

**DATE: 29 JANUARY 2024**

**REQUEST FOR QUOTATION: No. RFQ/SC/NIGMA/2024/005**

**FOR INSTALLATION OF EXTERNAL CEILING (ENTRANCES AND EXITS) FOR 176  
SHELTER UNITS IN LABONDO, ADAMAWA STATE.**

**QUOTATION TO BE RECEIVED BY: THURSDAY, 02 FEBRUARY 2024 by 17:00 Hrs.  
Nigeria local time**

**IMPORTANT NOTICE ON ETHICAL CONDUCT**

Under no circumstances should a vendor pay UNHCR or a UNHCR Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a Contract. This includes non-cash gifts or favors to Staff Members. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitation to Bid/Request for Proposals with UNHCR. You are advised to read and understand the UN Supplier's Code of Conduct specifically its articles 18 to 21 on Ethical Conduct.

UNHCR Sub Office Maiduguri, would like duly registered companies to submit offers for Installation of external ceilings (entrances and exits) for 176 Shelter units in Labondo Adamawa State. UNHCR would like to receive offers from companies that have experience in Construction services. The required service should be of standard and as per the attached technical drawings - Annex A

The following annexes form integral part of this request for quotation:

- |                 |   |
|-----------------|---|
| <i>Annex A:</i> | <i>Technical drawings and Terms of Reference of the works</i>                           |
| <i>Annex B:</i> | <i>Financial Offer /Bill of Quantities (BOQ) form</i>                                   |
| <i>Annex C:</i> | <i>Vendor Registration Form</i>   |
| <i>Annex D:</i> | <i>UNHCR General Terms and Conditions for provision of Services (July 2018 version)</i> |
| <i>Annex E:</i> | <i>UN Supplier code of conduct</i>  |

**1.REQUIREMENTS**

- **Quantity:** - 176 Shelters
- **Delivery Point:** - Labondo Adamawa State

Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of Purchase Orders

Find attached in **ANNEX A – Technical drawings and Terms of Reference of the works** which provides more information about the requirements for the works .Your offer shall be prepared in English language. In case of error in the total, UNIT price will be considered for the calculation.

Please submit your best price offer using the **Annex B – Financial Offer form/BOQ form** provided. Offers not conforming to the requested formats will not be taken into consideration.

Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the requirement in Annex A.

- Currency: NGN

- Unit Cost (OTH – Others):
- Discount (if any):
- Additional charge: (if any) please specify
- Total Cost for all services in NGN:
- Delivery Period:
- Validity of the offer:
- Payment Terms:

## 2. TECHNICAL EVALUATION OF BIDS.

Bids will be technically evaluated based on a “**PASS**” or **FAIL**” using the below technical evaluation criterias. For bidders to be technically qualified they must score PASS for all the listed criterias,

S/N	Core Business - Building Construction	“ <b>PASS OR/FAIL</b> ”
1.	<b>Previous Works Experience and Performance:</b> Previous experience for similar construction work, performed or ongoing within the last 3 years supported by submitting 03 completion certificates/ contracts or PO. A minimum of three projects of similar works	
2.	<b>Work schedule</b> Detailed and realistic work plan/program of works, indicating activity timelines and overall project duration ( <b>2 weeks</b> provided)	
3.	<b>Technical Capacity (b) Staff &amp; Personnel for the Project:</b> Evidence of having personnel with the required experience and qualifications to execute the works (Contract Manager, Site Agent, or 2(two) Site Foremen).	

For bidders to be recommended as technically qualified, they must “**PASS**” all the 3 technical evaluation criterias listed above.

### A SITE VISIT IS MANDATORY FOR THIS TENDER AND WILL BE CONDUCTED ON

Wednesday 31 January by 10.00 am for the site and bidders are requested to contact by email to [@Bala Stephen Sandare](mailto:@Bala Stephen Sandare) – Phone number 07037714281 to place an appointment for the site visit.

### IMPORTANT

**- UNHCR reserves the right to award some, or all of the shelters to award it to the best supplier or Suppliers.**

**-The acceptable variance rate compared to the UNHCR engineer estimated costs will be minimum -15% or maximum +15%.**

- UNHCR reserves the right to select some, or all of the lots, and to award it to the best supplier.

-The acceptable variance rate compared to the UNHCR engineer estimated costs will be minimum -15% or maximum +15%.

### **3.RFQ SUBMISSION**

. The quotation must be accompanied with the below mentioned documents.

- Technical documents requested in Section 2 of the tender above.
- Duly filled Financial Offer /Bill of Quantity (BOQ) form Annex B
- Duly signed and stamped Vendor Registration Form – Annex C (If you are not registered with UNHCR).
- Duly signed and stamped UNHCR General Terms and Conditions for Provision of Services (2018 version) or accepting on your letterhead the UNHCR General Terms and Conditions

We would appreciate receiving your quotation, by Thursday **02/02/2024 17:00 hrs**. Your offer/quotation must be in **PDF Format** and submitted via email to: [Nigmasupply@unhcr.org](mailto:Nigmasupply@unhcr.org)

Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ: **RFQ/SC/NIGMA/2024/005**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

**The document should be addressed to the attention of the:**

**SUPPLY MANAGEMENT UNIT,**  
UNHCR Sub Office in Maiduguri  
Tangale Street, off Circular Road by Damboa Road  
Maiduguri, Borno State of Nigeria

The standard payment of UNHCR is within **30** days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX D, the UNHCR's General Conditions of Contracts for the Provision of Services – 2018 and ANNEX- E -UN supplier code of conduct , you must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Paul Kenyi

Associate Supply Officer  
UNHCR Sub Office Maiduguri  
Nigeria Operation.

**BILL OF QUANTITY (BOQ) - FINANCIAL OFFER FORM: ANNEX B  
REQUEST FOR QUOTATION: RFQ/SC/NIGMA/2024/005**

**INSTALLATION OF EXTERNAL CEILING (ENTRANCES AND EXITS) FOR 176  
SHELTER UNITS IN LABONDO, ADAMAWA STATE.**

**PRICE QUOTATION TO BE RECEIVED BY: THURSDAY 01 FEBRUARY 2024 BY 17:00  
HRS**

**QUANTITY/ANY OTHER DISCOUNTS ON MARKET PRICES (PLEASE SPECIFY)**

The Proposed discounts will become an integral part of your bid submission.

**Payment terms: Acceptance of UN payment terms (i.e. 30 within days from the receipt of documents) YES    NO**

**Note:** Please note that the quantities given below are just for costing purposes. The number may increase or decrease based on the needs during the finalization of the procurement process.

UNHCR shall not be liable for transportation cost or separate courier cost required for this delivery. All cost should therefore be factored in item price which should be competitive.

**BOQ For the Installation of External Ceiling (entrances and exits) in Labondo for  
176 Units of Shelters**

	<i>All rates to include materials supply and construction works, including security and other overheads. Site visit is mandatory before submission of quotations.</i>				
	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
A	Supply and fix 12mm Celotex hardboard ceiling on entrances and exits fastened with nails and battens (10mm x 37.5mm) on treated 2x3 hardwood timber noggings.	1550	M <sup>2</sup>	-	-
	<b>Grand Total in NGN</b>				-

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_

**FIRS/TAX NO:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Company Stamp:** \_\_\_\_\_

**Delivery Period:** \_\_\_\_\_

**Price Validity:** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

**Defects liability/Warranty Period:** \_\_\_\_\_

**Date:** \_\_\_\_\_