

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

DATE: 24.05.2022

REQUEST FOR PROPOSAL: No. UKRKI/RFP/2022-02

**FOR THE ESTABLISHMENT  
OF FRAME AGREEMENT FOR PROVISION OF MEDIUM REPAIR WORKS IN  
KYIV REGION****CLOSING DATE AND TIME: 07.06.2022 – 23:59 hrs EET**

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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 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>

**1.REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified companies to make an offer for the establishment of a Frame Agreement for provision of medium repair works of private houses in Kyiv region (hereinafter referred to as the "Civil Construction Works").

**IMPORTANT:**

Exact technical specifications of the civil construction works and materials are detailed in **Annex B** (Technical offer form) and **Annex C** (Financial offer form). **Quantities indicated are preliminary and will depend on actual conditions of houses to be repaired.**

UNHCR may award a Frame Agreement for the period of 1 (one) year potentially extendable for additional period of 1 (one) year. For civil construction works under the Contract, the appropriate warranty period will be added.

The indicative scope of works for a specified period of time - 700 (seven hundred) private houses required medium repair works.

The successful bidders will be requested to maintain their quoted price model for the duration of the Contract(s).

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements of civil construction works. **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 individual Purchase Orders against the Contract.**

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Contract with other UN Agencies.

**IMPORTANT:**

When a Contract is awarded, either party can terminate the agreement only upon 60 days (2 month) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for Civil Construction Works 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.

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 B: Technical Offer Form;
- Annex C: Financial Offer Form;
- Annex D: Vendor Registration Form;
- Annex E: UNHCR General Conditions of Contract for Civil Works;
- Annex F: Documentation procedures on tax reporting (for companies with VAT payer status);
- Annex G: Supplier's Code of Conduct.
- Annex H: UN General Conditions - Goods and Services

**2.2 ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this RFP by return e-mail to [ukrkipro@unhcr.org](mailto:ukrkipro@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 (e.g. E-Mail, UNHCR website or UNGM website etc.)

**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 in respect of this RFP by e-mail to [ukrkipro@unhcr.org](mailto:ukrkipro@unhcr.org) with the Subject reading: *Inquiry: RFP No. UKRKI/RFP/2022-02*. Bidders are requested to keep all questions concise.

The deadline for receipt of questions is 48 hours before the closing time for submission of bids.

**IMPORTANT:**

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

UNHCR will reply to the questions received as soon as possible by means of publication on UNHCR Ukraine webpage and UNGM page for the tender.

## 2.4 YOUR OFFER

Your offer shall be prepared in English and/or Ukrainian languages.

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:

- Bidder's Cost Estimate (in Bidders' format depending on software used) which will form **Annex A**;
- Technical offer – (filled out **Annex B and documents as per paragraph 2.4.1** of this request), you may submit addendum in free format with explanations or proposals;
- Financial offer – (filled out **Annex C**);
- Vendor Registration Form - (Content defined in **Annex D**);
- Signed last page of UNHCR General Terms and Conditions of Contracts for Goods and Services (Content defined in **Annex E**);
- Documentation procedures on tax reporting (for companies with VAT payer status) (Content defined in **Annex F**).

### 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 Quantity (BoQ) of the services requested by UNHCR can be found in **Annex B and Annex C**.

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 profile.
- b) Dully fulfilled **Annex B**;
- c) **Annex A**, Rationale for the cost (cost sheet);
- d) Registration Certificate issued by the respected governmental authority in Ukraine or other recognized country;
- e) Confirmations of Tax Identification Number and certificate of tax payer, issued by the respected governmental authority in Ukraine or abroad;
- f) Valid Permits/Licenses for conducting engineering construction civil works, issued by the respective authorities from the country of company's origin ;
- g) Documentary evidence of financial capacity: The audited balance sheets for the last 2 years, turnover of the company;
- h) List of main contracts (i.e., key customers) entered by the bidder into as a contractor or subcontractor for the last 1 year with references;
- i) A number and description of similar construction projects that have been satisfactorily and substantially completed within the last 1 year;
- j) Detailed (CV) of key managerial and engineering staff who will be involved in the project;
- k) List of contractor's equipment, which is owned, leased, and/or under purchase agreements;
- l) An overview of Bidder's Quality Control procedures. Quality certifications may be attached;
- m) In case the Bidder is going to assign any subcontractors for installation or after-sales services, the Bidder should provide full scope of documents for its subcontractors as part of the technical offer, specified in the clause 2.4.1 of this document;
- n) Proposed Program (work method and schedule) to perform requested works. Descriptions, drawings, and charts, if necessary, to comply with the requirements of the bidding documents.
- o) Proposed warranty period for works;
- p) 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**);
- q) UNHCR General Terms and Conditions of Contract for Goods and Services: Your technical offer should contain your acknowledgement of the UNHCR General Terms and Conditions of Contracts for Goods and Services by signing **Annex E** (last page);
- r) Documentation procedures on tax reporting (for companies with VAT payer status in Ukraine). Your technical offer should contain your acknowledgement of the documentation procedures on tax reporting (Content defined in **Annex F**);
- s) Bidders should stand ready to provide, upon request, certificates for all construction materials as per **Annex B**;
- t) Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

### **2.4.3 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in US Dollars.

The payment could be executed whether in US Dollars, or in UAH at United Nations rate of exchange in effect on the date the Invoice and Act of Acceptance following the link <https://treasury.un.org/operationalrates/OperationalRates.php>

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

The Financial Offer is to be comprised of:

- a) Duly fulfilled Financial Offer Form (Annex C), and must include
- b) Detailed cost estimates for house provided that the software package used for such calculations is officially recognized in Ukraine or abroad.

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 90 calendar 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 calendar 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:

- Financial standing;
- Core business and activity profile;
- Track record;
- Contract capacity.

### **2.5.2 Technical and Financial evaluation:**

For the award of this contract, UNHCR has established a two-stage evaluation criteria which governs the selection of offers received. The evaluation of offers will be done on a technical and financial basis according to the point system. The final offer points are the sum of the technical and financial offer points. Percentage weight distribution of Technical and Finance parts - 70% / 30%.

**Please note that the following minimum qualification requirements are established for a provider of the services and its staff under this tender:**

- Supplier should be registered as a Legal Entity in accordance with the laws of the country of its establishment;
- Supplier must have bank account capable of receiving either Ukrainian Hryvna (UAH), US Dollars (USD);
- Supplier must have minimum 1 year experience of providing similar services

**Please note that offers not complaint to the above minimum requirements will not be admitted for further technical evaluation under point/percentage criteria.**

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score:

<b>Evaluation Criteria</b>	<b>Maximal points</b>
1. Company past experience – number of similar projects completed during the last 1-3 years with references and assessed financial capacity of the company	20
2. The rationale for the cost (cost sheet);	20
3. Compliance with the requested scope of works and materials, quality of proposal	25
4. Detailed methodology of measurements of quality control of the works	10
5. The availability of sufficient staff (qualification, the number of brigades) to perform works (at least one Team Leader, two technical Engineers, plus at least two supporting staff who is knowledgeable in the offered business with employment record of min 2 years)	15
6. Timeframe for the project implementation	10
<b>Maximum possible points sum:</b>	<b>100 points</b>

**The cut-off point for submissions to be considered technically-compliant will be a minimum of 60 points.**

Note: the total score for the Technical Proposal will be calculated by the following formula: [points scored] x [0,7] = the total score for the Technical Proposal.

**IMPORTANT:**

All suppliers must have bank account capable of receiving either Ukrainian Hryvna (UAH), United States Dollars (USD) and must have legal entity registered in compliance with the applicable legal framework of the state. Failure to provide evidence to above two criteria may result in disqualification of your offer from further evaluation.

A financial proposal will only be considered if the technical part of the supplier's proposal passed a minimum score of 60 or more points and is accepted by UNHCR as complying with the technical requirements listed in RFP documentation.

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.

**Clarifications of Proposals:**

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

**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 (Annex A, Annex B, Annex C, Annex D, Annex E, Annex F) 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 and sent in separate e-mails.**

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

**IMPORTANT:**

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

**Deadline: 07.06.2022, 23:59 hrs EET.**

**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 **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- RFP 2022-02
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

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.

**IMPORTANT:**

Financial part will be opened and evaluated only in case technical part has been compliant to minimum technical requirements and passed the minimum passing score.

**2.7 BID ACCEPTANCE:**

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 CONTRACT FOR CIVIL WORKS**

Please note that the General Conditions of Contract for 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.

**Salumeza Cosmas Kanoti,**

Supply Officer

UNHCR Representation in Ukraine