



# UNHCR

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

DATE: 23/09/2024

**REVISED REQUEST FOR PROPOSAL: No. UNHCR RFP 395**

## **SUPPLY AND CONSTRUCTION OF MAIN SEWAGE PUMPING STATION IN YEMEN – ADEN**

**THE TENDER IS OPEN TO BOTH INTERNATIONAL AND LOCAL CONTRACTORS BASED IN ADEN**

Deadline for Technical & Financial proposals submission through the e-tenderBox & UNHCR cloud ERP will be on **Thursday - 24 October 2024 at 15:00 hrs (3:00 PM) – Yemen 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 the mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Our workforce is the backbone of UNHCR. As of 31 December 2021, we employ **18,879** people, of whom around nearly 91 per cent are based in the field.

We work in **137 countries** and territories, with personnel based in a mixture of regional and branch offices and sub and field offices. Our teams work hard to help the displaced, specializing in a wide range of disciplines, including legal protection, administration, community services, public affairs and health. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

### **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Country Office in Sanaa, invites qualified suppliers and contractors to make a firm offer for the establishment of Contract for the Supply and Construction of MAIN SEWAGE PUMPING STATION IN YEMEN - ADEN (referred to hereinafter as “WASH Project” or “goods and services”)

#### **IMPORTANT:**

Exact technical specifications of the items, and requirement of this project are detailed in the following Annexes:

- **Annex A:** PREAMBLE TO BILL OF QUANTITIES (BoQ)
- **Annex B:** Drawings
- **Annex C:** Technical Specifications

Figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantities. Quantities may vary and

will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders/Contracts.

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 Contract with other UN Agencies.

**Important Note: Partial offer is not accepted otherwise the bid will be disqualified.**

**IMPORTANT:**

Please take careful note of article 7 Subcontracting, article 68 & 69 (Termination) and article 71 (Settlement of Disputes) of the attached General Terms and Conditions of Contracts for the Provision of Construction Services in (Annex G).

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.

**QUALITY CONTROL THROUGHOUT THE CONTRACT:**

UNHCR will carry out random quality inspections, including specific selected criteria for laboratory tests to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to a destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR. Quality Control (QC) inspection shall be conducted with regard to items' technical specifications and Acceptable Quality Level (AQL).

In cases of discrepancies of products, in addition to applicable compensation, clauses as may be defined in the respective AQLs, the additional inspection and/or laboratory costs will be charged to the supplier.

In cases of supplier's quality default, in addition to the goods' PO penalty clauses, the inspection and laboratory costs will be charged to the supplier.

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 an integral part of this Request for Proposal:

<b>Annex Reference</b>	<b>Description</b>
Annex A	PREAMBLE TO BILL OF QUANTITIES (BoQ)
Annex B	Drawings
Annex C	Technical Specifications
Annex D	Technical Declaration Letter
Annex E	Financial Offer Form
Annex F	Vendor Registration Form
Annex G	General Conditions of Contract for Civil Works
Annex H	UN Supplier Code of Conduct
Annex I	E-TenderBox Supplier User Manual
Annex J	Cloud ERP Supplier Guidance Manual
Annex K	Online Pre-Bid Meeting Link

## 2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to [YEMSASU@UNHCR.ORG](mailto:YEMSASU@UNHCR.ORG); Email Subject: **UNHCR RFP 395 – CONSTRUCTION OF MAIN SEWAGE PUMPING STATION – ( xxx Your company Name xxx )** as to:

- Your confirmation of receipt of this RFP;
- Your willing to participate on the pre-bid meeting
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNHCR Office, Friend etc.)

### 2.3.1 PRE-BID MEETING & SITE VISIT

- i. UNHCR will organize a supplier **online pre-bid conference** on **Sunday 29/09/2024 at 10:00 am to 12:00 pm**. Online Pre-Bid Meeting Link and guidance on how to join the meeting please refer to (**Annex K**)

It is recommended to download the Microsoft Teams Software in your computer or mobile before the meeting date and time.

#### Microsoft Teams



<https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en&pli=1>  
<https://www.microsoft.com/en-us/microsoft-teams/group-chat-software>

- ii. UNHCR will organize a supplier **site visit in Al-Arish waste water treatment plant, next to Al Alam round about, off Abyan road in Khormaksar district - Aden city, Yemen ( latitude 12.888607, longitude 45.061032)**, on **Monday 30/09/2024 at 10:00 am to 12:00 pm**. 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 [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) - Email Subject should be read as "**UNHCR RFP 395 – CONSTRUCTION OF MAIN SEWAGE PUMPING STATION – ( xxx Your company Name xxx )**"
- iii. Interested bidders who want to attend the site visit, and need to know the exact location as outlined above, they can call to UNHCR focal persons on their mobile numbers listed below (Yemen Country code is +967)
  - a. 778900801
  - b. 779988561
  - c. 777261780
- iv. All attendees in the site visit should ensure to write their names and company name, email address in the attendance sheet available with UNHCR focal person

- v. Participation in the pre-tender conference and site visit is **strongly recommended given the complexity of the requirements**. All your questions and issues will be clarified and answered in the meeting.

### **2.3.2 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to the following

- To [YEMSASU@UNHCR.ORG](mailto:YEMSASU@UNHCR.ORG).
- In ERP portal using the messaging functionality.

**The deadline for receipt of questions is 02/10/2024 at 16:00 hrs. Yemen time.** Bidders are requested to keep all questions concise.

UNHCR will compile the questions received. UNHCR may, at its discretion, within a week after the deadline for receipt of questions, all questions asked by bidders and their answers will be sent to all those email IDs from where questions will be received as well as these will be uploaded on the same UNGM link and other websites or media where the tender documents are made available.

UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal **an/or by attaching the list of Questions and Answers to this RFP in this ERP portal.**

**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. Offers to be submitted to E-tender box**

**Please note that proposals are NOT to be sent using the messaging functionality in ERP system. Proposals sent using the messaging functionality will result in disqualification of the offer.**

### **2.4 YOUR OFFER**

**IMPORTANT:**

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

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats will 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 and only to the address provided in the "Submission of Bid" (section 2.7) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical Offer (**Scan copy of bid security should be the part of the technical offer**)

- Financial Offer

**IMPORTANT:**

Please carefully read the e-TenderBox user manual attached as Annex I & Cloud ERP Supplier Guidance Manual attached as Annex J submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

### 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.

The technical details of the products requested by UNHCR can be found in the following annexes

Annex Reference	Description
Annex A	PREAMBLE TO BILL OF QUANTITIES (BoQ)
Annex B	Drawings
Annex C	Technical Specifications

Your technical offer should clearly state whether or not the “goods and services” you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies or deviations with the specifications given.

Technical Proposal must be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

**A. Valid Company registration certificates:**

- Valid business registration certificate in the field of Civil Works, Construction, wash projects or SEWAGE PUMPING STATION services issued by relevant local authorities in the south of Yemen or any other country.

**B. Vendor Registration Form:**

Complete, sign or stamp and submit with your technical proposal the Vendor Registration Form (Annex F).

**C. UNHCR General Conditions of Contract for the Provision of Construction Services:**

Your technical offer should contain your Acknowledgement (Sign or Stamp) of UNHCR General Conditions of Contracts for civil works (Annex G).

**D. UN Supplier Code of Conduct:**

Your technical offer should contain your Acknowledgement (Sign or Stamp) of UN Supplier Code of Conduct (Annex H).

**E. Audited financial report:**

Your technical offer should contain any one or composition of the following financial instruments -

- a) certified financial statements/balance sheets, for 2021, 2022, 2023, with minimum turn over ≥ USD 1,000,000.
- b) and/or audit reports, for 2021, 2022, 2023, with minimum turn over ≥ USD 1,000,000.
- c) and/or turnover records, for 2021, 2022, 2023 with minimum turn over ≥ USD 1,000,000.
- Confirmation of a valid commercial bank account – personal accounts are not acceptable

#### F. Company's Profile and qualifications:

The following documentations are required to evaluate the core business component.

- **Years of Business:** Bidders need to present your registration license which will show the establishment year of the company.
- **Relevant Experience:** Bidders have demonstrated experience in the field of Civil Works, Construction, wash projects or SEWAGE PUMPING STATION services in the south of Yemen or other country. (Through presentation of copies of the contracts / purchase orders / work orders as documented evidence) during the past 3 years.
- **Capacity:** Bidders have to demonstrate that the Company has in its position the required technical staff and personnel, tools, equipment, Warehouses, offices and full presence and representation in the area of work to ensure quality delivery of the required services.

#### G. Proposed personnel capacity:

- Provide the CVs of the key staff showing their area of qualification and experience based on the scope of work and project implementation. Provide the **staffing contract** information with your company.
- Provide a proof of availability of technical engineers and professional technicians (Shown certification on the same area)

#### H. Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

- Company provided description of the approach and methodology (Standard operating procedures – SOPs) of how they would roll-out, deliver and implement the requested goods and services outlined in the Annex A, Annex B and Annex C as well as detailed description of the way the company would respond to these annexes
- **Construction equipment:** Bidder should provide a list of owned/rental construction equipment.
- **Proposed project personnel:** Bidder should provide a CVs of staffing required in the technical evaluation criteria.
- **Workplan:** Bidders should provide implementation work plan on the items delivery, construction workshops, required construction team, and installation work.
- Provide Total number of completed and current contracts for providing Civil Works, Construction, wash projects or SEWAGE PUMPING STATION during the past 3 years; determined through presentation of copies of the contracts / purchase orders / work orders as documented evidence.
- Provide Description of your organization's capacity for the provision of required services, and mechanism for provision of Civil Works, Construction, wash projects or SEWAGE PUMPING STATION.
- Provide and demonstrate your company has in its position the required technical staff and personnel, tools, equipment, Warehouses, offices and full presence and representation in the area of work to ensure quality delivery of the required services.

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

**Bid Security:**

In order to participate in this RFP, you are required to submit bid security as part of your Bid Submission in the amount of Fifty thousand (50,000) USD or equivalent in local currency @ USD 1 = Yemeni Rial 542 (USD 50,000 = Yemeni Rial 27,100,000).

The Bid Security shall be issued by a reputable bank to the United Nations High Commissioner for Refugees (UNHCR) on behalf of the bidding vendor.

***For local suppliers, the bid security must be issued from a bank certified by Yemen central bank in Aden***

The document must be in one of the following forms:

- (i) Unconditional bank guarantee,
- (ii) Irrevocable letter of credit issued by first-class bank,
- (iii) Cashier's cheque or
- (iv) Certified cheque issued by an accredited bank, acceptable to UNHCR. The bid security must be valid **for 180 days** after the closing date of this RFP.

Unsuccessful bidders' bid securities will be released as promptly as possible but no later than 180 days after the expiration of the period of offer validity.

The successful bidder(s)' bid security(ies) will be discharged/returned upon the bidder(s) signing the Frame Agreement(s).

The bid security may be forfeited by UNHCR and the bid rejected in the event of any or combination of the following conditions:

- a)** If the Bidder withdraws its offer during the period of the bid validity specified in this RFP cover document; or
- b)** In the event the successful Bidder fails to sign the Frame Agreement after UNHCR has issued an award.

Submission of Bid securities. Under this tender, the bids shall be submitted electronically to the designated **e-TenderBox and Cloud ERP applications**. **Bidders shall include a copy of the Bid Security in their respective Technical Offers.**

## II) PRODUCT SPECIFICATIONS:

**Technical Item Description:** Detailed description of the technical specifications of the offered items must match with the tendered specification, SOW and Drawings

**Warranty:** The bid shall include information on material defects and liability period with terms of warranty for each item, where applicable.

**Country of Origin / Manufacturer:** The technical offer shall state the country of origin of the offered products and the manufacturer.

**Usable lifespan:** The bidder shall clearly state the recommended usable lifespan of each component of the product, i.e. the recommended usage period.

**Certificate:** If available, the bidder must submit a copy of quality assurance certificates for the items in all Lots (preferably internationally recognized quality certificates like ISO etc and/or quality

certificate issued by the authorized State Quality Certification Agency of the country of Manufacture of the finished product issued on behalf of the manufacturer).

**III) DELIVERY CAPACITY:**

**Incoterms:** The DDP International Chamber of Commerce Incoterms 2010 shall apply for this RFP and for any resulting purchase orders(s).

**CONSEQUENCES FOR NON-COMPLIANCE:**

- Bidders who submit bids to this RFP and who fail to honour their offer when granted a frame agreement may be **suspended** from participating in UNHCR tenders and potentially also for other UN Agencies  
 - Please note that - during the implementation of the purchase order- should the Contractor be in delay, without prejudice to UNHCR’s other rights and remedies, UNHCR may, at its sole option, demand **liquidated damages** for such delay, in an amount equal to 0.1% for each day of delay beyond the date upon which the Goods/services were due to be delivered as specified in the agreed implementation timeline. For this purpose, UNHCR may **withhold payments** up to 10% of a purchase order value until all disputes are settled or as liquidated damages for the failure of the supplier’s performance.

**Performance Bank Guarantee:**

- Bidder who will win in this RFP and before signing the contract is obliged to provide 10% a performance bank guarantee from the project total cost to ensure that the services or goods delivered by the seller meet the minimum level/standard described in the contract.

**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 F) and supporting documents.

**2.5 Technical and Financial evaluation:**

**2.5.1 Technical evaluation:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical Proposals** will be evaluated using, inter alia, the following criteria and percentage distribution: **60%** from the total score. The technical evaluation consists of **three (3) steps**.

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

At first, compliance with the established mandatory **eligibility criteria** will be assessed as follows:

Stage I	Tender Eligibility Criteria	Evaluation Method
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<b>Mandatory</b>	<p>1. Company Registration &amp; license: valid company registration certificates, valid business registration certificate (class A certification) in the field of Civil Works, Construction, wash projects or SEWAGE PUMPING STATION issued by relevant Authorities of Yemen International Recognized government (IRG) or any other country.</p> <p>(for local suppliers only, class A certification must be issued from IRG Ministry of Public Works and Highways in Aden).</p>	<b>PASS/FAIL</b>
	<p>2. Financial Capacity: Submitted any one or composition of the following financial instruments -</p> <p>a) certified financial statements/balance sheets, for 2021, 2022, 2023, with minimum turn over <math>\geq</math> USD 1,000,000.</p> <p>b) and/or audit reports, for 2021, 2022, 2023, with minimum turn over <math>\geq</math> USD 1,000,000.</p> <p>c) and/or turnover records, for 2021, 2022, 2023 with minimum turn over <math>\geq</math>USD 1,000,000.</p>	
	<p>3. Bid Security: In the amount of Fifty thousand (50,000) USD or equivalent in local currency @ USD 1 = Yemeni Rial 542 (USD 50,000 = Yemeni Rial 27,100,000).</p> <p>Bid security valid for 180 days</p> <p>The Bid Security shall be issued by a reputable bank to the United Nations High Commissioner for Refugees (UNHCR) on behalf of the bidding vendor.</p> <p>For local suppliers, the bid security must be issued from a bank certified by Yemen central bank in Aden</p>	
<b>Desirable</b>	<p>4. Vendor Registration Form: Complete, sign or stamp and submit with your technical proposal the Vendor Registration Form (Annex F)</p>	
	<p>5. UNHCR General Conditions of Contract for the Provision of Construction Services: Acknowledgement (Sign or Stamp) of UNHCR General Conditions of Contracts for civil works (by signing Annex G (attached hereto))</p>	
	<p>6. UN Supplier Code of Conduct: Acknowledgement (Sign or Stamp) of UN Supplier Code of Conduct (by signing Annex H (attached hereto))</p>	

Only the Technical Proposals that have been assigned “**PASS**” for all above-listed eligibility criteria will be considered for further evaluation.

During the second step of the technical evaluation, offers passing the first phase (i.e. Eligibility Criteria) will be assessed against the following criteria, maximum and minimum scores against each criterion:

Minimum scores to be considered technically compliant	<b>Scores (36)</b>
Maximum scores	<b>Scores (60)</b>

### **TECHNICAL ELIGIBILITY CRITERIA**

Stage 2	Technical Mandatory Criteria	Evaluation Method
<b>Minimum Technical Requirements</b>	<p>1. Technical offer clearly state the “goods and services” you are offering are fully conforming to the product specifications given.</p> <p>Annex A PREAMBLE TO BILL OF QUANTITIES (BoQ) Annex B Drawings Annex C Technical Specifications</p> <p>Acknowledgement (Sign and Stamp) the technical declaration Letter (<b>Annex D</b>), attached hereto, confirming that there is no discrepancies or deviations with the BoQ, drawings and specifications outlined above.</p>	<b>PASS/FAIL</b>
	<p>2. Workplan: Submit programme of work in the form of bar Chart or Critical Path, (the program shall include the order in which Contractor intends to carry out the Works, including the anticipated timing of each stage till handover.)</p>	

**TECHNICAL EVALUATION CRITERIA**

Stage 3	Technical Evaluation Criteria	Weight
<b>1. Company's Profile and qualifications</b>	<p><b>1.1</b> Years of Business:</p> <p>Evaluate the stability and experience of the company: Minimum 5 years of relevant working experience in the field of Civil Works, Construction, wash projects or SEWAGE PUMPING STATION. (Provide registration certificates)</p> <ul style="list-style-type: none"> <li>• 1 to 2 years: 2 Scores</li> <li>• 3 to 4 years: 4 Scores</li> <li>• 5 year or more than 5 Year: 6 Scores</li> </ul>	<b>6</b>
	<p><b>1.2</b> Description of the company's activities and specializations. If a multi-location company, specify headquarters location and all cities in Yemen where your company has offices.</p> <ul style="list-style-type: none"> <li>• If the company has an office in Aden: 2.5 Scores</li> <li>• If in Aden and other locations, then 5 Scores</li> <li>• If not locations shown in the profile then (zero)</li> </ul>	<b>5</b>
	<p><b>1.3</b> Positive client references for the last three (3) years in rendering similar services.</p> <ul style="list-style-type: none"> <li>• 1 reference letter provided: 2 score</li> <li>• 2 reference letters provided: 4 scores</li> <li>• 3 reference letters or more provided: 5 score</li> </ul>	<b>5</b>
	<p><b>1.4</b> Financial Soundness Your offer must include bank statements, audited financial statements or financial turnover records from a financial institute for the past 2 years showing an annual turnover</p> <ul style="list-style-type: none"> <li>• [\$100,000 to \$500,000]: 1 Score</li> <li>• [\$500,001 to \$1,000,000]: 2 Score</li> <li>• [\$1,000,001 to \$1,500,000]: 3 Score</li> <li>• [\$1,500,001 or more]: 4 Score</li> </ul>	<b>4</b>
<b>Sub-total</b>		<b>20</b>

	Technical Evaluation Criteria	Maximum Scores
<b>2. Understanding of the requirements for services, proposed approach, solutions, methodology and outputs</b>	<p><b>2.1</b> Total number of completed and current contracts for providing Civil Works, Construction, wash projects or SEWAGE PUMPING STATION during the past 3 years; determined through presentation of copies of the contracts / purchase orders / work orders as documented evidence</p> <ul style="list-style-type: none"> <li>• 4 or above contracts/PO or a mixed of it – 6 points</li> <li>• 3 contracts/PO or a mixed of it – 5 points</li> <li>• 2 contracts/PO or a mixed of it – 3 points</li> <li>• 1 contracts/PO – 2 points</li> <li>• Not submitted – 0 points</li> </ul>	<b>6</b>
	<p><b>2.2</b> Description of your organization's capacity for the provision of required services, and mechanism for provision of Civil Works, Construction, wash projects or SEWAGE PUMPING STATION.</p> <p>Company has in its position the required technical staff and personnel, tools, equipment, Warehouses, offices and full presence and representation in the area of work to ensure quality delivery of the required services.</p> <p><b>The organization's capacity for the provision of services</b></p> <ul style="list-style-type: none"> <li>• If Organization has full capacity for the provision of services - 4 Points</li> <li>• If Organization's having the partial capacity for the provision of</li> </ul>	<b>16</b>

Technical Evaluation Criteria		Maximum Scores
	<p>services - 2 Points</p> <ul style="list-style-type: none"> <li>If no capacity - 0 points</li> </ul> <p><b>Organization's Main Area of expertise</b></p> <ul style="list-style-type: none"> <li>If the Civil Works, Construction, wash projects or SEWAGE PUMPING STATION are the main area of experience - 4 Points</li> <li>If the Civil Works, Construction, wash projects or SEWAGE PUMPING STATION are a partial area of experience - 2 Points</li> <li>If no experience - 0 point</li> </ul> <p><b>Organization's organogram and capacity</b></p> <ul style="list-style-type: none"> <li>If the Organization's having well-organized organogram and the capacity to provide the Civil Works, Construction, wash projects or SEWAGE PUMPING STATION - 4 points.</li> <li>If the Organization's having partially organized organogram and the capacity to provide the Civil Works, Construction, wash projects or SEWAGE PUMPING STATION - 2 points.</li> <li>If no Organogram - 0 points</li> </ul> <p><b>Availability of Civil Works tools, Construction equipment, wash equipment or SEWAGE PUMPING STATION equipment , and equipment</b></p> <ul style="list-style-type: none"> <li>If the availability of tools and equipment's - 4 points</li> <li>If partial availability of tools and equipment's - 2 points</li> <li>If no tools - 0 points</li> </ul>	
	<p>2.3. Provide a description of your firm's methodology and how you would manage the requested services outlined in Annex A, B and C. Enclosed with the quality sample outputs</p> <ul style="list-style-type: none"> <li><b>Provided</b> firm's methodology matches requirement on Annex A, B and C and attached quality sample output = 8 score.</li> <li><b>Partially Provided</b> firm's methodology matches requirement on Annex A, B and C and attached quality sample output = 4 score;</li> <li><b>Not matches &amp; not provided</b> =0 score</li> </ul>	<b>8</b>
<b>Sub-total</b>		<b>30</b>

Technical Evaluation Criteria		Maximum Scores
<b>3. Proposed personnel to carry out the assignment</b>	<p>3.1 Provide the CVs of the key staff showing their area of qualification and experience based on the scope of work and project implementation. Provide the staffing contract information with your company</p> <ul style="list-style-type: none"> <li>[1-2 CVs &amp; their Contracts] : 1 Score;</li> <li>[3-4 CVs &amp; their Contracts] : 2 Score</li> <li>[5-6 CVs &amp; their Contracts] : 3 Score</li> <li>[7-8 CVs &amp; their Contracts] : 4 Score</li> <li>[9-10 CVs &amp; their Contracts] : 5 Score</li> <li>[11-12 CVs &amp; their Contracts] : 6 Score</li> </ul>	<b>6</b>
	<p>3.2 Availability of technical engineers and professional technicians (Shown certification on the same area)</p> <ul style="list-style-type: none"> <li>[1-3 CVs &amp; their Contracts] : 2 Score;</li> <li>[4-8 or more CVs &amp; their Contracts] : 4 Score</li> </ul>	<b>4</b>
<b>Sub-total</b>		<b>10</b>
<b>Grand Total</b>		<b>60</b>

The total cut-off points for submissions to be considered technically compliant will be 36 points out of 60 points attainable under the technical evaluation.

## 2.5.2 Content of the FINANCIAL OFFER (40%)

Your separate **Financial Offer** must contain an overall offer in **US Dollars**. The financial offer must cover all the goods and services to be provided (price “all inclusive”). The service provider must take into account all expenses (travel, accommodation, equipment etc.) that would be required for the discharge of the goods and services required. Price has to be given to all goods and services listed and inclusive any taxes payable.

Your separate **Financial Offer** must contain an overall offer in a single currency of US Dollars.

- **The prices offered must remain unchanged for the duration of the contract implementation period.**
- **The Financial offer is to be submitted as per the Financial Offer Form (Annex E). Bids that have a different price offer form will not be accepted. and to be provided in both Excel and PDF**

**Please note** that submitting an offer is deemed as full acceptance of UNHCR’s General Conditions of Contracts for Civil Works.

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the all-inclusive DDP unit price with installation per specification to Yemen - Aden, BOQ and drawings mentioned in this RFP for both districts and all sectors

**Bid Validity:** 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. The pricing model quoted in the Supplier’s offer will remain valid for the duration of the contract.

**Payment Terms:** UNHCR’s standard payment terms are within 30 days after satisfactory implementation and receipt of Invoice and supporting document documents in order. **UNHCR will hold 10% retention after 100% project completion and getting the last completion certificate signed. The 10% retention will be hold for one year.**

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.

The Financial offer will use the following percentage distribution: 40% 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.,  $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points for other bidder's Price Component}$ .

## **2.6 Performance evaluation:**

The above will be followed, during the implementation of the contract, by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond to emergency needs,
- Lead time and timely delivery,
- Dependability of products and services (no damages and losses),
- Accuracy of invoices.

## 2.7 SUBMISSION OF BID:

### SUBMISSION OF BID

The proposal submission offer must bear your official letter head, clearly identifying your company.

#### **IMPORTANT NOTE FOR TENDER SUBMISSION:**

##### 1- Technical and Financial proposals

###### Offers to be submitted in both E-tender box & Cloud ERP system

###### A. Submission in the E-tender box

Submission of both technical and financial offers should be submitted E-tender box <http://etenderbox.unhcr.org>. Please carefully read the e-Tender Box user manual attached as **Annex I** for submission of your **Technical and Financial – Offers** submitted in any other manner will be disqualified.

###### B. Submission in the Cloud ERP system

Submission of both technical and financial offers should be also submitted Cloud ERP system <https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier> . Please carefully read the Cloud ERP Supplier Guidance Manual attached as **Annex J** for submission of your **Technical and Financial – Offers** submitted in any other manner will be disqualified.

The deadline for Technical & Financial proposals submission through the e-tender Box & Cloud ERP will be on **Thursday - 24 October 2024 at 15:00 hrs (3:00 PM) – Yemen local time.**

Proposals should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so may result in disqualification.

The proposal submission deadline is specified in the Overview section. Any proposal received after this deadline will be rejected. UNHCR may at its discretion, extend the proposal submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

###### **The Technical and Financial offers shall be clearly separated.**

###### **IMPORTANT:**

The technical offer and financial offer documents are to be separated in E-tender box & in the Cloud ERP. Failure to do so may result in disqualification. Guidelines on how to submit your offer in the E-tender box could be found in Annex I & Annex J

**Deadline: Thursday - 24 October 2024 at 15:00 hrs (3:00 PM) – Yemen local 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 your submission offer proposal have been uploaded in e-tender box & Cloud ERP system properly before the deadline. The proposals must bear your official letterhead, clearly identifying your company name.

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.

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.

## **2.8 BID ACCEPTANCE**

UNHCR reserves the right to accept the whole or part of your bid.

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 (BVM).

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

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions of Contract for 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 CONTRACT:**

Please note that the General Conditions of Contracts (Annex G) 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**.

## **2.11 ENVIRONMENTAL POLICY**



UNHCR's policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use and disposal of goods form part of UNHCR's evaluation and selection criteria.

## **2.12 ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such, advises Suppliers not to offer any gifts, favour, hospitality, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favour, hospitality, commission, etc. to UNHCR Staff will be placed on the United Nations sanctioned list and UNHCR will not do business with them anymore.

A handwritten signature in blue ink, appearing to read 'Ma', positioned above the printed name.

Martha Stacey Kiryewala  
Supply Officer

UNHCR Country Office, Sana'a