



UNHCR

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

DATE: 31 October 2018

REQUEST FOR PROPOSAL: No. CAI/RFP/017/2018

FOR THE PROVISION OF CONSTRUCTION SERVICES FOR THE RENOVATION OF
RECEPTION AREA AT UNHCR MAIN BUILDING

CLOSING DATE AND TIME: 28 November 2018 – 13:00 hrs Cairo local time

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. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The United Nations High Commissioner for Refugees (UNHCR) Cairo Office invites qualified construction companies to make a firm offer for provision of construction services for reception area renovation at UNHCR main building in 6 October city (referred to hereinafter as services).

IMPORTANT:

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the *UNHCR General Conditions of Contracts for provision of Services* shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this tender:

- Annex A: Drawings.
- Annex B: Financial Offer Form_ Bill of Quantities (BoQ)
- Annex C: UNHCR Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts of Contracts for Civil Works- (2000)
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services – July 2018

2.2 YOUR OFFER

Your offer shall comprise the following two sets of documents:

- Technical offer, *to be provided by the bidder responding to 2.2.1*
- Financial offer, *signed, dated and stamped*

2.2.1. Content of the TECHNICAL OFFER

IMPORTANT: No pricing information should be included in the Technical Offer.

The Contents of the Technical Offer are found in the bill of quantities /scope of works provided in **Annex A**.

- **Company Qualifications**

A description of your company with the following documents: company profile, registration certificate and audit reports for the last two years:

- Year founded – minimum 5 years' operating in the local market-
- A description of your organization's experience in construction services;=
- The last two (2) financial audit reports;
- Minimum two similar and successfully completed construction projects services within the last two years.
- At least two reference letters attached with contact information for similar services
- Certificate of registration in the contractors union

- **Proposed Services**

- A description of your organization's capacity to provide the service, including:
 - Project plan (Time schedule) with timelines considering that the working hours during week days (Sunday to Thursday and weekends) **Works trades should be executed after UNHCR working hours from 15.30 pm onwards and weekends.**
 - The estimate timeline to complete the project will be **15 calendar days** upon place the purchase order.
 - Method of statement of works execution, giving the fact that the office shall remain functional during constructions therefore the expected technical offers should consider work execution in stages.

- **Personnel Qualifications**

- The composition of the team you propose to service this contract - at least two Curriculum Vitae. Technical proposed staff to be assigned to this project must be architect/ civil site engineering with experience not less than 5 years.

- **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 C**).

- **General Conditions of Contracts of Contracts for Civil Works- (2000):** Acknowledgement of UNHCR General Conditions of Contracts signing (**Annex D**) **signed and stamped**

- **UNHCR General Conditions for Provision of Goods and Services:** Acknowledgement of UNHCR General Conditions of Contracts signing (**Annex E**) **signed and stamped**

2.2.2. Content of the FINANCIAL OFFER

The Financial Offer is to be submitted as per the Financial Offer Form (**Annex B**)

The **Financial Offer** must be in a separate email from the Technical Offer and must contain an overall offer in a single currency, in US Dollars or EGP.

The Financial Offer must cover all the services to be provided (price “all inclusive”).

UNHCR is NOT exempt from all direct taxes and customs duties. With this regards, price has to be given indicating the VAT applicable.

You are requested to hold your **offer valid for 90 days** from the deadline for submission.

2.2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to dahab@unhcr.org Cc larrosa@unhcr.org. **The deadline for receipt of questions is 17:00 hrs Cairo local time on 17/11/2018.**

Bidders are requested to keep all questions concise.

2.2.4 SITE VISIT / BIDDERS CONFERENCE

UNHCR invites all interested vendors to participate in a site visit and bidder conference (participation is highly recommended).

Date: 12 November 2018

Time: 10:00 hrs

Venue: UNHCR Office Main building in 6 October City

Visit facilitator: Eng. Reham Fties and Ahmed Dahab

Please in case interested to participate communicate by email to Mr. Ahmed Dahab dahab@unhcr.org UNHCR will upload all the questions received in the site visit at UNHCR website.

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail address above.

UNHCR will compile the questions received and publish at UNHCR website. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.3 BID EVALUATION:

2.3.1 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.

2.3.2. 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

Technical Evaluation Criteria:	Sub-Criteria	
Experience 20 points	1. Similar projects in past Three-year	5 points
	2. Certificates of successful completion	5 point
	3. Previous experience of subcontractors	5 points
	4. Previous experience in similar projects	5 points
Equipment's & Implementation Team 15 points	1. Organization Structure or Chart	3 points
	2. Project's proposed structure, including the prequalification and experience of proposed key staff/skilled workers	7 points
	3. Methods of execution and lists of equipment's, materials	5 points
Time schedule 25 points	1. How to achieve the required Project Duration	10 points
	2. Activities logical sequence (CPM) (Microsoft project/Primavera)	15 points

Remarks: The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers. The minimum score to be considered technically responsive is 35% out of maximum of 60%. Proposals that score below the threshold will not be considered in the financial evaluation.

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

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.

2.4 **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

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: arecaten@unhcr.org

IMPORTANT:

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

Deadline: 28 November 2018 – 13:00 hrs Cairo local time

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **7 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Bid **CAI/RFP/017/2018**
- **Name of your firm** with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).
- Whether it is your "Technical proposal" or "Financial offer"

2.5 **BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid.

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.

2.6 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 Purchase of 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.

2.7 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts of UNHCR (**Annex D and 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.

2.8 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to their staff.



Pablo Larrosa
Associate Supply Officer
Supply Unit
UNHCR Egypt

