

REQUEST FOR PROPOSAL

**FOR THE DRILLING OF DEEP WELLS AT URA SETTLEMENT IN THE BENISHANGUL GUMUZ
REGIONAL STATE, ETHIOPIA**

(TENDER ONLY OPEN TO SUPPLIERS REGISTERED AND BASED IN ETHIOPIA)

RFP DOCUMENTS

- Annex A: Terms of Reference (TORs)
- Annex B: Financial Offer Form
- Annex C: UNHCR General Conditions of Contracts for the provision of Goods and Services - 2018
- Annex D: UN Supplier Code of Conduct.
- Annex E: Vendor Registration Form

Supply Management Service
UNHCR Sub-Office, Assosa

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1 Overview

1.1 General Information

Title	UNHCR RFP 678,1 - Drilling of Deep Wells in Ura
Synopsis	Drilling of deep wells at Ura settlement in the Benishangul Gumuz Regional State Ethiopia.
Amendment Date	11/8/24 1:04 PM
Amendment Description	To adjust BOQ quantities.

Introduction

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 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 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, 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), Sub-Office Assosa, Ethiopia invites qualified suppliers, manufacturers and service providers to make a firm offer for the **drilling of deep wells at Ura settlement in the Benishangul Gumuz Regional State, Ethiopia.**

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.

It is strongly recommended that this Request for Proposal (RFP) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of **article 5** of the General Terms and Conditions attached under "Requirements-Preliminary examination"

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

INTENTION TO BID:

Bidders intending to participate in this tender are requested to create a draft response to this RFP in the ERP system.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP directly in this ERP portal using the messaging functionality. **The deadline for receipt of questions is 23:59 hrs CET on 18 /11/2024.** Bidders are requested to keep all questions concise.

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 proposals are **NOT** to be sent using the messaging functionality. Proposals sent using the messaging functionality will result in disqualification of the offer.

YOUR OFFER

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

Please submit your offer using the forms provided under the requirement section. 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 will result in disqualification of the offer.

SUBMISSION OF PROPOSAL

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 or outside of the online portal 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.

It is your responsibility to verify that your offer has been submitted properly in the portal before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

ACCEPTANCE OF PROPOSAL

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

Please note that UNHCR is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

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). The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR. Payment will be made in accordance to the General Conditions for the Provision of Goods and 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.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date
Close Date **11/22/24 11:59 PM**
Time Zone **Arabia Standard Time**

Open Date **11/8/24 1:04 PM**
Award Date

1.3 Negotiation Controls

Response Visibility **Sealed**
Lines Settings

Proprietary and Confidential 11/8/24 9:40 PM

Rank Indicator **1,2,3...**
 Ranking Method **Multiattribute scoring**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.5 Terms

Payment Terms **HCR Net 30** Freight Terms **DELIVERED AT PLACE**
 Shipping Method **FOB**
 Negotiation Currency **ETB (Ethiopian Birr)** ☐ **Buyer managed transportation**
 Price Precision **2**

1.6 Attachments

File Name or URL	Type	Description
Annex B - BoQ for two deep BHs	File	Annex B - BoQ Price Proposa
Annex E - Vendor Registration	File	Annex E - Vendor Registration Form
Annex D - UN Supplier Code of	File	Annex D - UN Supplier Code of Conduct
Annex C - General Conditions	File	Annex C - General Conditions of Service
Annex A -Terms of reference fo	File	Anne A - Terms of Reference

2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

Full acceptance of the UNHCR General Conditions of Contracts is a mandatory requirement regardless of the nature of services required. Non-acceptance of the General Conditions of Contract may be grounds for the rejection of the Proposal.

Technical and Financial evaluation:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

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 offer** will be evaluated using inter alia the following criteria and percentage distribution: 70% from the total score:

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

The cut-off point for submissions to be considered technically-compliant will be 50 out of the 70%

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 [ETB lowest] \ [ETB other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than Ethiopian Birr (ETB) will be converted into ETB using the United Nations rate of exchange in effect on the date the submissions are due.

Important: Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. Preliminary Examination (Technical)

***1. General Terms & Conditions**

Acceptance of UNHCR General Conditions of Contracts for Civil Works (2000) - (Annex C).

Attachments:

File Name or URL	Type	Description
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Annex C - General Conditions o	File	Annex C - General Conditions
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Select one of the following:-

- ☐ a. Yes - I accept the General Conditions of Contracts for Civil Works (2000)

***2. UN Supplier Code of Conduct**

Acknowledging the UN Supplier Code of Conduct (Annex D).

Select one of the following:-

- ☐ a. I accept the UN Supplier Code of Conduct(*Response attachments are optional*)

***3. Vendor Registration Form**

Please upload your duly completed Vendor Registration Form (Annex E). If you are already registered as a supplier with UNHCR, please type "Already Registered" in the comment comment box below.

Select one of the following:-

- ☐ a. I confirm have attached the Vendor Registration Form (Annex E)(*Response attachments are required*)
☐ b. Supplier already registered

Comments:

2.2 Section 2. Technical Proposal (Technical)

***1. Certificate of Incorporation**

Certificate available = 5 Points

No certificate available = 0 Points

Select one of the following:-

- ☐ a. Yes, uploaded certificate of incorporation(*Response attachments are required*)
☐ b. No, no certificate of incorporation uploaded

Comments:

***2. TIN Certificate**

Certificate available = 5 Points

No certificate available = 0 Points

Select one of the following:-

- ☐ a. Yes, I uploaded the TIN certificate(*Response attachments are required*)
☐ b. No TIN certificate uploaded

Comments:

***3. VAT Certificate**

Please upload a valid VAT certificate.

Certificate available = 5 Points

No certificate available = 0 Points

Select one of the following:-

- ☐ a. Yes, VAT certificate uploaded(*Response attachments are required*)
☐ b. VAT certificate not available

Comments:

***4. Grade 5 or above general contractor**

Company registration by Ministry of Water Works.

Registration evidence available = 5 Points

No evidence uploaded = 0 Points

Select one of the following:-

- ☐ a. Company registration available(*Response attachments are required*)
- ☐ b. No company registration available

***5. Past Experience**

Drilling company's experience in water well drilling in Ethiopia, particularly in Assosa area. Provide previous project samples.

5 or more projects = 10 Points

2 - 4 projects = 5 Points

1 Project 2.5 Points

0 Projects = 0 Points

Select all that apply:-

- ☐ a. Required documents uploaded(*Response attachments are required*)
- ☐ b. No documents uploaded

Comments:

***6. Timeliness of delivery, provide project completion certificates for past projects.**

2 or more projects = 5 Points

1 project = 2.5 Points

0 projects = 0 Points

Hint: Please upload document indicating all the above, missing one item will lead to bidder obtaining zero points on this requirement.

Select one of the following:-

- ☐ a. Required documents uploaded(*Response attachments are required*)
- ☐ b. No document uploaded on this requirement

Comments:

***7. Working experience with UNHCR or other international organizations.**

2 or more organizations = 5 Points

1 organization = 2.5 Points

0 organizations = 0 Points

Select all that apply:-

- ☐ a. Evidence uploaded(*Response attachments are required*)
☐ b. No evidence uploaded

Comments:

- *8. Compliance to the terms of reference/specification of the proposed services. Ability to complete the project within the specified time

Yes = 10 Points

No = 0 Points

Select one of the following:-

- ☐ a. Evidence uploaded(*Response attachments are required*)
☐ b. No evidence uploaded

Comments:

*9.

Qualification of technical personnel/ drilling crew's CVs.

7 or more = 10 Points

5 or 6 = 5 Points

Less than 5 = 1

Select one of the following:-

- ☐ a. Evidence uploaded(*Response attachments are required*)

Comments:

- *10. Proof of ownership of drilling rig machine; compressor mounted on or trailed by a truck; test pumps; driving genset and any other ancillaries related to the work.

3 or more equipments = 10 Points

2 equipments = 5 Points

1 equipment = 1 Point

0 equipments = 0 Points

Select one of the following:-

☐ a. Evidence uploaded(*Response attachments are required*)

☐ b. No evidence uploaded

Comments:

2.3 Section 3. Financial Proposal (Commercial)

*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated under "lines" section.

Your Financial Offer must contain an overall offer in a single currency which is indicated in this Request for Proposal.

The financial offer must cover all the goods & services to be provided (price "all inclusive").

The breakdown of your Financial Offer is to be submitted as per the Financial Offer Form (attached here). Proposals that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT. You are requested to hold your offer valid for 120 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 proposal 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 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 delivery of the goods to the and/or acceptance by UNHCR of the services.

Hint: Please download the attached financial offer form, fill in the required details and upload it under this requirement.

Select one of the following:-

☐ a. Financial offer form submitted(*Response attachments are required*)

Comments:

3 Lines

Instructions	Please ensure that the total amount here matches the total financial offer amount.
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3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-Drilling of deep wells in Ura river side					

3.2 Line Details

3.2.1 Line 1 Drilling of deep wells in Ura river side

Category Name **Construction supplies**
Allow Alternate Lines **No**
Requested Date

Location **P.O. Box 111**
Addis Ababa
ASOSA 111

Start Price (ETB)