

DATE: 07 November 2024

REQUEST FOR QUOTATION No. RFQ-HCR-SYR-2024-61

FOR THE PROVISION OF REHABILITATION SERVICES FOR THE CADASTRAL OFFICE IN LATTAKIA - SYRIA.

CLOSING DATE AND TIME: 20 November 2024 at 14:00 hrs. Syrian time.

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 co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 15,000 people in more than 128 countries continues to help about 70 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 www.unhcr.org.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Syria Operations requests your price quotation for the **Provision of Rehabilitation Services for Cadastral Office in Lattakia** as specified in this Request for Quotation (RFQ)

Important: the supplier should be responsible for the transportation of items to the location specified in this RFQ and should arrange all logistics and obtain approvals from the Syrian authorities related to delivery and transportation up to the final destination. In addition, providing Customs Declaration (البيان الجمركي) and the Syrian competent authorities approvals is mandatory.

It is strongly recommended that this Request for Quotation and its annexes be read thoroughly before submitting your offer. Failure to observe the procedure laid out in this document may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of Article 5 of the attached General Terms and Conditions for the provision of Civil Works (Annex 7).

IMPORTANT TO NOTE: This document is not to be construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION

2.1 RFQ Documents

The following Annexes form an integral part of this Request for Quotation (RFQ):

- ANNEX 1: Statement of Works.
- ANNEX 2: Terms of Reference -ToR.
- ANNEX 3: Layouts and Drawings.

- ANNEX 4: Technical Response Form - please fill-up, sign, and stamp.
- ANNEX 5: Financial Response Form-BoQ- please fill-up, sign, and stamp.
- ANNEX 6: Vendor Registration Form – to be filled and submitted.
- ANNEX 7: UNHCR General Conditions of Contracts for Civil Works
- ANNEX 8: UN Supplier Code of Conduct.

Please note that submitting an offer is deemed as your company's full acceptance of UNHCR's General Conditions of contract for Civil Works and UN supplier code of conduct.

2.2 Site Visit (Mandatory)

All Interested bidders are required to perform site visit to the subject location, UNHCR will share the details of focal point upon the site visit request.

(SITE VISIT IS MANDATORY)

The Site visit will be held on **13 November 2024 at 12:00**, please inform 24 hours in advance for site visit requests to syrdasyrcopro@unhcr.org

2.3 Requests for clarifications

Requests for clarifications should be submitted in writing (by email) to syrdasyrcopro@unhcr.org

The deadline for submission of Requests for Clarifications is on 13 November 2024, 23:59 (Syrian Time).

UNHCR will compile all the questions received and will respond to all Bidders participating in the tender competition, shortly after the query deadline.

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT to reply; **EMAIL SUBJECT: RFQ-HCR-SYR-24-61 – Query.**

2.4 Your Offer

Your offer should be prepared in **English**.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

2.4.1 Content of the Technical Offer

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply will lead to disqualification. The technical offer should contain all information required.

The following details shall be provided in the Technical Offer Form:

- **Terms of Reference and technical specifications:** The bidder must fill the Technical Response Offer Form (Annex 4) with the details of the technical specification of the offered products, which must be in compliance with Annex 1 and Annex 2.
- Company profile, main activities, management structure, reference letters and current clients.
- Similar projects currently in progress in the past five years. Include at least three relevant projects, with at least one project being a minimum of five years old, the bidder shall provide well-certified proof documents (POs, Handing over letters, invoices ...).
- **Delivery time:** Period after the completion of the work for which your company accepts liability for defects due to bad performance or faulty material provided.
- Personnel Qualifications and CV's for the staff and project manager.

- **Warranty:** The bidder is required to provide defects and liability period with terms of warranty on the products being offered which should be valid for at least six (6) months upon completion and successful receipt.
- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical offer the Vendor Registration Form (Annex 6).
- **UN Supplier Code of Conduct:** Endorsed copy (signed and stamped) of the UN Supplier Code of Conduct should be submitted in the technical offer.
- **Valid Business/Commercial Registration Certificate (license for the provision of requested goods and services is required) – (Year established: Three (3) years of operation is a minimum)**
- **General Condition of Contract for Civil Works: Endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Civil works. Pass/Fail**
- **Valid commercial bank account** matching the bidder's name in the offer and commercial registration.
- **Audited financial statements or proof of dully filled tax returns in the country of registration for the last 2 (two) fiscal years**, dully certified by an accredited accountant or the relevant tax office as per the rules of the country of registration **(regret letters will not be accepted)**.
- **Sanctions List:** Your submission should contain your confirmation that your company is not on the sanction lists.

IMPORTANT: As the final destination of goods is Syria, it is the supplier's responsibility to make sure that the bidder/products are eligible for business according to local Syrian regulations. Any false information or incomplete information on the Vendor Registration Form may result in the rejection of the application or cancellation of an already existing registration.

BANK ACCOUNT

UNHCR will **not accept** offers from companies which do not have the following required information in the **Vendor Registration Form (Annex 6):**

- Commercial bank account details (registered name of the company should match with the name of the bank account)

لا ينظر بالعروض المقدمة من الشركات التي لا تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

2.4.2 Content of The Financial Offer

Please use Annex 5 to prepare your price quotation and include the following information in your submission:

- Currency (preferably SYP or EUR or USD).
- Unit Price: As per Annex 5.
- Total Cost (all inclusive):
- Acceptance of validity of quotation for 60 calendar days.
- Acceptance of standard payment terms are net 30 days upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents), and acceptance thereof by UNHCR. Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer. Please refer to Annex 1_ Progress Payments for interim Payment.

IMPORTANT:

It is solely the bidder's responsibility to ensure that the Bank Account of the company can receive payments transferred by UNHCR Syria. UNHCR payments are exempted from OFAC's Sanctions under Title 31 → Subtitle B → Chapter V → Part 542 → Subpart E → §542.513. UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary's Bank. As the final destination of goods/services will be in Syria, it is the bidder's responsibility to make sure that the bidder is eligible for business according to local Syrian

regulations. Moreover, it is also the bidder's responsibility to make sure that the quoted goods/services are eligible for business according to local Syrian regulations, including (but not limited to) securing import approvals according to the Syrian Government regulations.

3. EVALUATION OF QUOTATIONS

All bids received against this RFQ will be evaluated based on a PASS/FAIL criterion based on the requirement specified under the terms of reference and the content of the technical offer, and the contract will be awarded to the best technical offer meeting UNHCR's requirement at the most competitive prices.

3.1. Technical Evaluation

UNHCR has established technical evaluation criteria which govern the selection of offers received. Mandatory technical evaluation criteria are listed below:

CRITERIA DESCRIPTION	Sub Criteria
Total years of experience of the Company/Vendor	The company has at least 5 years of proven similar/relevant experience in construction/rehabilitation projects, the bidder must provide all well-certified proof documents (POs, Handing over letters, invoices ...). Pass/Fail
Business Registration Certificate	A valid Contractor/engineer classification certificate is submitted (the bidder should be authorized and registered to undertake the building/housing works) - (Year established: Three (3) years of operation is a minimum). Pass/Fail
Commercial bank account	Valid commercial bank account matching the bidder's name in the offer and commercial registration. Pass/Fail
Qualifications of technical staff	Qualifications of the project manager deployed for the work must be at least 7 years of experience in the construction/rehabilitation work.CV and a graduation certificate are required. Pass/Fail
Form Submission	The technical offer form must be filled out properly and submitted. Pass/Fail
Technical Compliance	Confirmation on conformity of the offered specifications to UNHCR set of requirements as mentioned in Annex 1 and Annex 2. Pass/Fail
Site visit	Participation in the site visit is mandatory. Offers from bidders who do not attend will not be accepted. Pass/Fail
Available Liabilities	The minimum Liability period is met. The liability should be for at least six (6) months and retention as well for the whole project. Pass/Fail
Implementation Timeline	The bidder must comply with the maximum implementation period. Pass/Fail
General Condition of Contract for Civil Works	Submission of an endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Civil works. Pass/Fail
UN Supplier Code of Conduct	Submission of an endorsed copy (signed and stamped) of the UN Supplier Code of Conduct. Pass/Fail
Financial statements	Audited financial statements or proof of dully filled tax returns in the country of registration for the last 2 (two) fiscal years, dully certified by an accredited accountant or the relevant tax office as per the rules

	of the country of registration (regret letters will not be accepted). Pass/Fail
Sanction list	Sanctions List: Your submission should contain your confirmation that your company is not on the sanction lists. Pass/Fail

IMPORTANT:

Please note that to qualify in the technical evaluation process, the bidder should qualify as “Pass” in all the Criteria requested.

3.2. Financial Evaluation

All financial offers from qualified and technically compliant bidders will be evaluated based on the total price inclusive of Material and required service.

The contract will be awarded to the lowest-priced, technically compliant, and responsive offer which fully meets UNHCR requirements, including economy and efficiency and best value for money.

For evaluation purposes only, if offers are received in various currencies, the offers submitted in currency other than USD will be converted into USD using the United Nations Operational Rate of Exchange (<https://treasury.un.org/operationalrates/OperationalRates.php>) in effect on the date the submissions are due.

4. SUBMISSION OF BID

We would appreciate receiving your quotation on or before **20 November 2024, 14:00** HR Syrian Time, in PDF format by email to syrdasyrcopro@unhcr.org

Please mark your email with the following reference: [RFQ-HCR-SYR-24-61](#) while indicating Technical or Financial documents.

Please note the following guidelines for electronic submissions:

- Please be aware of the fact 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-HCR-SYR-24-61](#) _ Name of your firm Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

Example: [RFQ-HCR-SYR-24-61](#) _COMPANY ABC_1/3...2/3....3/3

IMPORTANT:

- Late submissions may be rejected and offers submitted to other than the email indicated above may be overlooked and may not be considered for evaluation.
- It is your responsibility to verify that all e-mails have been received properly before the deadline.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidder 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 bidder.

5. Liquidated Damages:

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 **0.3%** for each [DAY for the portion of the incomplete portion of the works] of delay beyond the date upon which the Services were due to be completed. The Parties agree and acknowledge that the calculation of damages from a breach would be difficult to estimate

accurately and that the foregoing [The assessment will not exceed 10 percent of the Contract value] is a reasonable approximation thereof and is intended as the fair allocation and liquidation of damages and not as a penalty against the Contractor.

6. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS

Please note that the UNHCR General Conditions of Contracts for the Provisions of Civil Works (Annex 7) will be strictly adhered to for the purpose of any future contract.

Mahmoud Odeh, Supply Officer
UNHCR Syria, Country Office