



**UNHCR**

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

**DATE: 17/03/2021**

**REQUEST FOR PROPOSAL: No. RFP/HCR/MWLI/10/2021**

**FOR CONDUCTING A SURVEY FOR UNHCR MALAWI PARTNERS' NATIONAL  
PERSONNEL REMUNERATION**

**CLOSING DATE AND TIME: 17/04/2021 – 17:00 HRS (GMT+2)**

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## **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees 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 Malawi), invites qualified firms to make a firm offer for the following:

**1: Conducting Partner National Personnel Remuneration Survey for UNHCR Malawi.**

<b>IMPORTANT:</b>
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Terms of Reference (TOR) attached as Annex A to this document
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It is strongly recommended that this Request For Proposal (RFP) and its Annexes be read thoroughly and failure to observe the procedures laid down 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 D)

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: Terms of Reference (TOR)  
Annex B: Financial Offer Form  
Annex C: Vendor Registration Form  
Annex D: UNHCR General Conditions of Contracts for the Provision of Services – Rev.:  
*July 2018*  
Annex E: The UN Supplier Code of conduct

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

**2.2 ACKNOWLEDGMENT**

We would appreciate your acknowledgement of receipt of this RFP via e-mail to [tsaka@unhcr.org](mailto:tsaka@unhcr.org) and [ngoma@unhcr.org](mailto:ngoma@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question(s) in respect of this RFP by e-mail to [ngoma@unhcr.org](mailto:ngoma@unhcr.org)

**The deadline for receipt of questions is 07<sup>th</sup> April 2021, 17:00hrs GMT+2.** Bidders are requested to keep all questions concise.

**IMPORTANT:**

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

UNHCR will compile the questions received and UNHCR may, at its discretion, copy any reply to a particular question to all prospective 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 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 Terms of Reference (TOR) 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:

- **Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients;
- 3 References (Company name, Contact person, email and telephone number(s)).

We encourage you to share 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 TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

- ⇒ A description of your organization's capacity to provide the services (maximum 3 pages)
- ⇒ A description of your organization's experience to provide these services (maximum 3 pages)
- ⇒ Gantt Chart indicating the proposed timeline for implementing the services

- **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 C**).

- **UNHCR General Conditions for Provision of Goods and Services (2010):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex D**.

### 2.4.2 Content of the FINANCIAL OFFER

Signed, stamped and completed financial offer form (Annex B). Your separate **Financial Offer** must be in Malawi Kwacha (MWK).

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

a) The currency of offer should be Malawi Kwacha

The Financial Offer is to be submitted as per the Financial Offer Form (Annex B). 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 **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.

**IMPORTANT:**

UNHCR strongly encourages bidders to have a Commercial Bank Account. Bids with personal account might not be accepted.

**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:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

**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: **70%** from the total score

<b>Assessment Criteria</b>	
Company profile highlighting the qualifications that meet the minimum criteria stated in Section 8 of the ToRs (Annex A), and at least three (3) references	<b>10 points</b>
Statement why the company is the most suitable contractor for the work	<b>5 points</b>
Brief methodology on how he/she/company will approach and conduct the work (with the methodology clearly explained)	<b>25 points</b>
Brief CV for key personnel conducting the survey provided	<b>10 points</b>
Detailed work plan and timeline	<b>20 points</b>
Total:	<b>70 points</b>

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

**IMPORTANT:**

UNHCR will strictly adhere to minimum technical requirements. Offers not meeting at least the minimum criteria will not be considered. Proposals that do not reach 70% score attributed to the technical proposal (i.e. at least 49 points) will not be considered technically compliant and, thus, will be excluded from further evaluation.

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

Financial evaluation will be conducted based on Malawi Kwacha offers.

**2.6 SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by e-mail to [MLWLIBIDS@unhcr.org](mailto:MLWLIBIDS@unhcr.org) 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.).

**Bid must be sent by e-mail ONLY to:** [MLWLIBIDS@unhcr.org](mailto:MLWLIBIDS@unhcr.org)

**IMPORTANT:**

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

**Deadline: 17/04/2021, 17:00 HRS (GMT+2)**

**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 know the e-mail policy employed by UNHCR limits the size of attachments to a maximum not up to **24 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/HCR/MWLI/10/2021**
- **Name of your firm with the title of the attachment**
- **Number of e-mails that are sent (example: 1/3, 2/3, 3/4).**
- **For example: Bid RFP/HCR/MWLI/10/2021; Company ABC (email 1 of 3)**

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough 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.

## **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.

## **2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES**

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. **Please note that submitting an offer is deemed as full acceptance of Annex D.**

  
Frank Ngoma, Associate Supply Officer  
Supply Unit  
UNHCR Lilongwe Malawi

Digitally Signed by  
Frank N.  
on 17/03/2021