

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

DATE: 25/03/2024**REQUEST FOR QUOTATION: No. RFQ/COK/006/2024****SECURITY IMPROVEMENT WORKS AT
UNHCR KABUL ENCASHMENT CENTER****QUOTATION TO BE RECEIVED BY: 02/04/2024 – 1600 hrs- Local Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the security improvement works enlisted under Annex C (Bill of Quantity), specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR, Kabul, invites qualified Contractors, duly registered with the Government of Afghanistan, to make a firm offer for the for the **Security Improvement Works in UNHCR Country Office Kabul Encashment center as per the attached Technical Drawings/Design and BOQ.**

IMPORTANT:

Technical Drawings/Design & Bill of Quantity (BOQ) are detailed in **Annexes C, D and E** of this document.

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

2. BIDDING INFORMATION:**2.1. RFQ DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

- Annex A: UNHCR General Conditions of Contracts for the Provision of Services (2018)
 - Annex B: Kabul Encashments Center - DFPS related improvement Plan (Drawings)
 - Annex C: Bill of Quantity
 - Annex D: Vendor Registration Form
 - Annex e: UN Supplier Code of Conduct
 - Annex F: UNHCR General Conditions of Contracts for Civil Works (October 2000)
-

Annex H: Site Visit Certificate- All bidders are required to fill out, have it signed by UNHCR site visit facilitator and submit together with their technical proposal.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFQ by return e-mail to the Supply Chain Unit at afgkascu@unhcr.org as to:

- Your confirmation of receipt of this RFQ, and
- Whether or not you will be submitting a bid

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to the Supply Chain Unit at afgkascu@unhcr.org.

The deadline for receipt of questions is 12:00 hrs local time on 28 Mar 2024. Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

SITE VISIT – MANDATORY

A pre-bid site visit / conference will be held at the project site on **27 Mar 2024 from 10:00 to 12:00 hrs local time**. A maximum of 2 representatives per company is allowed.

Interested bidders can visit UNHCR Encashment Center located at Pul e Charkhi, Kabul, Afghanistan. Mr. Abdul Faheem Sattar may be contact through **0791 990 244** if guidance to the site will be required.

Participation is **MANDATORY**, as no variation in price and/or schedule will be authorized due to lack of knowledge of the site condition.

Bidders shall consider their participation to the pre-bid site visit / conference as “cost of doing business”. In this regard, UNHCR will not reimburse any site visit attendance costs.

2.4 YOUR OFFER

Your offer shall be prepared in English.

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

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

The Approved Technical Designs and BOQ of the services requested by UNHCR can be found in **Annex B and Annex C**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information (please see the technical evaluation matrix below for complete list):

IMPORTANT:

The (BOQ) bill of quantity provided is considered provisional and all quantified elements in the bill of quantities are provisional, payment shall be made based on the actual material delivered and installed and final work executed at the site and agreed upon by all parties and this may affect the contract price.

The approved Technical Drawings and Technical Specifications for the services requested by UNHCR can be found in **Annexes B, C and D**. Your Technical Offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information and a score to be awarded during the technical evaluation has been allocated to each:

A. Description of the company and the company's qualifications – Mandatory Requirements

A description of your company with the following documents:

- Submission of a valid license for construction works in Afghanistan.
- Submission of Annex A (UNHCR General Conditions of Contracts for the Provision of Services) and Annex G (UNHCR General Conditions of Contracts for Civil Works) signed and stamped.
- Copy of Site Visit Certificate (Annex H)
- Proposal validity of 30 calendar days from the closing date of this RFQ
- Provision of minimum 1-year overall warranty of the construction works signed and stamped.
- Submission of proposed construction plan in Gantt Chart
- UN Supplier Code of Conduct (Annex F)
- **Vendor Registration Form:** If your company is not yet registered with UNHCR, you should complete, stamp, sign, and submit the Vendor Registration Form (**Annex E**) together with your technical proposal. ***If already registered with UNHCR as a vendor, only indicate UNHCR vendor ID number.***

B. Understanding of the requirements for services, methodology and outputs**1. Description of the firm and relevant qualifications (20 points)**

- Years of experience (accumulated project duration to be converted to years) in providing construction services including contract copies, appreciation letters or any other documents showing project successful completion. **(5 points)**
 - ✓ No experience = 0pt.
 - ✓ 1-<3 years = 1 pts,
 - ✓ 3-<5 years = 3 pts,
 - ✓ 5-<above = 5 pts.
- Organization structure or chart (of the firm) **(3 points)**
 - ✓ Availability of Management, Finance & Technical including design Units with Name of the Person in Charge with Qualified Female Staffs = 3 pts.
 - ✓ Availability of Management, Finance & Technical Units with Name of the Person in Charge = 2 pts.
 - ✓ Availability of Management or Finance or Technical Units with (or without) Name of the Person in Charge = 1 pt.

- ✓ Non submission = 0 pt.
- Experience for similar projects: **Project list, project completion certificates and contact details of references, incl. UN/NGOs & Govt. (8 points).**
 - ✓ More than 5 similar projects with UN/NGOs with certificates/references = 8 pts.
 - ✓ Less than 5 similar projects with UN/NGOs with certificates/references = 6 pts.
 - ✓ Only similar projects but with non-UN/NGO with certificates/references = 4 pts
 - ✓ Only similar projects with UN/NGOs without certificate/reference = 2 pts.
 - ✓ Only similar projects but with non-UN/NGO without certificate/references = 1 pt.
 - ✓ Non-similar projects and other construction experience = 1 pt.
 - ✓ No experience = 0 pt.
- Bidders based in the region where the project site is located promoting local economy and engage the community **(4 points)**
 - ✓ Based in the region = 4 pts.
 - ✓ Not based in the region = 0 pts.

2. Understanding of UNHCR's requirements (20 points)

Technical Proposal (Proposed approach to carry out the works / addressing the requirements outlined in the BOQ). A clear, well-articulated approach from mobilization to demobilization including:

- Waste management/disposal **(2 points):**
 - ✓ Clear, detailed, and coherent = 2 pts >
 - ✓ Non submission = 0 pt.
- Environmental Protection during implementation **(3 points):**
 - ✓ Clear, detailed, and coherent = 3 pts >
 - ✓ Somewhat clear and not coherent = 1-3 pts; >
 - ✓ Non submission = 0 pt.
- Submission of quality control plan: it must specify quality standards, practices, resources, specifications, and the sequence of activities relevant to a particular product, type of quality control measures/tests, service, project, or contract **(5 points):**
 - ✓ Clear, detailed, and coherent = 5 pts >
 - ✓ Somewhat clear and not coherent approach = 1-4 pts: >
 - ✓ non submission = 0 pt.
- Submission of safety plan: it should at a minimum include responsibilities and chains of command, emergency response plan under safety incident, continuous monitoring and capacity building for the employees and effective reporting and communication mechanism **(5 points)**
 - ✓ Clear, detailed, and coherent= 5 pts >
 - ✓ Somewhat clear and not coherent approach = 1-4 pts: >

✓ non submission = 0 pt.

- Proposed project schedule. The contractors should avoid the difficult weather period in their Gantt charts, a clear mobilization schedule indicates the modality of supplying the materials in advance to the site should be attached along with the work plan. **(5 points)**
 - ✓ Detailed work plan using Gantt chart (Baseline for the scoring is UNHCR's estimated duration) Completion time (proportionally distributed with UNHCR estimated duration as base line) the % distribution for main and sub-tasks to be well elaborated, with clear activities.

3. Implementation Capacity (15 points)

List of all resources, machinery, relevant equipment and tools considering the nature of projects to be mobilized for performance of the works described in the technical documents.

- Earth Moving Equipment: Excavator, Grader, Loader, Backhoe, Bulldozer, Trencher, Scraper and etc. **(2 points)**
 - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 2 pts >
 - ✓ Availability of the list of machinery/tools/equipment = 1 pts >
 - ✓ Non submission of the requested list = 0 pt.
- Construction Vehicle: Tippers, Dumpers, Tankers, Trailers, Dump Truck, etc. **(2 points)**
 - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 2 pts >
 - ✓ Availability of the list of machinery/tools/equipment = 1 pts >
 - ✓ Non submission of the requested list = 0 pt.
- Material Handling Equipment: Mobile Crane, Forklift, Tractor etc. **(2 points)**
 - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 2 pts>
 - ✓ Availability of the list of machinery/tools/equipment = 1 pts >
 - ✓ Non submission of the requested list = 0 pt.
- Construction Equipment: Concrete mixer, mortar mixer, Compactor, Paver, Road roller, Digging Bar, Drill Machine, Sand Screen Machine etc. **(2 points)**
 - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 2 pts >
 - ✓ Availability of the list of machinery/tools/equipment = 1 pts >
 - ✓ Non submission of the requested list = 0 pt.
- Construction Tools: End Frames, Hand Saw, Hoe, Ladder, Line and Pins, Mason's Square, Measuring Box, Measuring Tape, Polisher, Earth Rammer, Sledgehammer, Spade, Spirit Level, Tile Cutter, Vibrator, Wedge, Wheelbarrow, electrical multi tester, voltage indicator, pipe cutter, core drill, pipe-iron bar bender, etc. **(2 points)**
 - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 2 pts >
 - ✓ Availability of the list of machinery/tools/equipment = 1 pts >

✓ Non submission of the requested list = 0 pt.

- List of skilled labour, qualified technical staff (Engineers, Project Manager, administration manager and etc) including their CVs **(5 points)**
 - ✓ Minimum 1 site engineer, 1 project manager, 1 administration manager including their CVs and the list of skilled labourers with their name = 5 pts >
 - ✓ 1 site engineer or 1 project manager or 1 administration manager with/without their CVs or the list of skilled labourers with their name = 4-1 pts >
 - ✓ Non submission of a list/CVs= 0 pt.)

4. Materials Warranty (5 points)

- Clarity on origin / brands of the proposed materials relevant to the project **(5 points)**
 - ✓ A list for relevant major construction materials = 5 pts >
 - ✓ A list missing requested info = 2 pts >
 - ✓ Non submission = 0 pt.

2.5 BID EVALUATION:

2.5.1 Supplier Registration:

The qualified service provider(s) will be added to the Vendor Database after investigation of suitability (due diligence) based on the submitted Vendor Registration Form (**Annex E**) and supporting documents. The investigation involves consideration of several factors such as:

- Potential capacity of the firm to deliver the scope of services required.
- Company core business, financial strength, proposed technical personnel and relevant experience.
- Track record, current clientele, and contract capacity.
- Proposed project schedule – detailed work plan.

2.5.2 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. 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: **60%** from the total score, as follows (refer to **2.4.1** for the detailed content of each evaluation criteria):

| Criteria | Required | Points |
|---|--|---------------|
| 1.Preliminary Evaluation | Company Profile and Mandatory Documents | PASS or FAIL |
| 2. Description of the firm and relevant qualifications (20 points) | Years of experience | 5 points |
| | Organization structure or chart (of the firm) | 3 points |
| | Experience for similar projects | 8 points |
| | Bidders based in the region where the projects sites are located | 4 points |
| 3. Understanding of UNHCR's requirements (20 points) | Waste management | 2 points |
| | Environmental protection | 3 points |
| | Submission of quality control plan | 5 points |

| | | |
|--|---|------------------|
| | Submission of safety plan | 5 points |
| | Proposed project schedule – detailed work plan using Gantt chart | 5 points |
| 4. Implementation Capacity (15 points) | Earth Moving Equipment | 2 points |
| | Construction Vehicle | 2 points |
| | Material Handling Equipment | 2 points |
| | Construction Equipment | 2 points |
| | Construction Tools | 2 points |
| | Personnel-qualifications and experience of key site management and technical personnel proposed for the works | 5 points |
| 5. Materials and finished works warranty (5 points) | Clarity on origin / brands of the proposed materials relevant to the project | 5 points |
| Total | | 60 points |

Remark:

The cut-off points for submissions to be considered technically compliant will be **35 points out of 60 points**.

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., [total Price Component] x [AFN lowest] \ [UGX other] = points for other supplier's Price Component.

3. RFQ Submission

We would appreciate receiving your quotation on or before **02/04/2024 – 1600 hrs** by e-mail in PDF format to afgkascu@unhcr.org

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/COK/006/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

- 4. LATE SUBMISSION OF BIDS:** Bids received after the deadline for submission of bids may not be considered.
- 5. BID ACCEPTANCE:** UNHCR reserves the right to accept the whole or part of your bid and UNHCR will not be obliged to accept the lowest offer.
- 6. BID VALIDITY:** You are requested to hold your offer valid for 30 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.
- 7. PAYMENT:** The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

8. **THE UN GLOBAL COMPACT:** The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labor, environment, and anti-corruption, and take actions that advance societal goals.

UNHCR encourages bidders to sign up to this initiative at:
<https://www.unglobalcompact.org/>

9. **ZERO TOLERANCE POLICY.** Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gift, favour, hospitality, and commission etc. to UNHCR staff. Any suppliers found to be offering gifts, favour, hospitality, and commission etc. to UNHCR staff will be placed on United Nations sanction list and UNHCR will not do business with them anymore.

Thank you for your kind attention.

Farid Ahmad Karimi

Associate Supply Officer
UNHCR Country Office Kabul

