

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 07 May 2020****REQUEST FOR PROPOSAL: No. RFP/HRT/01/MAY/2020****TENDER FOR CONSTRUCTION OF 380 METER SURROUNDING WALL FOR 10
TUBE WELLS, ELEVATION OF 3M STAND AND EXTENTION OF PIPE SCHEME TO
THE HOSUE OF BENEFICIRES IN 10 DIFFERENT SUB-VILLAGES IN KAHDISTAN
VILLAGE OF INJIL DISTRICT, HERAT PROVINCE****CLOSING DATE AND TIME: 06 June 2020 – 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, in Herat, invites qualified Construction Companies , duly registered with the Government of Afghanistan, to make a firm offer for the Construction of 380 Meter Surrounding Wall for 10 Tube Wells ,Elevation of 3m Stand and Extension of Pipe Scheme to the House of Beneficiaries in 10 different Sub- Village in Kahdistan Village of Injil District, HERAT Province **as per the attached BOQ and Drawings.**

Summary of Construction Activities	
No	Description
1	Construction of 380 Meter Surrounding Wall for 10 Tube-Well with Barbed wire in 10 Sub-Villages, in Kahdistan Village.
2	Elevation of 3m stand for 2 water wells reservoirs. The water reservoirs were constructed in 2017 in Kahdistan and currently require to be elevated with 3m stand to give water with high pressure.
3	Extension of Pipe scheme as WASH component to the house of People of Concerns (10 water wells) in Kahdisan village.

IMPORTANT:

Drawings/Design & Bill of Quantity (BOQ) are attached as Annex C , Annex D, Annex E and Annex F, respectively to this document

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 A).

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 Invitation to Bid:

- Annex A: UNHCR General Conditions of Contracts for the Provision of Services (2018)
- Annex B: UNHCR General Conditions of Contracts for Civil Works (Oct. 2000)
- Annex C: Design/Drawings for Pipe Scheme Extension
- Annex D: Design/Drawings for Construction 380 Meter surrounding wall for tube wells
- Annex E: Design/Drawings for Elevation of 3m Stands
- Annex F: BOQ & Financial Proposal Form
- Annex G: Vendor Registration Form
- Annex H: UN Supplier Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to Abdul Baset Khatibi khatibia@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 Abdul Baset Khatibi at khatibia@unhcr.org.

The deadline for receipt of questions is 14:00 hrs local time on 25 May 2020. 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.

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 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 Typical Drawings/Design & Bill of Quantity (BOQ) of the services requested by UNHCR can be found in **Annex C, Annex D, Annex E and Annex F**, respectively. 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 relevant past experience, 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 60 calendar days from the closing date of this RFP
- A list of skilled labor, Qualified Technical Staff (Engineers, Project Manager, Professional Plumbers etc), including their CVs

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

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

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

- 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 machinery, equipment and tools to be mobilized for performance of Pipe extension Scheme, and additional works, described in **Annex C, Annex D, Annex E and Annex F**
- Project assumptions and constraints based on your understanding of the project
- Proposed Project Schedule – Detailed Work Plan, including all major design and construction activities and allotment of resources for each project milestone. Proposed schedule 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, resources mobilization, implementation, completion and commissioning / hand-over to UNHCR of the required works

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 G**). 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 / stamping **Annex A, Annex B and ANNEX H**. 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 H**.

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 (Afs) or US Dollars (US\$).

The Financial Offer must cover all the services to be provided, including cartage of all remaining materials upon completion of the works (price "all inclusive").

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

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

You are requested to hold your offer valid for minimum 60 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 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:

- 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 project schedule – detailed work plan.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established an evaluation criterion 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: **60%** 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 licence for Water Well Drilling / Construction works	Pass / Fail
c	Accepts, and submitted signed / stamped 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 H)	Pass / Fail
d	Submission of a completed (signed / stamped) Vendor registration Form (Annex G)	Pass / Fail
e	Accepts proposal validity of 60 calendar days from the closing date of this RFP	Pass / Fail
2 - Second Stage Evaluation: SCORING Criteria		
f	Description of the firm and relevant qualifications (11.0 points)	
i.	Past experience (years of experience in providing water pipe extension / construction services for similar projects, list and contact details of references, incl. UN/NGOs & Government)	7.0
ii.	Organization structure or chart (of the firm)	4.0
g	Understanding of UNHCR's requirements (18.0 points)	
iii.	Detailed work plan (A timeline showing the start and end of the three activities)	10.0
iv.	Project assumptions and constraints based on an understanding of the project	8.0
h	Implementation Capacity (23 points)	
v.	List of all machinery, equipment and tools relevant for pipe extension to be mobilized for performance of the works described in Annex C, Annex D, Annex E and Annex F	8.0
vi.	List of skilled labour, qualified technical staff (Technical Plumbers, Engineers, Project Manager, etc), including their CVs	8.0
vii.	Potential financial capacity to fund the milestones (in absence of advance payment by UNHCR)	7.0
i	Materials and finished works warranty (8.0 points)	
viii.	Clarity on origin / brand names of the proposed materials	4.0
ix.	Inclusion of specification of the proposed materials (eg. Type and quality of Pipe for water extension)	4.0

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, 60 points.

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.

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:

a) Hand delivery:

The offers must bear your official letter head, clearly identifying your company. The offers should be sent and sealed in an outer and two inner envelopes, the first one marked: "Technical offer" and the second one: "Financial offer". Please write the RFP number and closing date on the outer envelope and submit to UNHCR as follows:

- Attention: Bid Opening Committee, UNHCR Office in Herat or UNHCR Country Office Kabul;
- Delivery place: Herat: Park Round About, End of Majidi Street, Herat, Afghanistan
Kabul: ICON Compound, Supreme Road, District # 9, Jalalabad Road, Kabul, Afghanistan
- Bid Reference: RFP/HRT/01/MAY/2020
- Closing date: 06 JUNE 2020
- Closing time: 14:00hrs (Local Time)

b) Alternatively, by e-mail in PDF format to UNHCR Herat AFGKATENDERBOX@unhcr.org only.

Please indicate in the e-mail subject field:

- RFP/HRT/01/MAY/2020
- **Name of your firm**

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. 06 June 2020 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

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.

2.8.1 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 Project Manager / Engineer and approved by the UNHCR local office up on issuance of a completion certificate by UNHCR.

2.8.2 Advance Payments

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

2.8.3 Warranty Retainer

A total of 10% of the full/total contract's amount will be retained for a period of 6 months as a retention fee. The amount shall be deducted from each interim invoice / payment, as

indicated under clause '2.8.1 Payment Schedule', above. The retainer will be released after the expiry of the warranty period (defects and liabilities period), 6 months after completion and acceptance.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

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

Abdul Karim
Head of Office
UNHCR, Herat Office