

**DATE: 6 June 2024**

**REQUEST FOR PROPOSAL: HCR/RWAKI/SUP/2024/RFP036**

**FOR THE PROVISION OF MATERIALS AND EXECUTION OF VARIOUS CONSTRUCTION WORKS NKAMIRA AND KIJOTE TRANSIT CENTERS**

**CLOSING DATE AND TIME: 1 July 2024 - 23:59 GMT +2**

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## **BACKGROUND**

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 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 five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 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>

## **REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Rwanda invites qualified Contractors to make firm offers for the provision of materials construction works in Nkamira and Kijote transit centers as detailed in the attached Annex B & C (referred to hereinafter as works)

**Type of contract:** Construction contract with definite duration

### **IMPORTANT:**

Detailed requirements like drawings and BOQs are given in the attached Annex B & C.

Sub-Contracting: Please take careful note of article 7 of the attached General Conditions of Contracts for the Provision of Civil Works (Annex E).

### **Joint Ventures or Consortiums Proposers:**

Bidders who would wish to respond to this RFP as a Joint Venture (JV) or consortium with, must state their intention to do so in their RFP submission. Such bidders must also submit notified agreement between the parties clearly stating the percentage (%) split of business and the associated responsibilities of each party. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. Bidders are to note that for the purpose of Evaluation, a JV will be evaluated as one company.

**QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:**

UNHCR will carry out quality inspections of the works during and after implementation. UNHCR or its appointed Construction manager shall have the right to disqualify any substandard material that the contractor intends to use, and the contractor must replace this material with the quality/standard that the manager recommends. Details of materials, Article 36 of the attached General Conditions of Contracts for the Provision of Civil Works contains details of materials, workmanship and testing that shall apply in the contract. In case of contractor's quality default, penalties may apply.

UNHCR may appoint an additional contractor for monitoring, quality control and confirmation of completion of works. By submitting the bid, bidders agree to cooperate and provide samples of materials and any other information that may be required to complete the task.

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

**IMPORTANT INFORMATION**

**GENERAL:**

UNHCR hereby solicits Proposals in response to the Request for Proposal (RFP). Bidders must strictly adhere to all its requirements. No changes, substitutions or other alternations to the rules and provisions stipulated in this RFP may be made or assumed to be irrelevant unless it is instructed or approved in writing by UNHCR. Submission of Proposals shall be deemed as an acknowledgement by the bidder that all obligations stipulated in this RFP will be met and, unless specified otherwise, the bidder has read, understood, and agreed to all the provisions of the RFP.

UNHCR implements a policy of zero tolerance on prescribed practices, including fraud, corruption, collusion, unethical practices, and obstructions. Any Proposal submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any Proposal by UNHCR. UNHCR is under no obligation to award a contract to any Bidder as result of this RFP.

**2. BIDDING INFORMATION:**

**2.1. DOCUMENTS**

The following annexes form integral part of this RFP:

- Annex A: Calendar of Activities
- Annex B: Community Center design
- Annex C : Financial offer From *(To be completed and submitted in a separate financial proposal)*
- Annex D: Vendor Registration Form *(To be completed and submitted by vendors who are neither registered in UNGM nor with UNHCR in the technical offer)*
- Annex E: UNHCR General Conditions of Contracts for the Provision of Civil Works *(To be signed, stamped, and submitted in the technical offer)*
- Annex F: UN Supplier Code of Conduct *(To be signed, stamped, and submitted in the technical offer)*
- Annex G: Technical Proposal form *(to be filled signed, stamped, and submitted in the technical offer)*
- Annex H: Proposal evaluation and Scoring Methodology. *(Shows you how you are going to earn marks in the technical evaluation)*

## 2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a bid

## 2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any requests for clarifications or any questions in respect of this RFP by e-mail to [rwakisup@unhcr.org](mailto:rwakisup@unhcr.org). **The deadline for receipt of questions/clarifications is 17:00 HRS on 26 June 2024.** 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. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will reply to the questions received as soon as possible by means of publication on its website or by email to all invited bidders.

### Site visits:

Bidders are encouraged to visit the sites from **7 June 2024 – 24 June 2024** during working hours to have a clearer idea of the scope of works. However, bidders who do not visit and have a clear understanding the scope of works from the BOQ can still submit their bids.

### **Contact details of the person on the ground**

Name	Telephone number
Faith Kayogera	785620018

### **IMPORTANT:**

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

## 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 not be 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: *Sealed in separate envelopes or separate emails to separate email boxes clearly identifying “technical proposal and financial proposal”*

- 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.

Your technical offer should be submitted using Annex G and should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the company and the company’s qualifications**  
A description of your company with the following documents: company profile, registration certificate and last audit reports:
  - Year founded.
  - If multi location company, specify headquarters location.
  - Include any information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.
- **Technical approach and Methodology.** Your proposal should clearly show how you are going to approach the works including mobilization, quality plan and assurance and a clear work plan in Gantt chart or another suitable format.
- **Risk Management.** Your proposal should include a section on the possible risks involved in the project and your proposed mitigation measures.
- **Company experience.** Clearly specify in table format your company’s experience construction works with all kinds of clients. You experience must be back by contracts/POs and reference letters.
- **Team experience**
  - Please provide a list (names, academic certificates and years of experience) of key staff such as project civil engineer/architect, foreman, and quantity that shall be assigned to the project.

- **Tax clearance.** Please enclose in your technical offer your tax clearance certificate.
- **Financial capacity.** Please attach Audited financial statements or bank 2022, 2023, 2024.
- **UNHCR General Conditions for Provision of Civil Works:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Civil Works by signing Annex E.
- **UN Suppliers' Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier's code of conduct by signing Annex F.
- **Bid Security.** Your technical offer should include a bid security of 10 million RWF in the form of a bank deposit/ draft, call deposit, or bank certified cheque on behalf of UNHCR Rwanda.

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

Your separate **Financial Offer** must contain an overall offer in a single currency i.e. RWF.

The Financial Offer is to be submitted as per the 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. With these regards, the price must be given without VAT.

You are requested to hold your offer valid for **120** days from the deadline for submission. We shall endeavor to select a company within this period.

The cost of preparing a bid and 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 be 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 payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and provision of services to the and/or acceptance by UN organization of the services.

#### **2.5 BID EVALUATION:**

Each proposal from a Bidder will be considered separately and independently. References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered as a preference or guarantee for the award of future solicitations on the same subject.

##### **2.5.1 Supplier Registration:**

The qualified supplier(s) will be added to the Vendor Database after an 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.

Failure to provide the abovementioned documentation, might lead to disqualification.

## 2.5.2. Administrative, Performance and Financial Evaluations:

For the award of this contract, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical (70%) and financial (30%) basis separately. Only those proposals that qualify in the administrative and performance evaluation parts will be considered for financial evaluation. Criteria listed in the pass/fail section must be fully met by the proposal. Incomplete information or lack of supporting documentation may lead to a rating of “fail”

The criteria/percentage assigned to each component is determined in advance as follows:

### Formal/Administrative Criteria PASS/FAIL - Please provide your responses in Annex G

Label	Criteria	Requirement	Pass/Fail
1	Company is registered in Rwanda not less than 3 years before the issue date of this tender. The core business must be in construction	Enclose your business registration certificate in your technical offer	Pass/Fail
2	Tax clearance certificate submitted. An instalment payment agreement with RRA signed before the issue date of this tender is acceptable. Proof of tax exemption is also acceptable.	VAT clearance	Pass/Fail
3	Bid security	Include in your technical offer bid security of 10 million RWF in the form of a bank deposit/draft, call deposit, or bank certified cheque on behalf of UNHCR Rwanda. It must be valid for at least 3 months.	Pass/Fail
3	Acceptance of the payment schedule in the tender and of UNHCR payment terms	Pease confirm in Annex G	Pass/Fail
4	UNHCR General Conditions of Contracts for Civil works July 2018	Carefully read, sign, and return the attached annex E.	Pass/Fail
5	Acknowledgement of UN Supplier’s Code of Conduct. Annex F	Carefully read, sign, and return the attached annex F	Pass/Fail

**Performance Criteria (scoring) this evaluation part shall have a total weight of 70%**

Label	Criteria	Documents/Information to be Provided	Max Points
1	Quality and overall presentation of the submission	You overall bid.	3 points

2	Technical approach and methodology	Complete the section in Annex G. You may include attachments.	<b>22 Points</b>
3	Risk management approach	Complete the section in Annex G. You may include attachments.	<b>10 Points</b>
2	Firm's General and Specific Experience in the provision of similar works	Complete the section in annex G and attach past POs/contracts with corresponding reference letters.	<b>10 points</b>
3	Team experience	Attach CVs and academic certificates of the key staff specific in Annex B	<b>15 points</b>
4	Firm's financial soundness	Attach Audited financial statements or bank statements for 2022, 2023 and showing annual turnovers. Higher turnover will earn higher points.	<b>10 points</b>
<b>MAXIMUM POINTS</b>			<b>70 Points</b>

The cut-off points for a submission to be considered technically compliant will be a minimum of 40 points and considering that the bidder has passed all the mandatory criteria.

**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 have a weightage of 30% from the total score of 100.

Only bidders who shall pass the technical part (Score 40 on 70) shall be evaluated on financial basis.

The maximum number of points (30) will be allotted to the technically qualified supplier who has quoted the lowest price. All other prices will receive points in inverse proportion to the lowest price, e.g.

$$\text{Points for other suppliers' price component} = \frac{\text{Lowest Price}}{\text{Quoted Price}} \times 30$$

Calculation of combined scores to come up with the most responsive offer shall be done using the following formula.

$$\text{Total Score} = \text{Technical Score (up to 70\%)} + \text{Financial Score (up to 30\%)}$$

**2.6 SUBMISSION OF BIDS:**

Offers must bear the official letterhead, clearly identifying the company.

Technical and Financial offers shall be clearly separated in different e-mails /envelops and no financial information shall be mentioned in the technical offer.

**A. Submission by courier or hand carry.**

Offers must bear your official letter head, clearly identifying your company. They should be addressed to:

**The secretary of the bid opening committee.**  
**UNHCR Representation Officer**  
KG9 Av 60  
Nyarutarama Road  
P.O Box867, Kigali

You must submit your technical and financial offers in 2 separate sealed envelopes labeled as follows:

**For the technical envelop:** Request for Proposal: HCR/RWAKI/SUP/2024/RFP036 Technical Offer  
**For the financial envelop:** Request for Proposal HCR/RWAKI/SUP/2024/RFP036 Financial offer.

**Both envelops must be enclosed in one bigger envelop labelled as follows:**

HCR/RWAKI/SUP/2024/RFP036 Provision civil works in Nkamira and Kijote Transit Centers

## **B. Submission By email**

Bids may also be submitted by e-mail 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.).

**Technical and Financial offers shall be sent in separate emails as follows.**

**Your emails should have the following on the subject line.**

**Email containing the technical offer sent to [RWAKITECHNICAL@UNHCR.ORG](mailto:RWAKITECHNICAL@UNHCR.ORG)**

HCR/RWAKI/SUP/2024/RFP036 - Technical - Name of your firm with the title of the attachment  
Serial number of the e-mails (example: 1/3, 2/3, 3/3). E.g., a technical offer from Company 'Z Co'  
who is sending a total of 2 emails will be titled as follows:

HCR/RWAKI/SUP/2024/RFP036 -Z Co-Technical offer-1/2

**Email with financial offer sent to [RWAKIFINANCIAL@UNHCR.ORG](mailto:RWAKIFINANCIAL@UNHCR.ORG)**

HCR/RWAKI/SUP/2024/RFP036 - Financial - Name of your firm with the title of the attachment  
Serial number of the e-mails (example: 1/3, 2/3, 3/3). E.g., a financial offer from Company 'Z Co'  
who is sending a total of 2 emails will be titled as follows:

HCR/RWAKI/SUP/2024/RFP036 -Z Co-Financial offer-1/2

**IMPORTANT:**

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

**Deadline: 1 July 2024, 23:59 HRS Kigali Time.**

**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 know 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.

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 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.

UNHCR at its own discretion reserve the rights to accept or cancel the whole tender at any stage.

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 SECURITIES AND PAYMENT:**

Unsuccessful bidders' bid securities shall be returned immediately after the selection process has been concluded. The successful bidder shall submit a performance bond of 10% of the contract amount to withdraw their bid security.

The performance bond will cover the contractor's compliance with the contract terms and all its annexes, and may be forfeited if the contractor's does not honor the terms of the contract in terms of reporting, timelines, quality of works, etc. It shall be valid up to the substantial completion date. Prior to the commencement of work, UNHCR and the contractor shall prepare a milestone schedule that is broken down into various percentages.

**Payments will be made as per the below schedule.**

- a. 20% payment upon completion of 30% works (to be verified by UNHCR Engineer),
- b. 50% payment upon completion of 60% works (to be verified by UNHCR Engineer)
- c. 90% payment upon completion of 100% works (to be verified by UNHCR Engineer),
- d. Remaining 10% payment will be released upon completion of Defect and Liability period after confirmation by UNHCR Engineer

## **2.9 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 Provision of Civil Works and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

## **2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES**

Please note that the [UNHCR General Conditions of Contracts for the Provision of Civil Works 2018 version \(Annex E\)](#) 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.



**Roland Fang Kum**  
Supply chain management  
UNHCR Rwanda