

**DATE: 1<sup>st</sup> June 2022**

**REQUEST FOR PROPOSAL: No. RFP/HCR/NIGOG/22-003**

**PROCUREMENT OF ERT GEOPHYSICAL SURVEYS FOR IKYOGEN AND UKENDE  
SETTLEMENT WATER SCHEMES**

**CLOSING DATE AND TIME: 22 June 2022 – 23:59 HRS**

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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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 10,966 people in more than 128 countries continues to help about 65.6 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 Representation Office of the United Nations High Commissioner for Refugees (UNHCR), in Nigeria Abuja, invites qualified service providers to make a firm offer for the ERT Geophysical Surveys for Ikyogen and Ukende Settlement Water Schemes (referred to hereinafter as services).

**IMPORTANT:** The Terms of Reference (ToRs) are detailed in Annex A & The BOQ's are detailed in Annex B of this document.

It is **strongly recommended** that this RFP document and its annexes **be read thoroughly**. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Please take careful note of article 5 (Subcontracting), 15 (Termination) and 18 (Settlement of Disputes) of the attached General Terms and Conditions (Annex G).

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: Terms of Reference (TOR)
- Annex B: Financial Proposal Form/BOQs – *to be filled and submitted*
- Annex C: Technical Proposal Form – *to be filled and submitted*
- Annex D: Vendor Registration Form - *to be filled and submitted*
- Annex E: UNHCR General Conditions of Contracts for the Provision of Services 2018
- Annex F: UN Supplier Code of Conduct
- Annex G: Submission checklist and acknowledgement
- Annex H: eTenderBox Registration Guideline and Supplier User Manual
- Annex I: UNHCR General Conditions of Contract for Civil Works (October 2000 version)

### **2.2. ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return e-mail to [nigogsupply@unhcr.org](mailto:nigogsupply@unhcr.org)

- Your confirmation of receipt of this request for proposal
- 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 in respect of this RFP by e-mail to [beetseh@unhcr.org](mailto:beetseh@unhcr.org) Assistant WASH Officer, [okumali@unhcr.org](mailto:okumali@unhcr.org) Supply Officer, [edet@unhcr.org](mailto:edet@unhcr.org) Supply Associate. **The deadline for receipt of questions is 10<sup>th</sup> June 2022 at 23:59hrs Nigerian Time.** 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 as this will result in automatic disqualification.

UNHCR will compile the questions received and will respond to all bidders participating in the tender competition, shortly after the query deadline.

## **2.4. YOUR PROPOSAL:**

Your offer should 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 three (3) sets of documents to be submitted via eTender box.

- **Commercial/Eligibility criteria mandatory or risk disqualification evaluated as pass/fail**
- **Technical offer 60 points**
- **Financial offer 40 points**

### **2.4.1. Content of the COMMERCIAL/REGISTRATION DOCUMENTS:**

As part of the formal check if your company is eligible to be registered as vendor to UNHCR your proposal must contain:

1. **Corporate affairs Commission CAC certificate** of incorporation, year founded minimum three (3) years from submission deadline.
2. **Tax clearance Certificate** for the last three years 2018, 2019, 2020
3. **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 company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.
4. **Financial audited Statements:** your company should submit financial statements of the last two years 2019 & 2020 signed, proving healthy financial standing of the company.
5. Acknowledged copy of UNHCR General conditions of contract (**Annex E**)
6. Acknowledged UN Supplier code of conduct (**Annex F**)
7. Acknowledged copy of General Conditions of Contract for Civil Works ( **Annex I** )

**IMPORTANT:** The above listed documents are considered **mandatory** and must be submitted **separately** from the technical proposal and the financial proposal. Failure to comply may risk disqualification.

**Please see related pass/fail evaluation criteria in section 2.5.1 of this documents.**

#### **2.4.2. Content of the TECHNICAL PROPOSAL**

**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:

**1. Company Profile. Description of the company and the company's qualifications and experience.** A description of your company with the following documents:

- a. Provide list of (3) past and current clients with similar UNHCR size and profile, INGO embassies, NGO. Etc.
- b. Provide (3) reference/recommendation letters, previous contracts POs for similar services.
- c. Financial statements from the past listed years 2018, 2019 2020

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

**1. Description of the company's profile and qualifications:**

A description of your **company profile** with the following information and documentation:

- Year founded, specify headquarters location and other branch location, if any.
- Description of core business and management structure.
- Copy of valid license from chamber of trade; company should be authorized to undertake the required works.
- Total number of current clients.
- Contact details of at least 2 current or former clients for reference checks (excluding UNHCR);
- Capability statement, including commitment for availability for the entire assignment, demonstrable capacity to undertake the assignment and 3 referees/organizations worked for within the past 3 years carrying out geophysical surveys (examples of reports will be highly appreciated and valued).

**2. Understanding of the requirements for services, company's capacity, proposed approach, solutions, methodology and outputs**  
(please use **Annexes C**, separate for each component)

8. description of your organization's capacity to provide the service.
- Number and nature of similar projects currently underway and successfully completed projects in the past 10 years; (description of minimum 3 projects, supported by proofing documentation, such as copy of PO or Contract)
  - State mobilization time

**b) Detailed description of proposed materials and services**

- Detailed statement on the proposed study, clearly stating the study equipment, methodology and data collection methods. The Consultant will provide the exact specifications of the geophysical equipment and accessories, and the inverting/interpretation software and specify the number of roll-ons that will be realized per profile. Any modification of this TOR (e.g.: slight changes in the ERT profile lengths) must be duly explained and justified
- Technical description of required services, incl. potential risks and obstacles
- The bidder shall provide its comprehensive Health-Safety-Environment (HSE) Plan, which shall guide the implementation.
- List and technical specifications and origin of the proposed material (quality and quantity control will be carried out throughout the implementation; payments will be subject to confirmed verification by UNHCR focal point)
- List of available machinery and equipment to be mobilized for the project

**c) Proposed personnel to carry out the assignment**

- Updated curriculum vitae of the main consultants (principal geophysicist and field geophysicist) who will undertake the work that clearly spells out qualifications and experience. Where more than one consultant is to be involved, clearly indicate the overall lead consultant and responsible persons.
- Commitment that the consultants whose CVs are presented and interviewed will be engaged through out if the consultancy is awarded. (UNHCR will not accept replacements)

*Add any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.*

**Please see related weighted evaluation criteria in section 2.5.2 of this documents.**

### **2.4.3. Content of the FINANCIAL PROPOSAL**

Your separate **Financial Offer** must contain an overall offer in a single currency, in NGN Naira.

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 regard, price has to be given without VAT.

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.

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 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.

**Please Note:** UNHCR strongly encourages to have Commercial Bank Account. Bids with Personal bank account will not be accepted.

## **9. BID EVALUATION:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made in three (3) steps (1. Mandatory Commercial documentation, 2. Technical, and 3. Financial) as described in the following sections.

## **10. Eligibility and Commercial/Registration Documentation Check:**

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (**Annex D**) and supporting documents.

The following are the criteria based on which UNHCR decides if a company has the basic eligibility to be considered for a contract award:

The following are the criteria based on which UNHCR decides if a company has the basic eligibility to be considered for a contract award:

<b>Pass/Fail Evaluation Criteria</b>
1. <b>Corporate affairs Commission CAC certificate</b> of incorporation, year funded minimum three (3) years from submission deadline.
2. Filled and signed Vendor Registration Form submitted (Annex G)
3. Valid company business bank account to match the CAC certificate (Annex G)
4. <b>Tax clearance Certificate</b> for the last three years 2018, 2019, 2020
5. Acknowledgement of UNHCR General Conditions of Contract provided (Annex E)
6. Acknowledgement of UN Supplier Code of Conduct provided (Annex F)
7. <b>Financial audited Statements:</b> your company should submit financial statements of the last two years 2019 & 2020 signed, proving healthy financial standing of the company.
8. Acknowledgement of UNHCR General Conditions of Contract for Civil Works (Annex I)

**All of the above criteria have to be met,** otherwise the bidder's submission will not be considered for further evaluation

**IMPORTANT:**

Failure to send any of the above requested documents will result in disqualification of your offer from further evaluation.

## **2.5.2 Technical evaluation:**

If your company passes the above verification of the mandatory pass/fail criteria, it will be recommended for further evaluation using the following technical criteria detailed in **Annex B**, overview is provided here below:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60 %** from the total score.

II	Technical criteria evaluation	Total score
1	<b>Sector expertise</b>	
1.1	Proposed approach, Methodology, timing and outputs, Implementation schedules Understanding requirements of proposed works/Company profile = 03 marks Project delivery capacity (Work plan) = 02marks	5
1.2	Qualification of Key Technical Staff (attach copies of certificates) Project Engineer/Manager Qualification: MSc/BSc in Geophysics/Hydrogeology/Geology/Electrical Engineering = 5marks	5
1.3	Relevant Experience of Firm with NGOs/INGOS or UN agencies in Geophysical Surveys using ERT equipment (Attach Award letter/completion certificates/ POs/copy of contracts) Experience on similar projects - (10+ projects) -20marks Experience on similar projects - (5 to 10 projects) -15marks Experience on similar projects - (2 to 4 projects) -7marks Experience on similar projects-(less than 2) - 5 marks Experience on similar projects-(No evidence) - 0 marks	20
	<b>Sub Total 1</b>	<b>30</b>
2	<b>Experience working with NGOs/INGOs, UN organisations</b>	
2.1	Relevant Experience of Firm with NGOs/INGOS or UN agencies in Geophysical Surveys using ERT equipment (Attach Award letter/completion certificates/ POs/copy of contracts) Experience on similar projects - (10+ projects) -20marks Experience on similar projects - (5 to 10 projects) -15marks Experience on similar projects - (2 to 4 projects) -7marks Experience on similar projects-(less than 2) - 5 marks Experience on similar projects-(No evidence) - 0 marks	20
	<b>Sub Total 2</b>	<b>20</b>
3	<b>Equipment/Facilities</b>	
3.1	Machinery, Tools & Equipment (attach purchase receipts, or lease document to show ownership of equipment: Evidence of ownership or lease of ERT Survey Equipment and Accessories 5 Marks Evidence of ownership of Project Vehicle, Electrical Deep Metre, and GPS - 3marks @ 1 mark each. Only pictures of equipment without receipts or lease documents 1mark No evidence of ownership of ERT equipment, lease, tools, project vehicle, Deep meter, GPS 0 mark	5
	<b>Sub Total 3</b>	<b>5</b>
4	<b>Project Management</b>	



4.1	Financial capacity Bank statement for the last 3 months - 5 marks	5
	<b>Sub Total 4</b>	5
	<b>Grand Total</b>	<b>60</b>

The Minimum Score to be considered technically compliant will be 40 points out of max. 60 technical points. Proposals that score below the threshold will not be considered in the financial evaluation nor for the award of the contract.

### 2.5.3 **Clarification 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.

The **Financial offer** will use the following percentage distribution: **40%** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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

## 2.6 **SUBMISSION OF BID:**

**Deadline: 22 June 2022 23:59 hrs. Nigeria Time**

Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org>

In order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten that account cannot be used anymore, and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

**IMPORTANT:** The Technical and Financial offers shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd...etc.) should not be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**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.**

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.

## **2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued because of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance with 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 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF 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.

Thank you for your kind attention.



Signature  
**David Okumali**  
Supply Officer  
UNHCR Sub Office Ogoja Nigeria