



# UNHCR

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

**DATE: 26/11/2024**

## **REQUEST FOR PROPOSAL: No. RFP-NIG-ABJ-SUP-05-2024**

### **FOR PROVISION OF GEOPHYSICAL AND HYDROGEOLOGICAL SURVEY AND ESTABLISHMENT OF IRRIGATION SYSTEMS FOR LARGE-SCALE CLIMATE- RESILIENT AGRICULTURE PRODUCTION IN BANKI TOWN, BAMA LGA, BORNO STATE IN NIGERIA.**

**CLOSING DATE AND TIME: WEDNESDAY, 11/12/2024 – 10H00 HRS**

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#### **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 16,765 people in 138 countries continues to help over 60 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>.

#### **1. REQUIREMENTS**

The Representation Office of the United Nations High Commissioner for Refugees (UNHCR), in Nigeria, invites qualified service providers to make a firm proposal for the service of Geophysical and Hydrogeological survey and establishment of irrigation systems for large-scale climate-resilient agriculture production in Banki town, Bama LGA, Borno state in Nigeria (referred to hereinafter as Goods & Services).

#### **IMPORTANT:**

The Terms of Reference (TORS) are detailed in Annex A of this document.

Please note that figures have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

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.

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

**"For clarity, the RFP is divided into two lots. Bidders are required to submit detailed proposals for both lots, aligned with the terms of reference in Annex A and tailored to the specific requirements of each lot, based on their capacity and ability to execute the project. Partial bidding or submission for only one lot is not permitted.".**

**Lot 1: Conduct the Geophysical and Hydrogeological Survey in Banki Town, Bama LGA, Borno State, Nigeria**

**Lot 2: Establishment of Irrigation Systems for Large-Scale Agriculture Production in Banki town, Bama LGA, Borno State.**

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex E).

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 integral part of this Request for Proposal:

Annex A: *Terms of Reference (TOR)*

Annex B: *Technical Offer Form (Please provide detailed breakdown of items for the BOQ)*

Annex C: *Financial Offer Form Lot 1& 2*

Annex D: *Vendor Registration Form*

Annex E: *General Conditions of Contracts for the Provision of Goods & Services– 2018*

Annex F: *UN Supplier Code of Conduct*

Annex H: *e-Tender Box: Supplier User Manual on Guidance for Registration & Submission of offers*

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return e-mail to [jibunoh@unhcr.org](mailto:jibunoh@unhcr.org), copying [adhero@unhcr.org](mailto:adhero@unhcr.org) as to:

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a bid

#### **IMPORTANT:**

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

### **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to Senior Program Officer, [kundevsk@unhcr.org](mailto:kundevsk@unhcr.org) copying [jibunoh@unhcr.org](mailto:jibunoh@unhcr.org) Snr Supply Assistant and Snr Supply Officer at [adhero@unhcr.org](mailto:adhero@unhcr.org). **The deadline for receipt of questions is 16h00 hrs on Monday, 02/11/2024.** 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 as this will result in automatic disqualification.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once. **OR** will respond to these at the supplier conference. After the supplier conference, a Questions & Answers document will be prepared and posted on the UNHCR website.

UNHCR **may** organize a supplier pre-bid conference virtually via Microsoft teams, on Wednesday, 04th December 2024 which will be shared to all bidders who have shown interest to bid. 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 [jibunoh@unhcr.org](mailto:jibunoh@unhcr.org) copying [adhero@unhcr.org](mailto:adhero@unhcr.org) changes in staff need to be shared in advance; otherwise, they will not be able to participate.

Participation to the pre-tender conference shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

Participation to the pre-tender conference is strongly recommended given the complexity of the requirements. However, after the supplier conference, a questions & answers document will be prepared and posted on the UNHCR website or distributed by email to all invited bidders 24 hours after the conference.

## 2.4 **YOUR OFFER**

Your offer shall be prepared in English and documents in clear PDF word & excel format.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may 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 **e-Tender Box** will result in disqualification of the offer. Please upload your bid directly to the **e-Tender Box** <http://etenderbox.unhcr.org> as described in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following three (3) sets of documents to be uploaded on the e-tender box <http://etenderbox.unhcr.org> **Note:** The maximum size limit per file is 10MB. The system can handle multiple uploads.

- **Mandatory Commercial/Eligibility criteria or risk disqualification evaluated as pass/fail.**
- **Technical offer 70 points**
- **Financial offer 30 points**

#### **2.4.1a Content of the commercial/eligibility criteria mandatory**

<b>Content of the Commercial/Eligibility criteria mandatory</b>	
1. Corporate affairs Commission CAC certificate of incorporation, year founded minimum three (3) years from submission deadline & status is active on CAC Website	pass or fail
2. Tax clearance Certificate for the last two years 2022 & 2023	<i>pass or fail.</i>
3. Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the Vendor Registration Form (Annex D). If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.	<i>pass or fail.</i>
4. Financial audited Statements: your company should submit stamped and signed financial statements of the last two years 2022 & 2023, proving healthy financial standing of the company.	<i>pass or fail.</i>
5. Submit an acknowledgement of UNHCR General Conditions of Contract provided (Annex C) and UN Supplier Code of Conduct (Annex D).	<i>pass or fail.</i>
6. The bidder shall provide the company Profile, year founded minimum (3) three years from submission deadline. Company Profile shall include company history, contact address, and phone number, list of clients, services offered, specialization, and qualifications.	<i>pass or fail.</i>

**If any of the above mandatory requirements is not met, the bidder's proposal is automatically rejected.**

#### **2.4.1b 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 Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

### Technical Evaluation Criteria

Criteria	Score/Points
<b>1. Description of the company and the company's qualifications. – Total 20 points</b>	
a. Provide documented evidence of at least three (3) contract award letters or purchase orders and completion certificates related to Geophysical and Hydrogeological surveys for groundwater exploration and successful exploitation. Client References for the 3 contracts with jobs completed amount, emails, and phone numbers in the last 5 years. UNHCR will further contact the references.	5 points
b. Provide evidence of at least three (3) contract award letters or purchase Orders and job completion certificates related to establishment of irrigation systems including boreholes drilling i.e. 3 Client Reference with jobs completed amount, emails, and phone numbers in the last 5 years.	5 points
c. <b>Ownership of equipment:</b> Evidence in form of Purchase Receipts/lease agreement on headed paper with address and phone numbers and equipment serial numbers/specifications for Geophysical/ Resistivity meters, Electrical Resistivity Tomography (ERT) and VES accessories and of irrigation systems including drilling boreholes for irrigation systems. <b>(5 points (1 point each for list of equipment's provided)).</b>	5 points( 1 point each for list of equipment's provided.
d. Experience working in the areas with similar climatic, geological, and hydrological conditions	05 points
<b>2. Staff – Total 15 Points</b>	
Qualification of key project staff and professional accreditation: List of company technical staff, at least one curriculum vitae, and relevant certification and licenses of the below team composition( <b>Total of 15 points</b> ):	
i. <b>Team Leader/project manager:</b> Bachelor's degree or equivalent in the field of Rural Engineering (Irrigation), Civil Engineering with expertise in irrigation. He/she must have minimum 5 years of experience in managing irrigation projects. <b>(5 points)</b>	5 points
ii. <b>A Qualified hydrogeologists/survey engineers</b> with 5 years of experience in drilling and completion works. Should have minimum of Higher National Diploma in Geology or equivalent <b>(5 points)</b>	5 points
iii. <b>Environmental Impact assessment expert:</b> Bachelor's degree in water resources and environmental management and at least (5) years of relevant experience <b>(5 points).</b>	5 points
<b>3. Organizational Capacity and Understanding of the requirements for services, proposed approach, solutions, methodology and outputs – Total 15 points</b>	
a. Provides a detailed proposal with clear methodology showing understanding of key steps to be adopted for the profiling, VES, and interpretation. <b>(5 points)</b>	5 points
b. Provide a detailed proposal with clear methodology showing understanding of establishment of irrigation systems. <b>(10 points)</b>	10 points
4. Sustainability: Approach to ensuring environmental sustainability and compliance with regulations	05 points
5. Additional Consideration a. Innovation: Proposal incorporating innovative techniques or technologies b. Training and capacity building: provision of training for stakeholders as part of the project <b>(2.5 points each)</b>	05 points
6. <b>Realistic Detailed work plan with dates and timelines (with key milestones and deliverables) within 16 weeks (maximum) period of delivery of validated reports – Total 10 points</b>	10 points
<b>Total Points</b>	<b>70 points</b>

**Total 70 points, minimum for the bidder offer to be qualified for financial evaluation is 42 points of 70.**  
**Pass mark: 42 points out of 70 points.**

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

Your separate **Financial Offer** must contain an overall offer in a single currency in NGN Naira.

The financial offer must cover all the services to be provided (price “all inclusive”).

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 this regard, price must 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 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.

## 2.5 **BID EVALUATION:**

### 2.5.1 **Technical and Financial 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.

There are mandatory commercial/eligibility criteria that must be met by the bidder to be qualified for further consideration. These mandatory pre-conditions are not ratable components of the technical offer but are evaluated using a pass/fail evaluation criterion.  
**Section (2.4.1a.)**

#### **IMPORTANT:**

Failure to send any of the above requested documents will result in disqualification of your offer from further evaluation.

The **Technical offer** will be evaluated using inter alia, the following criteria and percentage distribution: **70 points** from the total score. The percentage assigned to each component is determined in advance as follows:

Criteria	Percentage
1. Description of the company and the company's qualifications.	20 points
2. Staff	15 points
3. Organization capacity and understanding of the requirements for services, proposed approach, solutions, methodology and outputs	15 points
4. Sustainability	05 points

5. Additional Consideration	05 points
6. Detailed workplan	10 points
<b>Total Combine points</b>	<b>70 points</b>

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers. The cut-off points for submissions to be considered technically compliant will be **42 points out of the total 70 points**.

#### **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 points** from the total score.

The financial component will be analyzed only for those bidders that pass the technical evaluation, **minimum 42 points and above**.

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.,  $[\text{total Price Component}] \times [\text{NGN lowest}] \div [\text{NGN other}] = \text{points for other supplier's Price Component}$ .

#### **2.6 SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

**Bids should be submitted by uploading all your document under the technical and financial category on the e-tender box site accessible via this link <http://etenderbox.unhcr.org>** 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., note also that the allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd...etc.) should not be uploaded. The maximum size limit per file is 10MB. The system can handle multiple uploads. The Mandatory commercial eligibility criteria, Technical and Financial offers shall be clearly separated.

**Bids must ONLY be uploaded via URL: <http://etenderbox.unhcr.org>**

#### **IMPORTANT:**

The Mandatory commercial eligibility criteria and technical, financial offer are to be uploaded in separate documents. Failure to do so will result in disqualification.

**Deadline: WEDNESDAY, 11/12/2024 – 10H00 HRS**

#### **IMPORTANT:**

Any bid received after this date or sent to another UNHCR address will 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 submit your offer for a UNHCR published tender via the e-Tender box online tool, the supplier needs to register in the system. This registration is exclusively

for e-Tender Box and does not replace any other registrations for UNHCR applications. **Refer to Annex H for the registration and how to submit your offer process in detail.**

**It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded and submitted 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.

## **2.7 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, 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.

## **2.8 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 Purchase of 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.

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