

**OPENING DATE: 28th October 2024**

**REQUEST FOR PROPOSAL: 2024/SOP/SCU/RFP/003**

**FOR THE ESTABLISHEMENT OF A SERVICE CONTRACT FOR THE CONSTRUCTION AND SOLARIZATION OF 4+4 CLASS ROOMS, OFFICE, KITCHEN, STAFF & STORE ROOMS AT GGPS NO.01 SENI GUMBAT, DISTRICT KOHAT.**

**CLOSING DATE AND TIME: 17th November 2024 – 17:00 hrs. PST**

# OPEN TO ONLY PAKISTAN BASED COMPANIES

**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees 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 60 million persons. To help and protect some of the world’s most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see [http://www.unhcr.org.](http://www.unhcr.org/)

# REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub Office in Peshawar, Pakistan, invites qualified and Pakistan Engineering Council (PEC) registered contractors / companies to make a firm offer for the **construction and solarization 4+4 classrooms, office, kitchen, staff & store rooms at GGPS No.01 Seni Gumbat, District Kohat** (referred to hereinafter as “Works”).

**IMPORTANT:**

Exact technical specifications of the requirements are detailed in **Annex B**, **Annex C**, and **Annex D** of this document.

The successful bidder(s) will be requested to maintain their quoted prices throughout the duration of the Service Contract for the implementation of the Works until processing of the retention payment.

The requirement of UNHCR for the Works has been specified in the Bill of quantities / Financial Offer Form **(Annex C).**

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Contract with other UN Agencies.

**IMPORTANT:**

When a Contract is awarded, either party can terminate the agreement only upon 60 days (2 months) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 71** “settlement of disputes” of the UNHCR General Conditions of Contracts for Civil Works shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

# It is strongly recommended that this Request for Proposal document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

**Sub-Contracting:** Please take careful note of article 7 of the attached General Terms and Conditions of Contract for Civil Works **(Annex E).**

Note: This document is not construed in any way as an offer to contract with your company.

# BIDDING INFORMATION:

* 1. **RFP DOCUMENTS**

The following annexes form integral part of this Request for Proposal:

Annex A: Bid Data Form

Annex B: Technical Specifications – GGPS No.1 Seni Gumbat

Annex C: Bill of Quantities / Financial Offer Form

Annex D: Drawings – GGPS No.1 Seni Gumbat

Annex E: UNHCR General Conditions of Contract for Civil Works

Annex F: UN Code of Conduct

Annex G:Technical and Financial Evaluation Matrix

Annex H: Vendor Registration Form

# ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to pakpescu@unhcr.org; as to:

* + - Your confirmation of receipt of this Request for Proposal
    - Whether or not you will be submitting a proposal.
    - The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, UNHCR Pakistan website, printed media etc.)

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your proposal from further evaluation.

# REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to pakpescu@unhcr.org; **The deadline for receipt of questions is 17:00 hrs *PST* on 5th November October 2024.** Bidders are requested to keep all questions concise. UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal and/or by attaching the list of Questions and Answers to this RFP in this ERP portal or post the responses to UNGM and UNHCR Pakistan website.

**PRE-BID CONFERENCE**

UNHCR will organize a supplier pre-bid conference via Microsoft Teams on **6th November 2024 at 10:00**

**AM PST.** Please submit the email address to use for the Microsoft Teams meeting invite to pakpescu@unhcr.org with a subject: Pre-bid meeting email contact – **RFP REF:**

**2024/SOP/SCU/RFP/003** (Negotiation 354)

Participation in the pre-bid conference is strongly recommended given the complexity of the requirements. However, after the supplier conference, Questions & Answers document will be prepared, shared via the messaging functionality, added to the list of attached documents in this ERP portal and posted on the UNHCR websites: i.e. https://www.unhcr.org/pk/tenders and UNGM. And any expenses covered by the bidder during the pre-tender conference shall be covered by the bidders and not to be re-imbursed by UNHCR.

# YOUR OFFER

**IMPORTANT:**

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English.

Please submit your proposals using the Annexes provided (where applicable). Proposals not conforming to the requested formats may be not taken into consideration.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer.

Your offer shall comprise the following two sets of documents:

* Technical offer
* Financial offer

# 2.4.1 Content of the TECHNICAL OFFER

Please note that by submitting a response to this RFP you are authorizing UNHCR to verify or reference check the authenticity of the information and documentation you have provided, and this shall be done without any notification or further request for authorization from you.

**IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply will result in disqualification. The technical offer should contain all information required.

The technical details of the construction services requested for by UNHCR can be found in **Annex B – Technical Specifications.** The technical offer shall include the information requested for in Annex A – Bid Data Form, the technical evaluation criteria and must conform to the UNHCR technical specifications (**Annex B)**.

The following details shall be the **Preliminary** and **Technical Evaluation Criteria** and must also be provided in the Technical Offer as clarified above*.*

Please fill in, sign and stamp Annex H – Vendor Registration Form. This document shall be part of your technical proposal, albeit it will not be technically evaluated.

# A. Preliminary Evaluation (Administrative Requirements) – (Pass / Fail

The preliminary / administrative evaluation stage of the submission will be assessed using the below criteria. 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.

The documents to be provided by the company should include;

1. **General Conditions of Contracts (Annex E):**Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract. You are requested to submit a signed and stamped copy of the document as your acceptance of the same.

2. **Acknowledgment of UN Supplier Code of Conduct (Annex F):** You are requested to submit a signed and stamped copy of the document as your acceptance of the same.

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:** Provide three contracts / work orders of similar civil works / services with value of PKR 40,000,000 completed from 2021 to 2024 and three reference letters, including contact details, 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.

**B. 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%** |

**NOTE:** The cut-off point for submissions 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).

**Detailed Technical Evaluation Criteria:**

* + **Methodology and lead-time** 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. **(30)**
* 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.
  + - 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  **(Note:** The **defects and liability period**will be six (6) months.)

* **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)**
  + **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 Registered)
    - 1 Assistant Project Manager
    - 1 MEP (Mechanical, Electrical and Plumbing Engineer)
    - 2 Diploma Civil Engineers

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)**

**2.4.2. 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.

**2.5 Content of the FINANCIAL OFFER**

**2.5.1. 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.

**Your financial offer must contain all items in Annex C - Bill of Quantities. Incomplete financial offers (incomplete Annex C) will not be considered for evaluation.**

**UN Global Compact and other factors**: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment, and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor’s invoice and acceptance by UNHCR of the works.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

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.

A payment schedule based on contract implementation milestones, including retention, is possible, and will be discussed only with the awarded bidder(s) prior to the establishment of the Service Contract.

# SUBMISSION OF PROPOSAL:

Proposals should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so may result in disqualification.

The proposal submission deadline is specified in the Overview section. **Any proposal received after this deadline or outside of the online portal will be rejected.** UNHCR may at its discretion, extend the proposal submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier’s responsibility to verify that documents and correspondence have been submitted properly before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**IMPORTANT:**Bids that are otherwise submitted, addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation. Incomplete offers that do not comply with our Request for Proposal – 2024/SOP/SCU/RFP/003 will not be         considered.

The **technical offer and financial offer are to be uploaded separately**. Failure to do so will result into disqualification.

***BID SUBMISSION DEADLINE: 17th November 2024 – 17:00 HOURS LOCAL TIME (PAKISTAN)***

**LATE SUBMISSION OF BIDS / PROPOSALS:** Bids **/** Proposals received after the bid submission deadline will not be considered. Should the bidder have any challenges in submitting their proposal, an email request for assistance should be sent to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org), at least 2 days before tender closing date. Bidders are encouraged to timely submit their proposals to allow for any technical issues to be resolved.

* + 1. **ACCEPTANCE OF PROPOSAL**

UNHCR reserves the right to accept the whole or part of your proposal, or allow split or partial awards on this project.

Partial and incomplete offers will not be accepted and in case of any discrepancy like calculation errors, unit rates will be considered.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the needs, as well as conforming to UNHCR’s general principles, including economy and efficiency and best value for money.

**NOTE TO BIDDERS:**

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

Offers must be submitted through the Cloud ERP portal. In case you have never registered before, you can register a profile using the registration link [Supplier Registration (oraclecloud.com)](https://fa-esrv-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000009859468&_afrLoop=4801634966105701&_afrWindowMode=0&_afrWindowId=null&_adf.ctrl-state=19a80lw2hs_197&_afrFS=16&_afrMT=screen&_afrMFW=1498&_afrMFH=739&_afrMFDW=1920&_afrMFDH=1080&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=120&_afrMFG=0&_afrMFS=0&_afrMFO=0) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier). 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.

In the event suppliers need to change the e-mail account in the system, it will be required to edit the focal person information and contact details in the system. Registration Guide and User Manual are available in the following link: [Supplier Portal User Manual](https://www.unhcr.org/media/guidelines-unhcr-suppliers-how-use-supplier-portal).

Should the bidder have any challenges in navigating through the Cloud ERP, request for assistance should be sort by sending an email to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org). Bidders are encouraged to register at the earliest to allow sufficient to for resolving challenges before the tender closing date.

# CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Contract or Purchase Order (PO) issued to the winning offer because of this RFP will be made in Pakistan Rupees (PKR) currency. Payment will be made in accordance with the General Conditions for the Purchase of Civil Works and in the currency in which the Contract / PO is issued. Payments shall only be initiated after confirmation of successful completion of the civil works by UNHCR business owner.

# UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS

Please note that the General Conditions of Contracts for Civil Works (**Annex E)** 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.

Yours sincerely,

**Fredah Zawedde**

Associate Supply Officer

UNHCR Sub Office – Peshawar, Pakistan