**Technical and Financial evaluation:**

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not 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.  
   
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 determined in advance as follows:

·       Technical: 60%

·       Financial: 40%

**Technical Evaluation:**

The Technical component of the submission will be evaluated using the **Preliminary evaluation criteria** based on Yes / No  for each criteria meeting UNHCR requirement and **Technical evaluation criteria**based on percentage distribution of 60% from the total score.

**The Technical proposal will be evaluated in 2 stages:**

**Stage 1: Preliminary / Administrative Criteria**

The preliminary / administrative evaluation stage of the submission will be assessed using the criteria below. This component of the submission will be reviewed by the technical evaluation committee together with the technical component of the submission. Therefore, the bidders shall attach the following documents as part of the Preliminary / Administrative criteria.

**Preliminary / Administrative Criteria:**

1. **General Conditions of Contracts:**Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract. (Do you accept the UNHCR General Conditions of Contracts for the provision of  Civil Works - 2000  version?). Please submit the signed and stamped UNHCR General Conditions of Contracts for the provision of  Civil Works as part of your technical proposal.

2. **Acknowledgment of UN Supplier Code of Conduct:** Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement? Please submit the signed and stamped UN Supplier Code of Conduct as part of your technical proposal.

3.  **Company / Business Registration:** Bidder must be registered with Government Authorities (NTN, must provide a Certificate of incorporation or a valid copy of company registration certificate)

4. **Company / Business Profile:** The company profile must clearly indicate the year founded, type of firm (e.g., Contractor, Developer, Sub- Contractor), etc.

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

6. **Bid Validity:** 120 days. Note: The selected bidder must also accept to have their prices valid throughout the duration of the project implementation until final completion of works against issuance of a certificate of works completion.

7. **Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate (in category C-5 or above) or PEC renewal slip subject to provision of a Valid PEC certificate at the time of the preparation of the tender submission memo. Bidder must have a valid PEC certificate at the time of contract award.

8. **Past experience and reference letters:**  Bidder must provide three contracts / work orders of similar civil works / services with value of minimum PKR 40,000,000 each completed from 2021 to 2024 and three reference letters confirming the satisfactory completion of the civil works included in the contracts or purchase orders provided

 A company must meet all the requirements of stage 1 – Preliminary evaluation to qualify for stage 2 – Technical evaluation.

**Stage 2 – Technical evaluation:**

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

**The percentage assigned to each Technical Evaluation criteria is determined in advance as follows:**

|  |  |
| --- | --- |
| **Criteria** | **60%** |
| 1. Methodology (20) and lead-time (10) | 30% |
| 2. Financial Standing | 10% |
| 3. Technical Staff: | 20% |
|  |  |
| **Total Score** | **60%** |

**Technical Evaluation Scoring Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Sub-Criterias** | **Scoring Methodology** | **Max. Score** |
| **Methodology, and lead-time** | * + **Methodology** for executing the requirements indicated in the technical specifications **(Annex B),** Bill of quantities **(Annex C)** and drawings **(Annex D)** in a complete and orderly manner. * A description of your company’s capacity / methodology to provide the services, Proposal reflects understanding of and compliance to the requirements stated in the TORs. **(20)** | * Very Detailed methodology and company’s capacity provided; proposal reflects understanding of the requirements stated in the TORs **(20 scores)** * Satisfactory information provided about methodology, company’s capacity and understanding of the requirement **(12 scores)** * Minimum or little information provided about methodology, company’s capacity and understanding of the requirement **(5 scores)** * No Information provided **(0 score)** | **30%** |
| **Lead time / Project duration**: Bidders must indicate the estimated duration (days / month) for completion of the construction works plus a suitable Work Plan / implementation plan (schedule) for all activities using GANTT Chart - **(10)**  **(Note:** The **defects and liability period**will be six months.) | * Detailed Workplan / Gantt chart provided with complete and information **(10 scores)** * Partial or incomplete work plan / Gantt Chart **(5 scores)** * No Gantt Chart / Work plan provided, or work plan not in the form of a GANTT chart provided **(0 score)** |
| **Financial Standing** | The bidder must include audited financial statements for last three years **(2021 / 2022 / 2023)** showing an annual turnover amount of more than PKR 50,000,000 – (**10)** | * Company provided audit reports f or all 3 years **(10 scores)** * Company provided audit reports for 2 years **(5 scores)** * Company provides audit reports for only 1 year **(3 scores)** * No audit report provided **(0 score)** | **10%** |
| **Technical Staff** | **Technical Staff:** Proposal to include details of Technical Staff dedicated for this project supported by valid work contracts, CVs indicating highest qualifications and work experience, etc. The **Project Manager must be PEC registered.** Total required staff will include:   * + - 1 Project Manager (PEC Regisered) **(5 scores)**     - 1 Assistant Project Manager **(5 scores)**     - 1 MEP (Mechanical, Electrical and Plumbing Engineer) **(5 scores)**     - 2 Diploma Civil Engineers **(5 scores)**   Bidder to submit CVs, highest academic qualification certificates, and valid work contracts of key staff to be assigned to the Project. Please submit profiles of staff that will directly be working on this project. Clearly identify the project manager **(20)** | **PEC registered Project Manager (5 scores)**   * Experience of 5 Years or more **(5 scores)**. * Experience of minimum 2 years but less than 5 years **(3 scores**). * Experience of less than 2 years **(0 marks)**   **Assistant Project Manager (5 scores)**   * Experience of 5 Years or more **(5 scores)**. * Experience of minimum 2 years but less than 5 years **(3 scores**). * Experience of less than 2 years **(0 marks)** | **20%** |
| **Mechanical, Electrical and Plumbing Engineer (MEP) (5 scores)**   * Experience of 5 Years or more **(5 scores)**. * Experience of minimum 2 years but less than 5 years **(3 scores**). * Experience of less than 2 years **(0 marks)** |
| **2 Diploma Civil Engineers (5 scores)**   * Experience of 5 Years or more **(5 scores)**. * Experience of minimum 2 years but less than 5 years **(3 scores**). * Experience of less than 2 years **(0 marks)** |
| **Total scores** |  |  | **60%** |

The cut-off point for bidders to be considered technically-compliant will be 36% out of the 60% and must have provided all the Mandatory Documents requested for in the preliminary evaluation (administrative requirements).

**Note:** The **defects and liability period**will be six (6) months. UNHCR will withhold 10% of the contract value as retention until the end of the **defects and liability period during** which the Contractor will be under contractual obligation to address all defects identified. Following the defects and liability period, UNHCR will issue a final completion certificate as clearance for satisfactory works provision and will release the retention amount.

**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.

UNHCR may conduct background checks or supplier visits for the recommended vendor(s) before submitting the request for approval of contract award to the authorized committee on contracts.  
 **Financial Evaluation:**

The **Financial offer** will use the following percentage distribution:**40%**from the total score.  
**The financial component will be analyzed only for those suppliers that pass the technical evaluation.**

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g.,

[total Price Component] x [PKR lowest] \ [PKR other] = points for other supplier’s Price Component.  
   
**Important**: Kindly upload financial proposal documents (Use Annex C: Financial Offer Form) in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

**Content of the FINANCIAL OFFER**

 Your separate financial offer must contain an overall offer in a single currency in the currency of your Country i.e., Pakistan Rupees (PKR) for the case of Pakistan.

 UNHCR will not accept liability for any increase in costs and that any additional costs and charges, whether foreseen or unforeseen, will be on the account of the bidder.

 The Financial offer is to be submitted as per Annex C – Bill of quantities or Financial Offer Form. Bids that have a different price structure will not be accepted.

**Note:** Vendors must submit both PDF and Excel copies of Annex C

 The following details shall be provided for each item:

**Unit costs:**The bidder shall quote the prices for provision of the civil works as per the BOQ format provided with this RFP as **Annex - C**.

 UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

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.