



UNHCR

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

DATE: 21/09/2020

REQUEST FOR PROPOSAL: No. RFP/GRC/2020/010

**Technical (civil) works for the preparation of Apanemo site
(in Megala Therma-Lesvos)**

CLOSING DATE AND TIME: 05/10/2019 – 23:59 hrs. local Greek local time

INTRODUCTION TO UNHCR

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, UNHCR now has more than 16,765 personnel in more than 138 countries and has helped more than 50million refugees to successfully restart their lives. 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 Greece, invites qualified service providers to make a firm offer for the Technical (civil) works for the preparation of Apanemo site (referred to hereinafter as services).

IMPORTANT:

Bill of Quantities (BoQ) is detailed in **Annex A** of this document.

UNHCR may award an one-off contract for the scope of these works. The successful bidders will be requested to maintain their quoted price model for the duration of the contract period.

Please note that figures 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 services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of a Contract.

IMPORTANT:

When a Contract is awarded, it can only be terminated according to the UNHCR General Conditions of Contracts for Goods and Services, **article 16**.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "Settlement of Disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

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 E).

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 Request for Proposal:

Annex A:	Bill of Quantities
Annex B:	RHU info
Annex C:	Family Tent - setup
Annex D:	Financial Offer Form
Annex E:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
Annex F:	UN Supplier Code of Conduct
Annex G:	Vendor Registration Form

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to GREATPROCURE@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATIONS

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to GREATPROCURE@unhcr.org **The deadline for receipt of questions is 23:59 hrs local Greek Time on 27/09/2020.**

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once. UNHCR will upload the clarifications at UNHCR site <https://www.unhcr.org/gr-jobs/tenders/>

2.4 YOUR OFFER

Your offer shall be prepared in English.

Certificates, Tax and Insurance clearance and any other document issued by the Greek Government can be submitted in Greek (no need to translate it in English). The rest of the proposal and the offer must be prepared and submitted in English as per the tender document.

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, to be submitted by the bidder (signed)
- Financial offer, as per **Annex D** of this document (in Excel file and PDF signed)

NOTE: The Technical and Financial Offers should be submitted as separate documents, in separate emails.

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 Bill of Quantities (BoQs) of the services requested by UNHCR can be found in **Annex A**.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- a. Company capacity, staff and company qualifications (40%)**
 - i. Company profile and certifications that the bidder is allowed to provide the requested services; KAD related to construction-civil works.
 - ii. valid Tax Registration and Insurance Clearance Certificates.
 - iii. Description of previous experience with similar projects, minimum 3 similar completed projects are required.
 - iv. Please describe you firm's capability for managing the service requested;
List of staff, machineries and equipment available for the successful completion of the requested services
- b. Implementation Timeline (20%)**

Gantt chart or Project schedule indicating the detailed sequence of works until the completion of the project.

The below administrative documentation should be also included in the Technical Offer and will be assessed by the Bid Opening Committee in order for the offer to be complete:

a. UNHCR General Conditions for Provision of Goods & Services – 2018

Your technical offer should contain your acknowledgement of the UNHCR General Conditions for the Provision of Goods & Services by signing **Annex E**

b. UN Supplier Code of Conduct

Your technical offer should contain your acknowledgement of the UNHCR General Conditions for the Provision of Goods & Services by signing **Annex F**

c. 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 G**)

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, either in Euros or in the currency of your company's country.

The financial offer must cover all the services to be provided (price "all inclusive").

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.

Please note that UNHCR has tax and duty exemption status.

You are requested to hold your offer valid for [120] 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.

If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex G**), with all the following supporting documents:

- Tax Registration;
- Insurance Clearance Certificate, and Tax Clearance Certificate or Certificate of Tax Exemption, if any such privilege is enjoyed by the Bidder;
- Status of the company;
- Bank account details (bank account number and beneficiary);
- Any other document attesting commercial capacities and sound management (last audit report and audited financial statements for companies with transactions more than \$150,000), if applicable;
- Certificate of Registration of the business in the relevant Chamber;
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;
- Trade name registration papers, if applicable;

2.5.2 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

Criteria	Score
1. Company capacity, staff and company qualifications	40%
2. Implementation Timeline	20%
Total	60%

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

In order for a Bidder to pass for financial evaluation, **minimum technical score of 30/60 points required.**

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., $[\text{total Price Component}] \times [\text{EUR lowest}] \div [\text{EUR other}] = \text{points for other supplier's Price Component}$.

For evaluation purposes only, the offers submitted in currency other than Euros will be converted into Euros 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 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: GREATRFP@unhcr.org

IMPORTANT:

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

Deadline: 05/10/2020 – 23:59 hrs. local Greek time

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

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 **[20] 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 **RFP/GRC/2020/010**
- Name of your firm with the title of the attachment

- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

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 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.

IMPORTANT: Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

UNHCR may, at its discretion, extend the deadline for the submission of bids by uploading the relevant documents on UNHCR Site. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative.

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 of Contract for the Provision of Goods and 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS & SERVICES

Please note that the General Conditions of Contracts (**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.

2.10 ZERO Tolerance Policy

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

2.11 The UN Global Compact

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. UNHCR encourages bidders to sign up to this initiative at:
<https://www.unglobalcompact.org/>

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