

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

DATE: 18 JUNE 2019

REQUEST FOR PROPOSAL: No. RFP/COK/016/2019

**TENDER FOR THE PROVISION OF PROFESSIONAL CONSTRUCTION PROJECT
MANAGEMENT SERVICES FOR TWO (2) PROJECTS IN GURBUZ DISTRICT &
KHOST CITY, IN KHOST PROVINCE, FROM START TO FINISH****CLOSING DATE AND TIME: 16 JULY 2019 – 14:00 HRS (LOCAL TIME)****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.

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 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR, Kabul, invites qualified Contractors, duly registered with the Government of Afghanistan, to make a firm offer for the provision of: **Professional Construction Project Management services (hereinafter referred to as: "Project Manager/Engineer") for two (2) Construction projects in Gurbuz District & Khost City, in Khost Province, from start to finish.**

IMPORTANT:

Terms of Reference (TORs) for the required **Project Manager/Engineer** are detailed in **Annex C** of this document.

Please note that requirement figures (i.e. length of each Construction Project) 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 the **Project Manager/Engineer** services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

It is strongly recommended that this Request for Proposal (RFP) 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 A**).

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

J.C.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

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

- Annex A:** UNHCR General Conditions of Contracts for the Provision of Services (2018)
Annex B: UNHCR General Conditions of Contracts for Civil Works (October 2000)
Annex C: Terms of Reference
Annex D: Financial Offer Form
Annex E: Vendor Registration Form
Annex F: UN Supplier Code of Conduct
Annex G: Proposal Submission Checklist
RFP-014 & RFP-015: Annex I – VIII: Tender documents issued to prospective Contractors for Construction Services (Approved Technical Drawings / Design and BOQs)

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to the Supply Chain Unit at afgkascu@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 the Supply Chain Unit at afgkascu@unhcr.org.

The deadline for receipt of questions is 14:00 hrs local time on 3 July 2019. Bidders are requested to keep all questions concise.

IMPORTANT:

Please **DO NOT SEND BIDS** to the above email addresses. **Only Queries and questions** on this RFP can be sent to the above address.

UNHCR will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

SITE VISIT – RECOMMENDED

A pre-tender site visit is not mandatory but recommended to be made at the project sites on Sunday, **30 June 2019, from 9:00am to 16:00 hrs local time**. A maximum of 2 representatives per company is allowed. Names, ID numbers and contact details of the Company's representatives must be provided to UNHCR in advance, latest by Wednesday, 26 June 2019, by email to: afgkascu@unhcr.org

Participation is recommended, as no variation in price and/or schedule will be authorized due to lack of knowledge of the site condition or the factual Detailed Work Schedule by the Construction Contractor.

J.C.

Bidders shall consider their participation to the pre-tender site visit as “cost of business”. Subsequently, UNHCR will not reimburse any attendance costs.

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:

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 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 TORs for the **Project Manager/Engineer** services requested by UNHCR can be found in **Annex C**. As UNHCR has not yet signed a contract with a Construction Contractor for any of the two (2) projects, and no Proposed Project Schedule / Detailed Work Plan is known at this stage, the Approved Technical Drawings / Design and BOQ for the two (2) projects in Khost have been attached as **Annex I – VIII** to enable an understanding of the respective Construction Works. 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 company and the company’s qualifications**

A description of your company with the following documents:

- Company profile with regards to Buildings Construction, Construction Project Management, Registration Certificate and years in operation
- The organization structure or organization chart of your company
- Valid trading license to carry out the services and execute the works subject of this RFP
- Written statement declaring that your proposal is valid for 120 calendar days from the closing date of this RFP
- List and contact details of references for at least 3 similar projects (Construction Project Management) performed by your company

Any information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.

J.C.

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

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

- Similar services provided to UN/NGO entities;
 - A description of your firm's capacity to provide the service;
 - A description of your firm's experience in these services.
 - List of all equipment and tools to be mobilized for performance of the construction works described in **Annex C**
 - Project assumptions and constraints based on your understanding of the TORs and project in general
 - The methodology approach to be used in addressing the issues outlined in the TORs
 - Detailed Work Plan using Gantt chart, including all major Project Administration / Management activities for each project milestone. Proposed plan shall be prepared in calendar days. Do not indicate dates, use only durations. The plan must cover the period from signing of the contract to site clearance, mobilization, implementation and completion / hand-over to UNHCR of the required works
 - Site visit (recommended).
- **Proposed personnel to carry out the assignment**
- Curriculum Vitae of the Technical Staff (Engineer/s, Construction Project Manager/s & other core staff), you propose to provide to carry out this assignment.

The company shall guarantee that the **Project Manager/Engineer** services will be uninterrupted for the duration of the contract. Absences due to an emergency situation need to be approved by UNHCR and a solution agreed in writing so that the on-going project is not adversely affected

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, stamp, date and submit with your technical proposal the Vendor Registration Form (**Annex E**). If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

UNHCR General Conditions for Provision of Services, UNHCR General Conditions of Contracts for Civil Works and UN Supplier's Code of Conduct: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services and UNHCR General Conditions of Contracts for Civil Works by signing **Annex A, Annex B and ANNEX F**. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services, as well as **Annex B and 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 Afghan Afghani (AFN) or US Dollars (US\$).

The financial offer must cover all the services to be provided (price "all inclusive") without compromising the delivery of **Project Manager/Engineer** services

J.C.

The Financial Offer is to be submitted as per the Financial Offer Form (Annex D). 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 minimum 120 calendar 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.

2.5 **BID EVALUATION:**

2.5.1 **Supplier Registration:**

The qualified Contractor(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:

- Potential capacity of the firm to deliver the scope of services required
- Company strength, core business, proposed technical personnel and relevant experience
- Track record and current clientele
- Proposed detailed work plan

2.5.2 **Technical and Financial evaluation:**

For the award of this project, UNHCR has established an 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 two stage criteria and percentage distribution: **70%** from the total score:

No.	Technical Evaluation Criteria	Max Points Obtainable
1 - First Stage Evaluation: PASS / FAIL Criteria		
a	Registered in Afghanistan	Pass / Fail
b	Submission of a valid license for Construction Project Management services / Construction Works	Pass / Fail
c	Accepts, and submitted signed UNHCR General Conditions of Contract for Services (Annex A), UNHCR General Conditions of Contract for Civil Works (Annex B) and Supplier Code of Conduct (Annex F)	Pass / Fail
d	Submission of a completed (signed / stamped) Vendor registration Form (Annex E)	Pass / Fail
e	Accepts proposal validity of 120 calendar days from the closing date of this RFP	Pass / Fail
2 - Second Stage Evaluation: SCORING Criteria		
g	Description of the firm and relevant qualifications (20 points)	
i.	Years of experience in providing Construction / Construction Project Management services	5
ii.	Organization structure or chart (of the firm)	5
iii.	Past experience for similar projects, list and contact details of references, incl. UN/NGOs & Government	10

J.C.

<i>h</i>	Understanding of UNHCR's requirements (30 points)	
iv.	Proposed approach to carry out the works / addressing the requirements outlined in the TORs	10
v.	Proposed detailed work plan using Gantt chart	10
vi.	Project assumptions and constraints based on an understanding of the project	10
<i>i</i>	Implementation Capacity (20 points)	
vii.	List of all equipment and tools to be mobilized for performance of the works described in Annex C	5
viii.	List of skilled labour, qualified technical staff (Engineer/s, Construction Project Manager/s & other core staff), you propose to provide to carry out this assignment	15

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

In order to proceed to further stages of the evaluation process, the submitted proposal must obtain minimum 40 points or above of the total technical obtainable score, 70 points.

UNHCR may, at its sole discretion, draw up a short list of up to 4 highest scoring technical proposals from the submissions received and conduct interviews or request for company presentations after 28 July 2019

The **Financial offer** will use the following percentage distribution: **30%** 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., $[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

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 company.

Bids should be submitted by mail. All attachments should be in PDF format and addressed as follows:

THE UNHCR BID OPENING COMMITTEE
RFP/COK/016/2019
Closing date: 16 July 2019 at 14:00 hrs
UNHCR Country Office
Kabul, Afghanistan

Proposals **MUST** be sealed in an outer and two inner envelopes as detailed below. Failure to do so may result in disqualification

- The **Outer Envelope** should be marked and addressed as above
- The **First Inner Envelope** will contain the Technical Proposal, the vendor registration form, signed/stamped UNHCR General Conditions of Contracts for Services and Civil Works, signed/stamped Supplier Registration Form, Proposed Detailed Work Plan,

J.C.

list and CVs of core technical personnel assigned to this project, and other relevant company registration documentation inclusive of the company profile

- The **Second Inner Envelope** shall contain your completed, signed, dated and stamped BOQ / Financial Proposal Form only (**Annex D**)

INCOMPLETE PROPOSALS WHICH DO NOT COMPLY WITH UNHCR'S RFP MAY NOT BE CONSIDERED.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission, i.e. 16 July 2019 at 14:00 hrs local time, and bids transmitted in any other manner than those indicated above will not be considered.

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 and/or reject the whole or part of your bid without having to assign a reason whatsoever

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.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the Purchase Order (PO) is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.8.1 Payment Schedule

All services included in this RFP and the subsequent contract will be paid as per the executed amount of work at each stage completion. All payments will be made in the currency of offer (and PO) and in accordance with the UNHCR General Conditions for the Purchase of Services.

Invoices will be settled after the completion and acceptance of the milestone deliverables.

All payments shall be technically endorsed by the UNHCR technical person(s) and based on issuance of a completion certificate endorsed by UNHCR for the Construction services.

J.C.

2.8.2 Advance Payments

Advance payments are not applicable for this tender and subsequent contract.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contracts (**Annex A**) (as well as for Civil Works where applicable – **Annex B**) 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.

John C. Melkenbeek,

Senior Supply Officer
UNHCR Country Office, Kabul, Afghanistan



ANNEX D

**Financial Offer Form**

Request for Proposal
No. RFP/COK/016/2019

Please provide following information:

Company / Contractor's Name:		Telephone No:
Company / Contractor's Address:		
Contact Person's Name:		Stamp/Seal:
Email Address:		
Signature:		
Date of this offer:		

VERY IMPORTANT TO NOTE:

- The length of the Construction Contracts is an estimate, from start to finish of each project. The period may increase / decrease subject to a Detailed Work Plan / Project Implementation Schedule to be agreed with the Construction Contractor. The offered Unit Price variation will not be accepted by UNHCR as a result of decrease / increase in the period of construction works
- The actual days of the week, for on-site construction supervision, for each of the 2 projects, are provided as an indication only and may change at the time of contracting
- The price to be offered must be an 'all-inclusive'. UNHCR will not accept any payment outside the offered Unit Price per day. As such, your offered Daily Unit Price should include transport, accommodation, food allowance, incidentals, etc.
- To qualify for the payment, for one (1) day, the Project Manager/Engineer must be present on-site for a minimum of 8 hours. A logbook shall be maintained on each project site for this purpose.

1: FIRST PROJECT	RFP/COK/014/2019 (RFP-014)			
	Construction of Additional Classrooms, Library Building and Solar Operated Wash Facilities Inside Borikhail Secondary School, In Gurbuz District, Khost Province (approx. 30 Km from Khost City Centre)			
	Estimated Length of the Construction Contract	Estimated Number of On-Site Construction Supervision Days	Offered Daily Unit Price (for each minimum 8 hours 'on-site construction supervision day') In AFN or USD (Pls. specify)	Total Offered All-Inclusive Cost for the estimated number of on-site construction supervision days In AFN or USD (Pls. specify)
	6 Months	79 days		-
	NB: Required On-Site Construction Supervision is Three (3) Days per Week - Sunday, Tuesday and Thursday			
1: SECOND PROJECT	RFP/COK/015/2019 (RFP-015)			
	Construction of three storey building for Vocational Training, 5km west of Khost city			
	Estimated Length of the Construction Contract	Estimated Number of On-Site Construction Supervision Days	Offered Daily Unit Price (for each minimum 8 hours 'on-site construction supervision day') In AFN or USD (Pls. specify)	Total Offered All-Inclusive Cost for the estimated number of on-site construction supervision days In AFN or USD (Pls. specify)
	7 Months	91 days		-
	NB: Required On-Site Construction Supervision is Three (3) Days per Week - Saturday, Monday and Wednesday			
OVERALL ALL-INCLUSIVE OFFERED COST FOR THE TWO (2) PROJECT:-				-

Signature
17 June 2019

ANNEX G

RFP/COK/016/2019

Proposal Submission Checklist

No	Verify Compliance Before Submission of your Proposal	Tick (✓) if complied
1	RFP and its annexes read thoroughly	
2	Ask questions, if any, through afgkascu@unhcr.org until 3 July 2019	
3	Proposal must be prepared in English	
4	Your Proposal MUST be submitted to UNHCR in a SEALED ENVELOPE	
5	Your Proposal MUST be submitted using 3 envelopes as follows	
	a) <u>OUTER ENVELOPE</u> : To be marked and addressed as per RFP clause 2.6; and will contain the 2 inner envelopes mentioned below	
	b) <u>FIRST INNER ENVELOPE</u> : To contain the Technical Proposal: Your proposal document elaborating the required information as per RFP clause 2.4.1, Your proposed detailed work plan using Grantt chart, Your company Registration Document, Your License for Construction / Construction Project Management Services, List of your past similar projects, your company profile, written statement on 120 calendar days proposal validity, list of your skilled / qualified technical personnel for this project with CVs, list of your available tools and equipment to be mobilized for this project, Signed/Stamped ANNEX A, Annex B, Annex E, and Annex F.	
	c) <u>SECOND INNER ENVELOPE</u> : To contain only the Financial Proposal Form – Annex D.	
6	Take Note: No Advance Payment will be considered for this RFP by UNHCR. Installment Payment will be applied based on agreed milestones	
7	Submission of your Proposal MUST be done on/before 9 July 2019 at 14:00 hours local time	


18 June 2019