

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**UNHCR**United Nations High Commissioner for Refugees
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DATE: 11 February 2022

REQUEST FOR PROPOSAL**No. RFP/HCR/SOG/SUP/2022/001****FOR THE ESTABLISHMENT
OF A CONTRACT FOR THE PROVISION OF****150 m Depth Water Well Drilling Services
at the UNHCR Premises in Dimma – Gambella Regional State****CLOSING DATE AND TIME: 10 March 2022 at 16:00 hrs Ethiopian Time**

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 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

UNHCR IN ETHIOPIA

In this context, UNHCR operation in Ethiopia, in close collaboration with the Government of Ethiopia, works with the Somali, Eritrean, Sudanese refugees, and other mixed nationalities.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office in Gambella - Ethiopia, invites qualified service providers to make a firm offer for the establishment of a contract for the provision of **150 m Depth Water Well Drilling Services at the UNHCR Premises in Dimma – Gambella Regional State** (referred to hereinafter as “Services”).

IMPORTANT:

Terms of Reference (TORS) / Drilling Specifications are detailed in **Annex A** of 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 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 Invitation to Bid:

Annex A:	Terms of Reference (TORs) / Drilling Specifications
Annex B:	Drawing of a Typical Well
Annex C:	Financial Offer Form / Bill of Quantity (BOQ)
Annex D:	Vendor Registration Form
Annex E:	UNHCR General Conditions of Contracts for the Provision of Services
Annex F:	UNHCR General Conditions of Contracts for Civil Works – October 2000
Annex G:	UN's Suppliers Code of Conduct
Annex H:	Registration Guide for e-Tender Box
Annex I:	e-Tender Box manual.

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by e-mail to ETHADSMS@unhcr.org and copy konshi@unhcr.org and demissie@unhcr.org as to:

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a proposal / 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 okellopa@unhcr.org with copy to Konsh@unhcr.org, and ETHADSMS@unhcr.org

The **deadline for receipt of queries is 16:00 hrs Ethiopian Local Time on Tuesday, 01 March 2022**. Bidders are requested to keep all questions concise.

IMPORTANT:

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

UNHCR will compile the questions received and plans to respond to queries on/before 4 March 2022. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.3.1 Site Visit (strongly recommended)

A pre-bid visit is strongly recommended to be held at the project site from 21_25 February 2022. A maximum of 2 representatives per Company are allowed. Names and contact details of the

Company's representatives must be provided, at least two working days in advance, by e-mail to: ADERAS@unhcr.org & demissie@unhcr.org with copy to konschi@unhcr.org

During the visit, UNHCR representatives will illustrate clearly all details about the preparation and the submittal 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.

Participation is strongly recommended, 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 site visit 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 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 Terms of Reference (TORs) (Drilling Specifications) of the services requested by UNHCR can be found in **Annex A** ; as well as a Typical Well Drawing as **Annex B**. 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 Building Contractor classification grade, years in operation and valid registration license certificate
- Your audited financial statements of the last three years.
- The organization structure or organizational chart of the company
- Valid trading license to carry out the services and execute the works subject of this RFP
- Written statement declaring that the proposal is valid for 120 calendar days from receipt.
- List and contact detail of references for at least 3 similar projects performed by the contractor
- 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:

- Similar services provided to UN/NGOs
- A description of your firm's capacity to provide the service;
- A description of your firm's experience in these services.
- List and qualification of key personnel assigned to the project
- List of all machinery, equipment and tools to be mobilized for performance of the construction works described in Annex C
- Project assumptions and constraints based on your understanding of the project
- The methodology approach to be used in addressing the issues outlined in the TOR
- Proposed Project Schedule – 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
- **Site visit (strongly recommended).**

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 D). **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: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex E**; as well as for Civil Works enclosed as **Annex F**.

IMPORTANT:

If you have alternative service to offer, please clearly indicate the advantages over the standard services (**Annex A**). Do not send only an offer for an alternative goods and service, i.e. these should be sent in addition to an offer for the standard goods and services requested.

2.4.2 Content of the FINANCIAL OFFER

Your separate Financial Offer must contain an overall offer in Ethiopian Birr / ETB.

The Financial Offer must cover all the services to be provided (price “all inclusive”).

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

The Financial Offer is to be submitted as per the Financial Offer Form / Bill Of Quantity (Annex C). Bids that have a different price structure may not be accepted

You are requested to hold your offer valid for minimum 120 days from the proposal / bid submission deadline. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Service Contract. UNHCR will make its best effort to select a company within the proposed 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 to deliver the Terms Of Reference / Drilling Specifications
- Company core business, financial strength and relevant experience
- Track record, current clientele and 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:

Item(s) Description	Points obtainable
1. Description of the company and the company's profile (qualification, experience, statutory Registration and Drilling / Construction / Building Contractor Registration Grade)	15%
2. Understanding of UNHCR's TORs / requirements for the services, Past experience of similar successful works with UN/NGOs community	15%
3. Proposed approach, Methodology, timing and outputs, Implementation schedule / Work Plan	30%
4. Proposed personnel to carry out the assignment & Equipment	10%
Total:	70%

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 Technical Offer / Proposal must obtain minimum 50 points or above of the total available technical score (70%)"

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

2.6 SUBMISSION OF BID:

IMPORTANT: ALWAYS QUOTE RFP/HCR/SOG/SUP/2022/001

The offer must bear your official letter head, clearly identifying your company name and the RFP reference number RFP/HCR/SOG/SUP/2022/001. Bids must be submitted to the following link <https://etenderbox.unhcr.org/> in PDF format and detailed as below:

- i) In PDF Format, with a subject titled reading: **RFP/HCR/SOG/SUP/2022/001**
- ii) Attachment(s) including the completed, signed and stamped **Technical Offer**
- iii) Attachment(s) including the completed, signed and stamped **Financial Offer Form / BOQ**

IMPORTANT: Guidance on how to access/register and use UNHCR e-Tendering platform is attached to this tender document as **Annex H and I.**

IMPORTANT: Bids that are otherwise submitted, addressed and/or copied or sent to other addresses or individuals **will be marked invalid and not considered for evaluation.** Incomplete bids that do not comply with our Invitation to Bid – **RFP/HCR/SOG/SUP/2022/001** will not be considered.

The proposal must be received by UNHCR at the above addresses on or/before 10, March 2022 at 16:00 hrs Ethiopian local time.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

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

IMPORTANT:

- Any bid received after the submission closing date will be rejected.
- Bids that are addressed and/or copied or sent to other addresses or individuals will be marked invalid and will not be considered for evaluation.
- Incomplete offers which do not comply with our invitation to bid may not be considered.
- **The Technical Offer and Financial Offer are to be sent in separate documents. Failure to do so may result in disqualification.**
- UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

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.

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 PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.8.1 Payment Schedule

Invoices will be settled after the completion and acceptance of the milestone deliverables. All payments will be made in ETB and in accordance with the UNHCR General Conditions for the Purchase of Services.

All payments shall be technically endorsed by an appropriate UNHCR Technical Person upon issuance of certificate by project engineer (UNHCR). A 10% performance bond or Bank guarantee may be required before award of contract.

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 total amount will be retained for a period of 6 months as a retention fee. 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 E**) (and where applicable for Civil Works – **Annex F**) 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.

Therese Konshi,

*Supply Officer
UNHCR Sub-Office
Gambella - Ethiopia*

