

CORRIGENDUM NO. 1

RFP/RBE/001/2024

**ESTABLISHMENT OF A SERVICE CONTRACT FOR MODELLING RETURN
SCENARIOS FOR REFUGEES FROM UKRAINE**

Interested bidders are requested to consider the following change in relation to above mentioned Request for Proposal:

Submission deadline: New and final submission deadline is **28 January 2024, 23:59 CET.**

All other tender provisions remained unchanged.

Thank you for your attention.


UNHCR Regional Bureau for Europe



DATE: 8 JANUARY 2024

REQUEST FOR PROPOSAL: No. RFP/RBE/001/2024

**FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE MODELLING
RETURN SCENARIOS FOR REFUGEES FROM UKRAINE**

**CLOSING DATE AND TIME: 21 JANUARY 2024 – 23:59 hrs
Central European Time Zone (CET)**

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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 and internally displaced persons.

UNHCR's Regional Bureau for Europe (RBE), located in Geneva, Switzerland, covers 49 States, including 27 EU Member States, and one territory in the region, providing guidance and support to governments across Europe and promoting the best international standards in legislation, policy and procedures.

In response to the massive humanitarian crisis caused by the ongoing full-scale war in Ukraine, UNHCR is working with national authorities, UN agencies, displaced communities, and local and international partners to provide urgently needed assistance. Our teams are present inside Ukraine, in neighboring countries and beyond to protect and assist people forced to flee. UNHCR leads the Ukraine Situation Regional Refugee Response plan (RRP), with over 300 partners in 11 countries.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Regional Bureau for Europe, invites qualified service providers to make a firm offer for the establishment of Service Contract for the provision of **MODELLING RETURN SCENARIOS FOR REFUGEES FROM UKRAINE**.

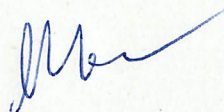
IMPORTANT:

The Terms of Reference (TORS) are detailed in Annex A of this document.

The estimated requirement of UNHCR is specified on Annex A. The successful bidders will be requested to maintain their quoted price model for the duration of the Service Contract.

Please note that 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 a minimum quantity of goods / services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Service Contract.

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 Frame Agreement with other UN Agencies.



IMPORTANT:

When a Service Contract is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services 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 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 5 of the attached General Terms and Conditions (Annex E).

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

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

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

- Annex A: Terms of Reference (TORs)
- Annex B: Technical Offer Form
- Annex B-1: Confirmation on Services Rendered
- Annex B-2: Confirmation on Minimum Validity Period
- Annex B-3: Confirmation on Sanction List
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for Services
- Annex F: UN Supplier's Code of conduct

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to Regional Bureau for Europe Supply Unit Mailbox at HQRBESupply@unhcr.org as to:

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a bid

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to Regional Bureau for Europe Supply Unit Mailbox at HQRBESupply@unhcr.org. **The deadline for receipt of questions is 23:59 CET on 15 January 2024.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will reply to the questions received as soon as possible by means of publication on its website and/or by email to all invited bidders.

2.4 **YOUR OFFER**

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

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.

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. Please send your bid directly to the address provided in the "Submission of Bid" (section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 **Content of the TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the organization and the organization's qualifications**
 - Organization's profile
 - Registration certificate
 - Last audit reports:
 - Year founded;
 - If multi location, specify headquarters location;
 - Number of similar and successfully completed projects;
 - Number of similar projects currently underway;
 - Prior experience with public, private sector and/or UN organizations

Include any information that will facilitate our evaluation of your **organization's** substantive reliability, financial and managerial capacity to provide the services.

- **Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs**

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which you would respond to the TOR:

 - Understanding of the project, including scope of work and specific activities

- Proposed methodology, including key elements and key sources to consider to develop the model
 - Project planning
 - A description of your organization's capacity to provide the goods / services;
 - A description of your organization's experience in the supply of these goods / services.
 - Compliance to the requirements stated on the TOR in the form of **Annex B-1**
- **Proposed personnel to carry out the assignment**
- The composition of the team you propose to provide, indicating the project manager and the team members.
 - The anticipated roles and responsibilities of team members and time inputs.
 - Curriculum Vitae of core staff.
- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**).
- **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex E**.
- However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Services.**
- **UN Suppliers' Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier's Code of Conduct by signing **Annex F**.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, either in US Dollars, or equivalent in the currency of your organizations' country.

The financial offer must cover all the goods / services to be provided (price "all inclusive").

The Financial Offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

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

You are requested to hold your offer valid for **90** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

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 delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID 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.

2.5.1 **Supplier Registration:**

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 **Technical and Financial evaluation:**

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:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score of **1000** points:

#	TECHNICAL EVALUATION CRITERIA POINTS	Max. Points obtainable
	Mandatory Documents	Pass or Fail
	Annex D- Vendor Registration Form (filled entirely, signed with company / organization stamp)	Pass or Fail
	Certified copy of the certificate of registration in the country or equivalent	Pass or Fail
	Documents for registration of the company / organization with the national tax services (tax registration documents) or equivalent	Pass or Fail
	Last 3x year financial reports (including balance sheet and Income Statement) (Duly Certified by chartered accountant) or equivalent	Pass or Fail
1	Bank statement on the account details or equivalent	Pass or Fail
	Last Audit report or equivalent	Pass or Fail
	Annex E- UNHCR General Conditions of Contracts for Services (signed with company/ organization stamp on each page)	Pass or Fail
	Annex F- UN Supplier Code of Conduct (signed with company stamp on each page)	Pass or Fail
	Confirmation on services rendered (in the form of Annex B-1)	Pass or Fail
	Compliance with minimum bid validity period (in the form of Annex B-2)	Pass or Fail
	Compliance with UNHCR's "Sanction List" (in the form of Annex B-3)	Pass or Fail

	Organizational Capacity	130
	Short Description of the company/ organization (not less than 5 years)	35
	Quality of proposed personnel to carry out the assignment (CVs, qualifications and diplomas, letters of reference for the staff)	60
2	Gantt chart showing the project implementation (with expected completion time by end of June 2024)	35
	Project Proposal Quality	325
	Appropriateness of the methodology proposed, including the theoretical background and hypothesis to be used in the model's development, the variables that can be explicitly included in the simulations, and the thematic and geographical disaggregation.	125
	Proposed modality for model's development, including collaborative and iterative approach for design, testing and revision	45
3	Feasibility of the proposed model to be adapted or expanded to include additional factors and data sources, and/or replicate results under different future scenarios	45
	Sample similar project documentation/evidence on approach, structure, method, etc. to get insight into thought process and know-how	110
	Proven Experience	145
	Previous experience in agent-based modeling applied to forced displacement context	100
4	Prior Experience with public sector and/or UN organizations	45
Total		600

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off point for submissions to be considered technically-compliant will be **60% or 360 out of the 600 points**.

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.

The **Financial offer** will use the following percentage distribution: **40%** from the total score of **1000** points.

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 [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

2.6 **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your organization. The Technical and Financial proposals shall be clearly separated using **separate emails**.

Bids should be submitted by e-mail and all attachments should be 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 clearly separated.

Bid must be sent by e-mail ONLY to: HQRBEbidopen@unhcr.org

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents and emails. Failure to do so may result in disqualification.

Deadline: 21 JANUARY 2024 23:59 hrs CET.

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails have been received properly before the deadline.

- Please indicate in e-mail subject field: RFP number: RFP/RBE/001/2024
- Content of two (2) separate envelope/email
 - o Technical Proposal
 - o Financial Proposal
- Name of your organization with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: RFP/RBE/001/2024, Technical Proposal, Company ABC (email 1 of 3)

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

2.7 **BID ACCEPTANCE:**

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

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

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 bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the 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.

Some of the reasons for disqualification

Some of the reasons which may lead to such disqualification of your proposal are as follows:

- Bidder fails to submit the Technical and Financial Proposals in two separate emails as specified in the tender documents;
- Proposal documents are received by a fax number or email address other than that specified in the tender documents; and/or
- Proposal documents are received at any location, or by any person, other than that specified in the tender documents; and/or ;
- Proposal documents are received after the deadline for submission of bids stated in the tender documents; and/or
- Proposal documents are sent via the correct route after having been sent incorrectly;
- The Bidder's qualification or data are proven to be false; and/or
- The Bidder commits a proven unfair or dishonest act in order to acquire rights for agreement award.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Provision of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**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.



UNHCR Regional Bureau for Europe