



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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**DATE: 01/12/2024**

**REVISED REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2024/68**

**Moving prefabricated rooms from UNHCR RC to Main Office**

**QUOTATION TO BE RECEIVED BY:**

**Sunday 08/12/2024 @ 23:59 hrs (11:59 PM), Yemen Local Time**

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The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for Moving prefabricated rooms from UNHCR RC to Main Office.

## **1. REQUIREMENTS**

Technical requirement as outlined in Annex A (Annex A1 Scope of Work & Bill of Quantity and Annex A2 Drawings) as following

- **First Type:** Dismantling carefully the prefabricated rooms in Haddah office and move them to the main office, quantity and breakdown is available in Annex A1
- **Reinstallation the above first type prefab:** reinstall it with same design in main office, quantity and breakdown is available in Annex A1
- **Second Type:** Remove carefully the prefabricated rooms in Haddah office and reinstall it with same design in main office, this type of prefab rooms include four rooms, quantity and breakdown is available in Annex A1
- **Scope of Work** (Prices to be all inclusive of the following):
  1. The scope of work must include all costs related to transportation, labor, and any necessary government permits or licenses from the local authorities, if needed.
  2. All potential suppliers are required to visit the site to assess the location's conditions and take any necessary measurements if needed.
  3. Any large tree parts on the site that may obstruct the installation of the metal shade and prefabricated four rooms must be cut it and removed outside the office, and the contractor must include the costs of cutting and removing these trees in the items below.
  4. All items works in below table includes transportation costs all the removed items by suitable trucks and cranes to the main office.
  5. UNHCR main office location: Sana'a - Algeria street
  6. Reception Center (RC) location: Haddah street beside Jordanian University
  7. Drawings of the prefabs is attached in Annex A2
  8. The supplier will be held responsible for any damage to the prefabs during disassembly at the RC office, reassembly at the main office, loading,



unloading, or transportation. Any repair costs resulting from such damage will be deducted from their invoice.

- **Required Delivery Duration:** Delivery and implementation must be within 10 - 15 days from the date of receiving UNHCR Purchase Order(s).

Your overall quotation shall consist of:

- Technical Offer; (as per **Annex-B** “Technical Offer Form”).and
- Financial Offer (as per **Annex-C** “Price Offer Form”).

## 2. **FINANCIAL OFFER**

Please include the following price information in your quote (without VAT):

- *Currency: USD*
- *Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex-C***

**UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.**

## 3. **BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

The following annexes form integral part of this Request for Quotation (RFQ):

- Annex A: Technical Requirement
- Annex A1: **Revised** Scope of Work (SoW) & Bill of Quantity (BoQ)
- Annex A2: Drawings
- Annex B: Technical Offer Form
- Annex C: **Revised** Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR GCC General Conditions of Contract for Civil Works
- Annex F: UN Supplier Code of Conduct (English)
- Annex G: E-TenderBox Supplier guidelines (English)
- Annex G1: E-TenderBox Supplier guidelines (Arabic)

**IMPORTANT:**

Please carefully read the e-TenderBox user manual attached as Annex-G & G1 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

## 4. **Pre-bid Meeting and Site Visit**

UNHCR will organize a supplier **pre-bid conference & site visit in UNHCR Office in Hadda area, House No. 35, Street No. 30 behind Safeway supermarket, Yemen – Sana’a** - on **Thursday 05/12/2024 at 10:00 am to 11:00 am**. A maximum of two representatives per company is allowed. Names and contact details of the company’s representatives must be provided before **05 December 2024**, by e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org)

## **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this RFQ by sending an e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) . **The deadline for receipt of questions is 23:59 hrs. local time on 07/12/2024.**

Within a day after the deadline for receipt of questions, all questions asked by bidders and their answers will be sent to all those email IDs from where questions will be received as well as these will be uploaded on the same UNGM link and other websites or media where the tender documents are made available.

## 5. Technical and Financial evaluation:

### Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility and Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
<p><b>1. Business registration:</b> Presented a valid business registration certificate, and/or licenses (issued by the pertinent Yemeni authorities) in construction, engineering, civil work for Prefabricated rooms or related area</p> <p><b>Attach copy of your valid business registration certificate, and/or licenses</b></p>	<p><b>Non-discretionary "PASS/FAIL"</b></p>

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
<p><b>1. Company's past experience</b> Provided Company's past experience in the field of Prefabricated rooms construction and related areas during the past two (2) or more years: verifiable through documented evidence by making available minimum two (2) or more contracts or work orders or POs.</p> <p><b>Attach copies of contracts or work orders or POs</b></p>	<p><b>Non-discretionary "PASS/FAIL"</b></p>
<p><b>2. Acknowledgement, and bidder confirmation to deliver the requirement per specification &amp; BoQ under this RFQ by any of the following method:</b></p> <ul style="list-style-type: none"> <li>• Signing/stamping each page of Annex A1 &amp; Annex A2</li> <li>• Or providing formal letter under the company header, signed/stamped confirming that you will deliver the requirement as per Annex A1 &amp; Annex A2</li> <li>• Or Answering YES for this criterion in the Annex B Technical Offer Form - Annex B to be signed and stamped by your company</li> </ul> <p><b>Sign and Stamp in each page of Annex A1 &amp; Annex A2 or Annex B, or provide a formal letter, then attached them with your technical offer</b></p>	<p><b>Non-discretionary "PASS/FAIL"</b></p>
<p><b>3. Acknowledgement, and bidder confirmation to deliver the requirement within 10-15 days from the date of receiving UNHCR Purchase Order by any of the following method:</b></p> <ul style="list-style-type: none"> <li>• Signing/stamping Annex A1</li> <li>• Or providing formal letter under the company header, signed/stamped confirming of your commitment to deliver within 10-15 days from the date of receiving UNHCR Purchase Order</li> <li>• Or Answering YES for this criterion in the Annex B Technical Offer Form – Annex B to be signed and stamped by your company</li> </ul>	<p><b>Non-discretionary "PASS/FAIL"</b></p>

<b>Sign and Stamp in Annex A1 and/or Annex B, or provide a formal letter, then attached them with your technical offer</b>	
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**Financial evaluation:**

The financial component will be analyzed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted prices;
- Total overall cost.

**Offers must be for all requirement as outlined in this RFQ, partial offers will be disqualified**

**6. RFQ SUBMISSION**

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

In case the password is forgotten, that account cannot be used anymore, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**TENDER CLOSING DEADLINE:**

**Sunday 08 December 2024 @ 23:59 hrs (11:59 PM), Yemen Local Time**

**Your quotation must be valid at least for [90] days.**

## **5. INFORMATION FOR BIDDERS:**

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

## **6. TERMS OF PAYMENT**

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods/service and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

## **7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR CIVIL WORKS**

Please find attached as **Annex-E** the UNHCR's Annex E General Conditions of Contract for Civil Works, which the bidder must read and accept its content if they are willing to participate on the tender.

## **8. VENDOR REGISTRATION FORM**

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-D**.

If your company is already registered with UNHCR, please submit Annex-D as blank, stipulating your UNHCR vendor ID on the form.

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



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**Martha Stacey Kiryewala,**  
Supply Officer  
UNHCR Yemen