

TENDER OPENING DATE: 22nd October 2024

REQUEST FOR QUOTATION REF: 2024/SOP/SCU/RFQ/019
CONSTRUCTION AND RENOVATION WORKS AT UNHCR VRC & WAREHOUSE IN
AZAKHEL NOWSHERA - PAKISTAN.

CLOSING DATE: 29th Oct 2024 at 17:00 hrs PST

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub-Office Peshawar, requests qualified contractors who are registered with government of Pakistan, to submit offers for construction and renovation works at VRC and Warehouse at Azakhel in KP - PAKISTAN.

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: Technical Specifications
- Annex C: Financial Offer Form (BoQ)
- Annex D: General Condition of Contract for Civil Work
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

2.Technical Offer:

Bidders must submit separate technical offer which contains all the technical requirements. Please do not submit Annex C-Financial Offer form with technical offer.

A. Technical Criteria:

The technical offer will be evaluated using PASS or FAIL of the set criteria below.

S.No	Technical Criteria	Yes/No
1.	Company / Business Registration: Bidder must be registered with Government Authorities Certificate of incorporation / Form H or a copy of other valid government company registration certificate	
2.	A brief company profile: Bidder to include a copy of short and brief company profile (to include year of company establishment, office location and business specialty) to the technical offer	
3.	Payment Term: bidders must accept UNHCR payment terms i.e., 30 days net. After invoice is verified by UNHCR. No advance payment.	
4.	Bid Validity: 90 days bid validity. The selected bidder must 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.	
5.	Registration with Pakistan Engineering Council (PEC): Bidder / company to provide copy of valid certificate in category C-5 or above.	
6.	Experience in Similar Projects: The bidder must provide proof of previous experience in similar works by submitting at least 3 contracts or work orders (POs) executed from the year 2020 to 2024 with successfully completion with value of PKR 5,000,000. All documents must be credible with letter heads and/or stamps of issuing organizations.	

Note: The bidder must pass all the requirements of the technical evaluation to be considered for financial evaluation.

3. Financial Offer:

Please submit your Price using the Financial Offer form (Annex C) separately.

Note: Please submit both Excel and PDF copies of the Financial Offer Form

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

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

The financial component will be analysed only for those bidders that pass the technical evaluation. All bids from technically qualified bidders will be evaluated based on:

- Compliance with the established UNHCR technical requirements
- Lowest price offer of technically qualified Bid

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, a partial or a full 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.

4. Request for Clarification and Site Visit:

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 24th October 2024 at 17:00 hrs. PST. **(Please do not submit your financial offer to this email or otherwise your bid will not be considered).**

Contractor may conduct a site visit for clarification of required work. If contractor intends to conduct a site visit, an email notification should be sent to pakpescu@unhcr.org and confirm participation and this is to be done before the bid submission deadline.

5. Bids Submission:

We would appreciate receiving your offer on or before the tender closing date i.e. **29th Oct 2024 at 17:00 hrs PST.**

Technical and Financial Bids (clearly marked in email) shall be submitted separately by e-mail in **PDF format (signed and stamped)** sent to email addresses: pakperfq@unhcr.org. Incomplete submissions may result in disqualification.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached at Annex-F.

Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** and 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 TENDER NO.2024/SOP/SCU/RFQ/019

-Name of your firm

-Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

 22nd Oct 2024

Fredah Zawedde
Associate Supply Officer
UNHCR Pakistan