

**Pre Bid Meeting - Request For Proposal: 2024/SOP/SCU/RFP/003 Held on 6th
November 2024 at 10:00 am.**

**For The Establishment 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.**

OPENING DATE: 28th October 2024

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

QUESTIONS AND ANSWERS

Note: The list below comprises of questions received via email pakpescu@unhcr.org; by submission deadline 5th November 2024 and during the pre-bid meeting held on 6th November 2024 from 10:00 am to 11:00 am via Microsoft teams.

1. For Kohat GGPS tender is there is any CDR required?

Response: No, a Call Deposit Receipt will not be required.

2. Is there any consultant for supervision or NGO own team will be supervisor.

Response: UNHCR has gotten ongoing Frame Agreements for supervisory consultancy services, and it may therefore consider assigning the supervision of these works one of them.

3. To ensure that we fully understand the requirements and can submit a competitive proposal, we would appreciate it if you could provide us with the following:

a. A detailed description of the project scope and objectives.

Response to 3a: Please refer to the Tender document ref: 2024.SOP.SCU.RFP.003) and Annex B, Annex C, Annex D

b. Any specific criteria or qualifications required for bidders.

Response to 3b: Please refer to the Tender document ref: 2024.SOP.SCU.RFP.003) and Annex H

c. Additional documentation, such as terms and conditions, evaluation criteria, or contractual obligations.

Response to 3a: Please refer to the Tender document ref: 2024.SOP.SCU.RFP.003) and Annex E, Annex F, Annex H

Overall Response to 3a, 3b, 3c: All annexes listed above can be accessed through the **Note to the bidders below** also included under the cover page in the cloud ERP Negotiation module ref: 660,1 under the overview and requirements section.

Note to Bidders:

If you are interested in submitting a bid response to this RFP, please prepare your bid 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 ERP portal. In case you have never registered before, you can register a profile using the registration link [Supplier Registration \(oraclecloud.com\)](https://oraclecloud.com) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#). 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](#).

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. Bidders are encouraged to register at the earliest to allow sufficient to for resolving challenges before the tender closing date.

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

No pricing information should be included in the technical offer. Failure to comply may risk disqualification.

4. Can you send us the BOQ and relevant detail to my e-mail ID.emspeshawar@gmail.com and obliged.

Response: No BOQ can't be sent to the email address above. BOQ can be accessed via the cloud ERP and has been uploaded as Annex C. Please refer to the **Note to the bidders included in the response to Question 3 above**

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.

5. I have downloaded all documents where Annex E, Annex B, Annex G, Annex F, Annex D, should we just sign and stamp all these documents and return via portal.

- All these documents are in PDF format so I have signed and stamped all these documents.
- And was decided to attach all the documents in the quantum.

Response: Please download and sign where applicable the documents and upload the m again to the requirements section (for detailed instructions on documents to be signed and uploaded, please refer to cloud ERP access through the links included in the Note to the bidders in the response to Question no.3 above

6. Is there any format for CVs. Or we should submit our premade Cvs of our staff.

Response: No there is no format for CVs, please use your own formats for the CVs

Clarification about audited books of accounts requested for:

With reference to published tender ref: 2024/SOP/SCU/RFP/003 bidders have been requested to submit audited financial reports for 2021/ 2022/2023, however in addition to the listed financial years, the audited financial reports for 2024 will also be considered if available.