



UNHCR

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

DATE: 24th OCTOBER 2022

REQUEST FOR PROPOSAL: No. RFP/HCR/ETHAO/2022/007

**BOREHOLE DRILLING AT UNHCR ASSOSA GUESTHOUSE, BENISHANGUL-GUMUZ
REGION, ETHIOPIA**

CLOSING DATE AND TIME: 14th NOVEMBER 2022 – 23:59 HRS (LOCAL TIME)

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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), Ethiopia, invites qualified borehole drilling companies to make a firm offer for **Borehole Drilling at UNHCR Assosa Guesthouse located in Benishangul-Gumuz region, Ethiopia.**

IMPORTANT:

Technical Specifications and BOQs are detailed in **Annex C** of this document.

It is strongly recommended that this Request for Proposal (**RFP**) 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 the attached General Conditions of Contract for the Provision of Civil Works (**Annex A**).

Note: this document is not construed in any way as an offer to contract with your firm.

Vendor could be awarded one or both lots depending on the capacity evaluation.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

Annex A: UNHCR General Conditions of Contracts for Civil Works (October 2000 version)

Annex B: UN Supplier Code of Conduct

Annex C: Bills of Quantities (BOQs) & Financial Offer Form

Annex D: Technical offer form

Annex E: Vendor Registration Form

Annex F: Proposal Submission Checklist

Annex G: eTenderBox Registration Guide

Annex H: eTenderBox Supplier User Manual

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to ETHAOSUP@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, Chamber of Commerce, UNGM website, printed media etc.)

IMPORTANT:

Failure to send the above requested information may result in disqualification of your Proposal 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 ETHAOSUP@unhcr.org. The deadline for receipt of written inquiries is 23:59hrs local time on 12th November 2022. Bidders are requested to keep all questions concise. UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

IMPORTANT:

Please **DO NOT SEND BIDS** to the above email addresses. **Only Queries and questions** on this RFP can be sent to the above address. Bids are to be uploaded to the UNHCR E-Tender Portal mentioned below.

2.3.1 Site Visit (Recommended)

A pre-bid site visit, at the project site is recommended and may be carried out from **26th October 2022 to 13th November 2022**. A maximum of 2 representatives per bidder 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: TADESSEB@unhcr.org or call Bekele Tadesse on +251911038268. During the visit, UNHCR representatives will clearly illustrate all details about the preparation and the submittal of the tender document, as well as addressing all technical and contractual questions raised by Bidders. The estimated duration of the site visit is maximum 30 minutes.

Participation in site visit is 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 participation costs.

Site address: UNHCR Guesthouse, Assosa City, Benishangul-Gumuz Region, Ethiopia

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 provided will result in disqualification of your 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, other than financial information.

The Approved BOQ of the services requested by UNHCR can be found in **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 (please see the technical evaluation matrix below for complete list):

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

A description of your company with the following documents:

- Company profile with regards to Water Well Drilling, Registration Certificate and years in operation
- The organization structure or organization chart of your company
- Valid trading license to carry out the services and execute the works subject of this RFP
- Written statement declaring that your proposal is valid for **180 calendar days** from the closing date of this RFP.
- List and contact details of references for at least 3 similar projects performed by your company in the past.
- A list of skilled labor, Qualified Technical Staff (Engineers, Project Manager, etc), including their CVs

And any other 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 BOQ, as well as your detailed description of the way your company would respond to the BOQ:

- Similar services provided to UN/NGO entities.

- A description of your firm's capacity to provide the service;
- A description of your firm's experience in these services.
- List of all machinery, equipment and tools to be mobilized for performance of the construction works described in **Annex D**.
- Project assumptions and constraints based on your understanding of the project
- The methodology approach to be used in addressing the issues outlined in the BOQ
- Proposed Project Schedule – Detailed Work Plan. The plan must cover the period from signing of the contract to site clearance, mobilization, implementation and completion / hand-over to UNHCR of the required works
- Site visit (recommended but not mandatory).

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 E**). If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

UNHCR General Conditions of Contracts for Civil Works and UN Supplier's Code of Conduct: Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contracts for Civil Works (October 2000 version) by signing **Annex A**.

2.4.2 Content of the FINANCIAL OFFER

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

The financial offer must cover all the services to be provided, including cartage of all remaining materials upon completion of the works (price "all inclusive").

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

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

You are requested to hold your offer valid for minimum 180 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 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:

For the award of this project, UNHCR has established evaluation criteria that govern the selection of offers received. Evaluation is 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 %** of the total score with minimum technical passing of 55%, as follows (Refer to **2.4.1** for the detailed content of each evaluation criteria):

A. Mandatory Statutory Criteria (Legal Authorization) and Other Requirements (Non - Material) - PASS/ FAIL			
0	Mandatory Criteria	a. Water well drilling License Grade 4 and above for the procurement of drilling & construction of borehole with renewed license for 2014 E.C from relevant trade and industry bureau of the FDRE's administrative regions, registration card issued from Ministry of Water	Pass/Fail

		Resource, submitted with written application to the UNHCR sub office Assosa.			
		b. Approval Competency Certificate by Ethiopian authorities.	Pass/Fail		
		c. Tax Identification Number, TIN and VAT registration ID	Pass/Fail		
		d. Signed UNHCR's General Conditions of Contracts for Civil Works (October 2000)	Pass/Fail		
		e. Acknowledgment in writing of acceptance of UNHCR payment terms.	Pass/Fail		
B. Technical Evaluation Scoring					
Item	Criteria	Description	Score (%)		Score (%)
1	Company Profile	Provide a detailed description of the company and its activities and specializations. This includes an overall description of the company's experience; the location of headquarters, if a multi-location company; the number of and description of similar projects successfully completed; the number of and description of similar projects currently underway; X references from previous or current projects; etc.	20%	Description of the company's activities and specializations. If a multi-location company, specify the location of headquarters.	2%
				Description of the company's experience in these services.	5%
				Number of similar project successfully completed and/or currently ongoing/ similar project currently underway.	3%
				Experiences in similar project dedicated exclusively to the provision of these Services.	6%
				Officially issued references on past performances of similar or current projects.	2%
				Any information that will facilitate the evaluation of your company's substantive reliability, financial, and managerial capacity to provide the services.	2%
2	Understanding of the requirements for services, proposed approach, solutions, methodology and outputs	Provide a detailed proposal , work methodology showing how the company shall fulfill the requirements as set out in the TOR; experience in the supply of these goods/services; compliance with the TOR	30%	Give detailed information about the proposal for the services; description of your organization's capacity to provide the goods/services	10%
				Proposed methodology of the services such as: mud or DTH drilling whenever required, producing construction report i.e. progress recordings of the drilling by providing visible subsurface sampling and producing the borehole log report upon completion of the job / output etc.	10%
				Compliance with the requirements stated on the TOR	10%
3	Proposed personnel & proof of ownership of required machineries to	Curriculum Vitae of core staff, Organigram & proof of ownership certificate.	20 %	Curriculum Vitae of core staff & organogram	5%
				Proof of ownership of license [ሊሰጪ] in Amharic from the relevant bureau renewed for the year.	15%

	carry out the assignment				
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Remark: Technical offers are required to pass all the mandatory requirements to qualify for further technical evaluation. Offers that proceed to technical scoring and fail to meet a minimum technical score (55) or which in the views of the technical evaluation panel, cannot successfully deliver the requirements of this RFP, may be disqualified, and excluded from further consideration on the financial 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., [total Price Component] x [ETB lowest] \ [ETB 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 official rate of exchange in effect on the date the submissions are due.

2.6 **SUBMISSION OF BID:**

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

To use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that 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. The eTenderBox Registration Guide and User Manual is available at the above URL and provided as annexes to this RFP.

IMPORTANT:

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

All uploaded documents should be in PDF. 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 expiry 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.

DEADLINE: 14th NOVEMBER 2022

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 supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

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 and/or reject the whole or part of your bid without having to assign a reason whatsoever.

PLEASE NOTE THAT PARTICIPATION IN UNHCR PUBLISHED TENDERS ARE FREE OF CHARGE, OF YOUR OWN FREE WILL, AND DOES NOT CARRY ANY PROMISE OR GUARANTEE THAT A CONTRACT WILL BE AWARDED TO YOUR COMPANY.

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 with the UNHCR General Conditions of Contracts for Civil Works and in the currency in which the Purchase Order (PO) is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.8.1 Payment Schedule

All payments shall be technically endorsed by the UNHCR Project Manager / Engineer and approved by the UNHCR local office upon issuance of a completion certificate by UNHCR.

2.8.2 Advance Payments

Advance payments are not applicable for this tender and subsequent contract.

2.8.3 Warranty Retention

A total of 5% of the full/total contract's amount will be retained for a period of three (3) months as retention fee. The amount shall be deducted from each interim invoice / payment, as indicated under clause '2.8.1 Payment Schedule', above. The retainer will be released after the expiry of the warranty period (defects and liabilities period), 1 year after completion and acceptance.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS

Please note that the General Conditions of Contracts for Civil Works where applicable – (**Annex A**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions by signing and stamping Annex A.

Mohamed Riyale
Senior Supply Officer
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