



# UNHCR

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

DATE:22/10/2022

**REQUEST FOR PROPOSAL: No. RFP/SC/NIGMA/2022/06**  
**FOR THE CONSTRUCTION OF QUICK IMPACT PROJECTS (QIPs) IN LABONDO**  
**LOCATION, GIREI, IN ADAMAWA STATE**

**CLOSING DATE AND TIME: 15/11/2022 – 23:59 HRS LOCAL TIME**

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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 coordinate 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 16,765 people in 138 countries continues to help over 82 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 SO MAIDUGURI, invites qualified service providers to make a firm offer for **the construction of Quick Impact Projects (QIPs) in Labondo Location, Girei, in Adamawa State (referred to hereinafter as services)**.

### **IMPORTANT:**

Exact technical specifications of the items are detailed in **Annex E: General Technical Specifications** of this document.

The project activities include in four **(4) lots**:

**Lot 1: Construction of 2 blocks of three classrooms and office; and a block of toilet at Primary school.**

**Lot 2: Renovation of a block of three classrooms at primary school.**

**Lot 3: Construction of 2 blocks of Market Stall and a block of toilet**

**Lot 4: Construction of Community centre and a block of toilet.**

Prospective contractors could send proposals for one (1), two (2) Lot or all. UNHCR may award the Construction Contract Service to one, two or three contractors. The successful bidders will be requested to maintain their quoted price model for the duration of the implementation of the Projects.

Please note that figures have been stated to enable bidders to have an indication of the projected requirements. 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 a Purchase Orders against the Construction Contract Service.

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 Construction Contract Service with other UN Agencies.

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 documents/annexes form an integral part of this Request for Proposal:

Annex A: Financial Offer Form (Cost Estimate including Bill of Quantities):

**Annex A1** - BOQ Financial Offer Form for Construction of 2 blocks of three classrooms and office; and a block of toilet at Primary school – please submit **signed pdf and excel files**

**Annex A2** - BOQ Financial Offer Form for Renovation of a block of three classrooms at primary school – please submit **signed pdf and excel files**

**Annex A3** - BOQ Financial Offer Form for Construction of 2 blocks of Market Stall and a block of toilet – please submit **signed pdf and excel files**

**Annex A4** - BOQ Financial Offer Form for Construction of Community centre and a block of toilet – please submit **signed pdf and excel files**

Annex B: General Technical Specifications

Annex C: Proposed Construction of Primary School

Annex D: Proposed Renovation of Primary School

Annex E: Proposed Construction of a block of Market Stall

Annex F: Proposed construction of Communal Centre

Annex G: Proposed Construction of Latrines at Primary school, Communal center and market

Annex H: General Conditions of Contract for Civil Works (October 2000 version)

Annex I: Confirmation on UN-UNGM-EU Vendor Sanctions

Annex J: UN Supplier Code of Conduct

Annex K: Vendor Registration Form

Annex L: RFP-SC-NIGMA-2022-01 – Submission Checklist and Acknowledgment

Annex M: **e-Tender Box: Supplier User Manual on Guidance for Registration & Submission of offers**

### **2.2 ACKNOWLEDGMENT**

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

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a 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 [akwalu@unhcr.org](mailto:akwalu@unhcr.org) , Shelter Officer, [mshelia@unhcr.org](mailto:mshelia@unhcr.org) Assistant Shelter Officer, [bamidele@unhcr.org](mailto:bamidele@unhcr.org), Supply Associate, [rowland@unhcr.org](mailto:rowland@unhcr.org) and Umunyana Laetitia at [umunyana@unhcr.org](mailto:umunyana@unhcr.org) Supply Officer. **The deadline for receipt of questions is 23:59 hrs on 4/11/2022.** 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. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once. **OR** will respond to these at the supplier conference. After the supplier conference, a Questions & Answers document will be prepared and posted on the UNHCR website.

UNHCR will organize a supplier pre-bid conference virtually via Microsoft teams, on 20 April 2022 at 10am to 11am for bidders who have shown interest to bid. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided, at least two working days in advance, by e-mail to [bamidele@unhcr.org](mailto:bamidele@unhcr.org) changes in staff need to be shared in advance; otherwise, they will not be able to participate.

Participation to the pre-tender conference shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

Participation to the pre-tender conference is **strongly recommended given the complexity of the requirements.** However, after the supplier conference, a Questions & Answers document will be prepared and posted on the UNHCR website or distributed by email to all invited bidders.

**Site visit: It will be organized on 2 and 3 November 2022 from 10am to 2pm. The site visit is mandatory.**

### 2.4 YOUR OFFER

Your offer shall be prepared in English and documents in clear PDF word & excel format  
The Financial offer is to be submitted as per the Financial Offer Form (Annex A Cost estimate including Bill of Quantities). Bids that have a different price structure may not be accepted.

#### **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 **e-Tender Box** will result in disqualification of the offer. Please upload your bid directly to the **e-Tender Box** <http://etenderbox.unhcr.org> as described in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following three (3) sets of documents to be uploaded on the e-tender box <http://etenderbox.unhcr.org> **Note:** The maximum size limit per file is 10MB. The system can handle multiple uploads.

- **Commercial/Eligibility criteria mandatory or risk disqualification evaluated as pass/fail**
- **Technical offer 70 marks**
- **Financial offer 30 marks**

#### **2.4.1. Content of 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.

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. Content of the Commercial/Eligibility criteria mandatory**

<b>TECHNICAL EVALUATION: Construction of Quick Impact Projects in Labondo, Adamawa</b>		
<b>S/N</b>	<b>Mandatory requirements</b>	
<b>1</b>	Copy of Valid Business Registration Certificate (CAC) With Year founded (minimum 3 years from submission deadline).	YES/NO
<b>2</b>	Companies should be registered to carry out construction, building/civil works under their Memorandum of Association of the “Federal Republic of Nigeria companies and Allied Matters Act”.	YES/NO
<b>3</b>	Tax Registration/Compliance Certificate for 2019,2020 and 2021.	YES/NO
<b>4</b>	<b>Site Visit:</b> Contractors will be required to visit the site before submitting their offer.	YES/NO
<b>5</b>	Signed acknowledgement of UNHCR General Conditions of Contract for Civil Works (October 2000 version); or a signed acknowledgment letter of UNHCR terms and conditions ( <b>Annex H</b> ).	YES/NO
<b>6</b>	Signed Acknowledgement of UNHCR Supplier Code of Conduct ( <b>Annex J</b> )	YES/NO
<b>7</b>	Company not on the United Nations Security Council Sanctions List ( <b>Annex I</b> )	YES/NO

##### **B. CONTENT OF THE TECHNICAL PROPOSAL**

The bidder must **have the technical and management capability necessary to perform the works. These are as per the technical proposal and include:**

- i. Description of the company (company profile).
- ii. Understanding of the requirements for services, proposed approach, solutions, methodology and outputs
- iii. Documents showing qualifications and experience of key site management and technical personnel proposed for the Contract.
- iv. A list of names and designations of employees including technical assigned to the project together with the assigned responsibilities. Curriculum Vitae for key personnel should be submitted for consideration. The bidder shall submit with its tender copies of the CVs. UNHCR reserves the right to subject the CVs and diploma to authentication.
- v. List and evidence of ownership/lease of contractor’s equipment proposed for carrying out the Works
- vi. Documents showing an established safety program, policies and work practices.
- vii. A certificate of registration to carry out construction, civil works.

The bidder shall be required to provide recommendation letters or **valid certificate of completion** indicating successful construction and completion of projects for the last five (5) years. In addition, information regarding

any litigation or arbitration current or within one (1) to five (5) years, in which the bidder is involved, the parties concerned and disputed amount, if any.

### **C. TECHNICAL CRITERIA FOR EVALUATION**

The Technical Proposal will be evaluated using inter alia the following criteria and percentage distribution: 70 points from the total score. The pass mark: 40 points out of 70 points. Companies scoring lower than the 40 points (< 40 points) of the maximum score shall not be considered as technically compliant and shall not be financially evaluated.

	<b>Description (Evaluation Criteria 70 marks)</b>	<b>70 marks</b>
1	<b>Company Profile</b> Core Business- Building Construction (2mks) and organogram of the required team (3mks)-	5 marks
2	<b>Financial Capacity:</b> Latest Audited financial statements for 2019, 2020 and 2021 with a turnover of not less than \$75,000- or equivalent in NGN (3mks each= 6mks)	6 marks
3	<b>Previous Works Experience and Performance:</b> Previous experience for similar construction work, performed or ongoing within the last 5 years of over USD 50,000 or equivalent in NGN per project. Indicate period, place of execution and references, supported by completion certificates/ contracts or PO. A minimum of three projects of similar works (10 mks each)	30 marks
4	<b>Work schedule</b> Detailed and realistic work plan/program of works, indicating activity timelines and overall project duration (4- 6 months) - (6 mks). Implementation Timelines, is a Gantt chart or project schedule indicating detailed sequence of activities that will be undertaken and their corresponding timing provided.	6 marks
5	<b>Proposed Methodology:</b> Clear demonstration of measures for quality control, health and safety during project implementation. (3mks)	3 marks
6	<b>Technical Capacity of Vendor (a) Tools and Equipment.</b> Availability of relevant and functional general construction plants, tools and equipment. Evidence of ownership or leasing contract. List provided (6mks), documentation proof of ownership - (5 mks). a) Concrete mixer (1 mk) b) Vehicle Transport (2 mk) c) Handy tools to facilitate manual construction works (e.g wheelbarrow, spades (2 mk)	10 marks
7	<b>Technical Capacity (b) Staff &amp; Personnel for the Project:</b> <b>Availability of relevant qualified personnel for the respective tasks, with CV and Certificate</b> • Architect registered with ARCON/NIA (5 years' experience in construction (5mks) • Civil Engineer with a minimum qualification of diploma in civil engineering or construction management (5mks).	10 marks
	<b>TOTAL MARKS</b>	70 marks
	<b>The cut-off points to be considered technically compliant is 40 marks out of 70 marks</b>	

## **FINANCIAL EVALUATION**

### **Price Component: 30 marks**

Price proposal should be completed in the Bill of Quantities under **Annex A (A1, A2, A3, A4)**.

Price proposal will be taken into account in the following manner:

The maximum number of points (100) will be allocated to the lowest price proposal that is opened and compared among those invited firms/institutions. All other price proposals will receive point in inverse proportion to the lowest price, e.g.

$$\frac{100 \times \text{lowest offer}}{\text{Offer from supplier}} = \frac{\text{the total points obtained} \times 30\%}{\text{total \% towards overall position}}$$

#### **4. Supplier Registration:**

The qualified contractor 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.

This will be followed later by performance evaluation of the contractor such as:

- Periodic inspection of the contractor performance,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

#### **2.4.2 Content of the FINANCIAL OFFER**

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").

The Financial Offer is to be submitted as per the Financial Offer Form (Annex A (A1, A2, A3, A4) Cost estimate including Bill of Quantities). Bids that have a different price structure may not be accepted.

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

You are requested to hold your offer valid for **180** 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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is

signed shall borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to and/or acceptance UNHCR of the services.

## **2.5 BID EVALUATION:**

### **2.5.1 Technical and Financial evaluation:**

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

The cut-off points for submissions to be considered technically compliant will be **40 marks out of the 70 marks.**

#### **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.

The **Financial offer** will use the following percentage distribution: **30 %** 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., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

## **2.6 SUBMISSION OF BID:**

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

**Bids should be submitted by uploading all your document under the technical and financial category on the e-tender box site accessible via this link <http://etenderbox.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., note also that the 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. The system can handle multiple uploads. The Mandatory commercial eligibility criteria, Technical and Financial offers shall be clearly separated.

**Bids must ONLY be uploaded via URL: <http://etenderbox.unhcr.org>**

#### **IMPORTANT:**

The Mandatory commercial eligibility criteria and technical, financial offer are to be uploaded in separate documents. Failure to do so will result in disqualification.

**Deadline: 15/11/2022 – 23:59 HRS LOCAL TIME**

**IMPORTANT:**

Any bid received after this date or sent to another UNHCR address will 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 submit your offer for a UNHCR published tender via the e-Tender box online tool, the supplier needs to register in the system. This registration is exclusively for e-Tender Box and does not replace any other registrations for UNHCR applications. Refer to **Annex M** for the registration and how to submit your offer process in detail.

**It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded and submitted well before the tender 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 the whole or part of your bid or allow split or partial awards on this project.

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 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.

Signature



Laetitia Umunyana, Supply Officer

UNHCR SO Maiduguri Nigeria