DATE: 30th November 2019
REQUEST FOR PROPOSAL: No. SC/RFP/19/060
FOR THE RENOVATION WORKS & CONSTRUCTION OF PRE-FAB BUILDING AT
UNHCR OFFICE ISLAMABAD
CLOSING DATE AND TIME: 12th December 2019 – 23:59 hrs PST

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

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Pakistan invites qualified and PEC registered contractors to make firm offers for the Renovation Works & Construction of Pre-fab building at UNHCR Office Islamabad, detailed in the attached Annex B (referred to hereinafter as Services).

IMPORTANT:
Detailed requirements like BOQs, Office Layout/floor Plans, and Pre-fab Building Drawings are given in Annex B, Annex B1, and Annex B2 respectively

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders.

It is strongly recommended that this Request for Proposal document 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 7 of the attached General Conditions of Contract for the Provision of Civil Works (Annex E).
QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:
UNHCR will carry out quality inspections of the required services. UNHCR construction manager shall have the right to disqualify on the basis of quality material that the contractor intends to use and the contractor must replace this material with the quality that the manager recommends. Article 36 of the attached General Conditions of Contracts for the Provision of Civil Works contains details of materials, workmanship and testing that shall apply in the contract. In case of contractor’s quality default, penalty may be imposed.

UNHCR may appoint an additional contractor to monitor, quality control and confirmation of completion of work. By submitting the bid, bidder shall agrees to cooperate and provide samples of materials and any other information may require to complete his task.

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

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form an integral part of this RFP:

Annex A: Calendar of Activities
Annex B: Bill of Quantities (BOQs)
Annex B-1 Office Layout Plan – for office renovation works
Annex B-2 Pre-fab Building Drawings – for construction of UNHCR Cafe
Annex B-3 Technical Offer Form / Bid Data Sheet (to be completed and submitted in the technical offer envelop)
Annex C: Financial offer Form (to be completed and submitted in a separate financial offer envelop)
Annex D: Vendor Registration Form (to be completed and submitted by vendors who are neither registered in UNGM nor with UNHCR in the technical offer envelop)
Annex E: UNHCR General Conditions of Contracts for the Provision of Civil Works (to be signed, stamped and submitted in the technical offer envelop)
Annex F: UN Supplier Code of conduct (to be signed, stamped and submitted in the technical offer envelop)
Annex G: Technical Evaluation Scoring Methodology
2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by e-mail to pakissc@unhcr.org as to:
- Your confirmation of receipt of this RFP;
- Whether or not you will be submitting a bid

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to, pakissc@unhcr.org. The deadline for receipt of queries is 17:00 hrs PST on 5th December 2019. Bidders are requested to keep all questions concise.

**IMPORTANT:**
Please note that Bid Submissions are NOT to be sent to the e-mail address above.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to 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 not be 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 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 technical details of the civil works requested by UNHCR can be found in Annex B - Bill of Quantities (BOQs), Annex B1 - Office Layout Plan, and Annex B2 - Pre-fab Building Drawings.

The following details shall be provided in the Technical Offer,

- Company Registration: The bidder shall provide complete company profile containing copies of the registration documents with government authorities...
like NTN & STRN, Form H, Certificate of Incorporation (Company should be at least 3 years old).

b. Registration with Pakistan Engineering Council (PEC): Please annex valid certificate from PEC in category C-5 or above. If the PEC registration is expired, bank deposit for renewal slips will only be accepted if the date of issuance of the deposit slip is before the issue date of this tender.

c. Bid Security: Your technical offer should contain the sum of PKR 150,000 for Lot#1 and PKR 100,000 for Lot#2 in the form of a Demand Draft / Pay Order / Call Deposit, as bid security. The bid security must be valid for at least 90 days after the closing date of the tender. Bid security shall be prepared in the name of “UNHCR” and must be included in the technical offer. Bidders who opt to submit the offer through email are advised to provide scan copy of the bid security along with their technical offer, and keep the original with them; UNHCR may request separately to provide original bid security at a later stage.

Unsuccessful bidders bid securities will be discharged/returned as promptly as possible after the award of contract to the successful bidder, or on the expiration of the period of offer validity, whichever is earlier.

The successful bidder’s bid security will be discharged/returned upon the bidder’s signing of the contract or acknowledging the Purchase Order.

The bid security may be forfeited:
- If a bidder withdraws his bid during the period of the bid validity specified by bidder in his offer;
- If a bidder does not accept the correction of his bid price;
- In the case of a successful bidder, if the bidder fails to (i) sign the Purchase Order/Contract, or (ii) furnish the required performance security.

d. Experience of Firm: Please provide list of similar contracts costing atleast (i) 10-20 Million PKR for construction/renovation works, and (ii) 5-10 Million PKR for pre-fab building construction projects; completed in the last 05 years with Government, NGOs and UN organizations on the below format:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Client</th>
<th>Project Description</th>
<th>Value of project</th>
<th>Project commencement date</th>
<th>Project completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*Authentic Copies of Purchase Order / Contracts should be provided in Technical Bids and must bear the letter head and/or official stamp of the client*

Details of projects in hand should also be submitted on the above format and substantiated with POs / Contracts.
e. Technical Personnel Profile: Details of Technical Staff including at least 1 Project Manager who must be a BSc. Civil Engineers with sound working experience (with a valid PEC Registration Number under the firm — UNHCR will verify), 1 assistant Project Manager also PEC registered under the firm with considerable years of experience and at least 1 site supervisor who must be Diploma Engineers (DAEC), but not necessarily registered under the company in the PEC online registration system. These details should be provided along with copies of their academic certificates and brief CV (1 to 2 pages). These documents will be used for Technical Evaluation and failure to include them will result in loss of vital marks. The Contractor shall appoint the Contractor’s Representative and shall give him all authority necessary to act on the Contractor’s behalf under the Contract. The Contractor’s Representative shall be appropriately qualified, skilled and experienced and be fluent in oral and written English.

f. Financial Soundness: Bidders should submit bank statements or audited financial statements for the past 2 years showing an annual turnover amount of PKR 10-20 Million in at least one of the years. Your bank statement must be from a bank with a minimum credit rating of A. Transactions to be considered in the bank statement must be before the issue date of this tender.

g. Understanding of the requirements: Bidders must prepare at least a 1-3 page narrative of their proposed approach, solutions, methodology, quality and risks management plans: Bidders shall provide an executive summary that defines the overall approach to manage the allocated time, resources, and risks in the renovation works and pre-fab building constructions project, including a Work Plan / implementation plan (schedule) for all activities using GANTT Chart/ simple Implementation Plan/Proposed Detailed Work Schedule (prepared and broken down on a daily basis with percentage distribution) with critical path analysis for each task/sub-task. This section should include a quality control system and management, security and reporting plans.

Bidders are strongly advised to take this section seriously and prepare an approach that shows:

i. The implementation schedule for the interested lot(s), i.e. (i) Renovation works, and (ii) Pre-fab building construction, as provided in Annex-B. Gantt chart preferable.

ii. Deployment plan of resources including staff supervisors, project managers and materials for each site/structure.

iii. Description of quality assurance and risk mitigation measures with respect to possible disruptions in meeting required quality and proposed timelines.

h. Bidders have to show that they can provide adequately skilled people to assume the responsibilities and perform the full range of tasks simultaneously, if interested for both lots, included in the bill of quantities. No substitutions or alteration will be made without prior written consent from UNHCR.
i. The bidder shall guarantee that the works / services shall not be delayed, interrupted due to absence of core staff. Bidder shall inform UNHCR about the reasonable emergency situation and a solution or an alternate arrangement shall be agreed with UNHCR so that the on-going project is not adversely affected.

j. The awarded bidder shall be required to comply with national safety standards upon signing the contract.

k. The following insurance coverages shall be under contractor's responsibility to be provided from an insurance company, until the substantial completion of the works are approved by UNHCR:
   - Insurance for the Works, Plant(s) and Materials (no less than the value of the project)
   - Insurance against injury to persons and damage to property (third party insurance)
   - Insurance for Contractor's personnel (workers in case of an injury, sickness, loss, etc.)
   - Insurance for Contractor's Equipment

l. If the awarded bidder fails to complete the works within the time for completion prescribed in his submission and/or contract, or any extended time for completion in accordance with the Contract, the Contractor agrees to pay to UNHCR a sum equivalent to 0.1% of the total Contract Price for each Calendar day of delay. If the delays reach to more than four (04) calendar weeks, UNHCR shall have the right to terminate the contract unless UNHCR grants an extension in the deadline.

m. 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 D). If your firm is registered in UNGM at level 1 or 2, please, provide only your exact registration number together with a declaration that the information available in UNGM is fully updated.

n. UNHCR General Conditions for Provision of Civil Works: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil Works by signing Annex E.

o. UN Supplier's Code of Conduct: Your technical offer should contain your acknowledgement for adherence of the UN Supplier's code of conduct by signing Annex F.

2.4.2 CONTENT OF THE FINANCIAL OFFER

Please note that your separate Financial Offer must contain prices quoted in PKR against each line item given in Financial Offer Form. The Financial offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

Bidders can bid for one or both lots. Each lot shall be evaluated on separately and a bidder who has submitted bids for both lots whose offer also emerges the most responsive for both lots can be awarded both lots. However, such a bidder
must have demonstrated in his technical offer (work plan and deployment of resources) that he has the capacity and resources to execute both lots simultaneously and complete within the proposed timeframe. UNHCR reserves the right not to award a bidder a lot in which his offer is the most responsive if convincing evidence of his capacity and resources to execute multiple lots simultaneously is not found in his technical bid.

UNHCR is exempt from all direct taxes and customs duties. In this regards, price has to be given without all applicable taxes.

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a supplier within this period. Price quoted in the Supplier’s offer will remain valid for the duration of the contract. UNHCR’s standard payment terms are within 30 days after satisfactory completion of works, accepted and verified by UNHCR and receipt of all supporting 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 **Technical evaluation 60%:**

Technical Bids will be evaluated on the basis of below criteria:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>CRITERIA</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is the contractor registered with Government Authorities (NTN &amp; STRN, Form H, and/or Incorporation Certificate)? <strong>Mandatory</strong></td>
<td>Yes / No</td>
</tr>
<tr>
<td>2.</td>
<td>Is the contractor registered with PEC in category C-5 or above? If deposit slip, date of deposit must be before the issue date of the tender. <strong>Mandatory</strong></td>
<td>Yes / No</td>
</tr>
<tr>
<td>3.</td>
<td>Bid Security Submitted and in prescribed format from qualified bank? PKR 150,000 for Lot#1 and PKR 100,000 for Lot#2. <strong>Mandatory</strong></td>
<td>Yes / No</td>
</tr>
<tr>
<td>4.</td>
<td>Past experience related to construction/renovation projects; at least 10-20 million PKR per project. Please, provide work orders, contracts or POs &amp; Project Completion Certificates</td>
<td>20</td>
</tr>
<tr>
<td>5.</td>
<td>Experience in the construction of pre-fab buildings/structure; at least 5-10 million PKR per project. Please, provide work orders, contracts or POs &amp; Project Completion Certificates</td>
<td>10</td>
</tr>
</tbody>
</table>
Only technically qualified bidders shall be financially evaluated. To be technically qualified and eligible for financial bids to be opened, bidders have to fulfill all the mandatory criteria from point 1 - 3 above, and score at least 60 Marks on points 4 - 8.

Important Note:

It should be noted by the bidders that 10% equivalent amount of the contract value shall be held by UNHCR during the defects liability period of Six (6) months after the substantial completion date onwards.

Payments will be made as per the below breakup:-

a. 90% payment upon completion of 100% works to be verified and accepted by UNHCR engineer.

b. Remaining 10% payment will be released upon completion of Defect and Liability period after confirmation by UNHCR Engineer.

2.5.2 Financial Evaluation:

Financial bids would be weighted at 40%. Financial bids will be opened for only qualified bidders and evaluated as follows:-

The maximum number of points will be allotted to the lowest price. All other prices will receive points in inverse proportion to the lowest price; e.g.

\[
\frac{\text{[Lowest Price]}}{\text{[Quoted Price]}} \times 100
\]

The following formula will be used to calculate total scores:-

\[
\text{Total Score} = 60\% \text{ of Technical Score} + 40\% \text{ of Financial Score}
\]

Important Note:

Award will be made to the highest overall scorer.

UN Global Compact and other factors:

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.
2.6 SUBMISSION OF PROPOSALS:

The offers must bear your official letter head, clearly identifying your company title and address and contact numbers etc.

The sealed Technical and Financial offers shall be clearly separated in one large envelope and marked as Technical proposal: SC/RFP/19/060 & Financial proposal: SC/RFP/19/060

Bids should be submitted as follows;

A. Through courier to the following address:-

Ref: Bid for THE RENOVATION WORKS & CONSTRUCTION OF PRE-FAB BUILDING AT UNHCR OFFICE ISLAMABAD
SC/RFP/19/060
The Secretary of Local Committee on Contracts
UNHCR Country office, Diplomatic Enclave 2, Sector G-4, Islamabad; OR

B. By email to pakisitb@unhcr.org with technical and financial offers in separate emails.

Please indicate in e-mail subject field:
- Bid SC/RFP/19/060
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

E.g. a technical offer from Company “Z Est” who is sending a total of 2 emails will be titled as follows: Bid SC/RFP/19/060-Z Est-Technical offer-1/2

Upon submission of your bid via email, you should receive an auto reply confirming reception. If you do not receive the auto reply, please, contact us directly via pakisscc@unhcr.org. Please, do not send your bid or disclose any information about it to this email.

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 15 Mb so it is also necessary to send more than one e-mail.

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.

Deadline: 12th December 2019 – 23:59 Hrs PST
IMPORTANT:
The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications/requirements.

2.9 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.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers through advertisement in newspaper. 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.

2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency PKR by converting the bidder's quoted currency into PKR at current UN exchange rate. Payment will be made in accordance to the General Conditions for the Contract for Civil Works and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.11 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS

Please note that the General Conditions of Contracts for the Provision of Civil Works (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.

Roland Fang Kum
Supply Officer
UNHCR ISLAMABAD