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

DATE: 29 SEPTEMBER 2020

REQUEST FOR PROPOSAL: No. RFP/JAL/008/2020

TENDER FOR CONSTRUCTION OF TWELVE (12) CLASSROOM BUILDING FOR ZAFRAN PRIMARY SCHOOL AT LOCATED IN ZAFRAN VILLAGE OF QARGHAI DISTRICT, LAGHMAN PROVINCE

CLOSING DATE AND TIME: 29 OCTOBERT 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, Jalalabad invites qualified Contractors, duly registered with the Government of Afghanistan, to make a firm offer for the provision of Construction Services for: **UNHCR fully funded Twelve Classroom Building for Zafran School at Zafran village of Qarghai district, Laghman Province as per the attached Technical Drawings/Design and BOQ**.

IMPORTANT:
Technical Drawings/Design, Technical Specifications & Bill of Quantity (BOQ) are detailed in **Annex C, Annex D and Annex E** of this document.

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.

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 (October 2000)
Annex C:	Approved Technical Drawings / Design of the Ministry of Education
Annex D:	Technical Specifications
Annex E:	BOQ & Financial Offer Form
Annex F:	Vendor Registration Form
Annex G:	UN Supplier Code of Conduct
Annex H:	Proposal Submission Checklist

2.2 ACKNOWLEDGMENT

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

The deadline for receipt of questions is 14:00 hrs local time on 21 October 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.

SITE VISIT – MANDATORY
A pre-bid site visit / conference will be held at the project site on Sunday, **18 October 2020, respectively, from 9:00am to 12:00 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, at least 2 working days in advance, by email to: AFGJASCU@unhcr.org

During the visit, UNHCR representatives will illustrate clearly all details about the preparation and submission of the tender proposal, as well as addressing all technical and contractual questions raised by bidders. The estimated duration of the site visit is 1 hour per company but may be extended/reduced as needed.

Participation is mandatory, as no variation in price and/or schedule will be authorized due to lack of knowledge of the site condition.

Bidders shall consider their participation to the pre-bid site visit / conference 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 Approved Technical Design and BOQ of the services requested by UNHCR can be found in **Annex C, Annex D and Annex E.** 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, Registration Certificate and years in operation
  - Your audited financial statements of the last 3 years
  - 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 performed by your company
  - A list of skilled labor, Qualified Technical Staff (Engineers, Project Manager, 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 the construction works described in **Annex C, Annex D** and **Annex E**
- Project assumptions and constraints based on your understanding of the project
- The methodology approach to be used in addressing the issues outlined in the BOQ
- Proposed Project Schedule – Detailed Work Plan using Gantt chart, 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, mobilization, implementation and completion / hand-over to UNHCR of the required works
- Site visit (mandatory).

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 F**). 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 G**. 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 G**.

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 Offer Form (**Annex E**). 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 120 calendar days from the deadline for submission, through a formal letter in your Company's letterhead. 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 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 works	Pass / Fail
c	Undertook the mandatory site visit	Pass / Fail
d	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 G)	Pass / Fail
e	Submission of a completed (signed / stamped) Vendor registration Form (Annex F)	Pass / Fail
f	Accepts proposal validity of 120 calendar days from the closing date of this RFP- a formal letter to be submitted as a confirmation	Pass / Fail
2 - Second Stage Evaluation: SCORING Criteria		
g	***Description of the firm and relevant qualifications (13 points)***	
	I. Years of experience in providing construction services (1- <3 years = 2 points, 3-<5 years = 3 points, 5 & above = 5 points)	5
	II. Organization structure or chart (of the firm) (Availability of Management, Finance & Technical Units/Personnel = 3 points, Availability of either Management, Finance & Technical Units/Personnel = 1 point; non submission = 0 point)	3
	III. Past experience for similar projects, list and contact details of references, incl. UN/NGOs & Govt. (similar projects with UN/NGOs = 5 points, similar projects but no UN/NGO experience = 3 points)	5
h	***Understanding of UNHCR's requirements (20 points)***	
	IV. Proposed approach to carry out the works / addressing the requirements outlined in the BOQ (a clear, well-articulated approach from mobilization to demobilisation = 5 points; a somewhat clear but not coherent approach = 3 points; non submission = 0 points)	5
	V. Proposed project schedule – detailed work plan using Gantt chart (completion timeframe: 5 months or below = 10 points, above 5 & below 8 months = 7 points, 8 months & above = 3 points)	10

	VI. Project assumptions and constraints based on an understanding of the project (identification of possible risks/constraints with/out a proposal of any additional relevant measures = 5 points, if no identification of possible risks/constraints = 3 points	5
i	***Implementation Capacity (25 points)***	
	VII. List of all machinery, equipment and tools to be mobilized for performance of the works described in Annex C and Annex D (availability of the requested list of relevant machinery/tools/equipment = 7.5 points; availability of a list of only the very basic tools without equipment and machinery = 3 points; non submission of the requested list = 0 points)	7.5
	VIII. List of skilled labour, qualified technical staff (Engineers, Project Manager, etc), including their CVs (technical staff minimum 1 site engineer & 1 project manager inclusive of their CVs = 10 points, technical staff composed of either 1 site engineer or 1 project manager inclusive of his/her CV = 5 points; non submission of a list/CVs= 0 points)	10
	IX. Potential financial capacity to fund the milestones (in absence of advance payment by UNHCR) (submission of audited Financial Statements for the last 3 years = 7.5 points; non submission = 0 points)	7.5
j	***Materials and finished works warranty (12 points)***	
	X. Clarity on origin / brand names of the proposed materials (provision of brand names for capital materials/equipment = 2 points, lack of such info. = 0)	2
	XI. Inclusion of specification of the proposed materials (eg. solar equipment, electrical equipment, etc) (clear specifications of above items, e.g. make, model, origin = 5 points, lack of such info. = 0)	5
	XII. Warranty of the installation works (solar technology, water well and hand pump, electrification, etc) (warranty for above items = 5, no warranty = 0)	5

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.

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., [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 company.

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

THE UNHCR BID OPENING COMMITTEE RFP/JAL/008/2020 Closing date: 29 October 2020 at 14:00 hrs. at AFGKATENDERBOX@unhcr.org

Technical and Financial Proposals MUST be sent in separate emails. Each e-mail should be detailed as below. Failure to do so may result in disqualification.

- Technical Proposal: The email subject MUST be titled as Technical proposal and project reference number as **RFP/JAL/008/2020**. In case the file exceeds the limited size of 25MB, it can be sent in separate emails,
    - The technical proposal MUST contain the vendor registration form signed and stamped, UNHCR General Conditions of Contracts for Services and Civil Works, signed and stamped Supplier Registration Form, Proposed Project Schedule – Detailed Work Plan, list and CVs of core technical personnel assigned to this project, and other relevant company registration documentation inclusive of the company profile
- Financial Proposal: The second email shall contain your completed, signed, dated and stamped BOQ / Financial Proposal Form only (**Annex E**)

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. 29 October 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

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 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 1 year 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), 1 year 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**) (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.

William Ejalu,

Head of Office
UNHCR Sub-Office, Jalalabad, Afghanistan

REPRESENTATION IN AFGHANISTAN
UNHCR
The UN Refugee Agency
JALALABAD