attachments are required*)

Comments:

- *3. Please confirm your **acknowledgement of the UN Supplier Code of Conduct (Annex E)**.

However, please note that submitting an offer is deemed as full acceptance

of the UN Supplier Code of Conduct.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex E UN Supplier Code of Co	File	

Select one of the following:-

a. Yes, I accept the UN Supplier Code of Conduct(*Response attachments are optional*)

Comments:

-
4. Consider your offer valid for the entire contract duration until final and satisfactory delivery of goods as per the UNHCR specifications.

Maximum Score: 1

Hint: Acceptance of Bid Validity. Yes/No

Response attachments are optional.

-
- *5. Bidders must accept UNHCR payment terms i.e. 30 days net after invoice is verified by UNHCR. No advance payment.

Maximum Score: 1

Hint: Yes/No

Response attachments are optional.

2.2 Section 2. Financial Offer

Section Maximum Score: 1

*1.

Your Financial Offer must contain an overall offer in a single currency. For comparison purpose, UNHCR will convert offered prices to US Dollars, on applicable UN Exchange rate.

The financial proposal is to be submitted as per the Financial Proposal Form (Annex C).

Bids that have a different price structure may not be accepted.

Please note that UNHCR has tax and duty exemption status, kindly provide prices without VAT.

Please download the attached financial offer form, fill in the required details and upload it under this requirement.

The financial offer will only be considered if the bidder's technical offer has passed the technical evaluation process and has been accepted by UNHCR as meeting the defined requirements.

Maximum Score: 1

Select one of the following:-

a. Yes, the financial offer form is filled, signed and uploaded. *(Response attachments are required)*

Comments:



3 Lines

Instructions	<p>Please provide the grand total as calculated per Annex C, the financial offer form.</p> <p>In case of discrepancies, the rates provided in the financial offer form will prevail over the amount entered in the ERP.</p>
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3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-Construction and Rehabilitaion at VRC					

3.2 Line Details

3.2.1 Line 1 Construction and Rehabilitaion at VRC

Category Name	CST Building and facility construction services	Location	House No. 1 Gul Mohar Lane University Town PESHAWAR
Allow Alternate Lines	No		
Requested Date			
Start Price (PKR)			