



# UNHCR

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

**DATE: 09 JANUARY 2025**

**REQUEST FOR PROPOSAL: No. RFP/COK/001/2025**

**ESTABLISHMENT OF 2+1+1 YEARS FRAME AGREEMENT  
FOR THE PROVISION OF THIRD- PARTY MONITORING SERVICES  
FOR THE CONSTRUCTION PROJECTS IN AFGHANISTAN**

**CLOSING DATE AND TIME: 04 FEBRUARY 2025 – 16:00 hrs AFGHANISTAN 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 the mandate to help stateless people.

Across 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 environment, 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 Office of the United Nations High Commissioner for Refugees (UNHCR), Kabul, invites qualified service providers to make a firm offer for the establishment of **Frame Agreement(s) for the provision of third-party monitoring services for the construction projects in Afghanistan** (referred to hereinafter as services).

<b>IMPORTANT:</b>
-------------------

Terms of Reference (TOR) are detailed in Annex A of this document.
--

UNHCR may award non-exclusive Frame Agreement(s) with an initial duration of two (2) years, potentially extendable for a further two periods of one (1) year each (2+1+1 years). The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is listed in Annex A.

Please note that 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 a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by the issuance of individual Purchase Orders against the Frame Agreement.

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 Frame Agreement with other UN Agencies.

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.

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

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:

Annex A:	Terms of Reference (TOR)
Annex B:	Financial Offer Form (BoQ)
Annex C:	Vendor Registration Form
Annex D:	UNHCR General Conditions of Contracts for the Provision of Services – 2018
Annex E:	UN Supplier Code of Conduct
Annex F:	eTenderBox Registration Guide
Annex G:	eTenderBox Supplier User Manual

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return e-mail to [afgkascu@unhcr.org](mailto:afgkascu@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 [afgkascu@unhcr.org](mailto:afgkascu@unhcr.org). **The deadline for receipt of questions is 23 January 2025 at 12:00 hrs (local time).** 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 an automatic disqualification.

UNHCR will compile any questions received. UNHCR will respond to these questions at the supplier conference.

UNHCR will organize an online MS Teams supplier pre-bid conference, **on 28 January 2025 at 14:00 hrs (local time)**. A maximum of two representatives per company are allowed to participate. Names and email addresses of the company's representatives must be provided, at least two working days in advance, by e-mail to [kotwal@unhcr.org](mailto:kotwal@unhcr.org) and must copying [afgkascu@unhcr.org](mailto:afgkascu@unhcr.org). Changes in staff need to be shared in advance otherwise they will not be able to participate.

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

Participation to the pre-bid conference is strongly recommended given the complexity of the requirements. However, after the supplier conference, a Questions & Answers document will be prepared and shared by e-mail with those bidders, who participated in the pre-bid conference and/or those who expressed interest (by e-mail) that they will participate in the tender.

## **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.

### **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 to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

### **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 the information required.

The Terms of Reference (TOR) 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:

#### **Mandatory criteria:**

##### **a. Certified copy of company registration certificate in Engineering Consultancy:**

- The bidder's company must be duly and currently registered to undertake similar works in Afghanistan.
- The bidder must submit formal Identification Document (picture ID's: Passport, national ID, tekzira) of the principle/s named in the company licence / registration. ID in a language other than English must be accompanied by an English translation.
- Certified copy of valid business license to provide oversight services.

##### **b. UNHCR Vendor Registration Form (Annex C):**

- The bidder must complete, sign, and stamp it to meet compliance requirements. (for companies not registered with UNHCR)

##### **c. Financial statements / audit reports:**

- The bidder must provide the audit report for the past 3 years (2021, 2022 & 2023), showing a minimum annual turnover of USD 10,000 (or the equivalent in AFN).

##### **d. Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018 (Annex D):**

- The bidder must sign it to confirm acceptance and commitment to ethical practices.

##### **e. Signed UN Supplier Code of Conduct (Annex E):**

- The bidder must sign it to confirm acceptance and commitment to ethical practices.

Except for the 'Methodology approach and Workplan', companies failing to provide up to 4 sets of the required documents during the first instance shall be given a second opportunity to do so within a strict 3 days period. Companies failing to respond within the specified deadline or failing to provide 5 or more documents during the first instance or failing to provide the full set of required documentation during the second attempt, shall be evaluated 'as is' and potentially disqualified.

In addition, please provide the following that will facilitate the evaluation of your company's substantive reliability, financial and managerial capacity to provide the required services.

### **1. Description of the company and the company's qualifications**

A description of your company with the following:

#### **Company profile (Verification and Background Checks):**

- i. Description of the company's activities and specializations. If a multi-location company, specify the location of headquarters.
- ii. Description of the company's experience in these services
- iii. Similar projects successfully completed.
- iv. Similar projects currently underway
- v. References from previous or current projects.

Companies found to have provided false evidence or testimonials will be DISQUALIFIED and excluded from further technical evaluation.

### **2. Understanding of the requirements for services, proposed approach, solutions, methodology, and outputs**

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR including:

- i. A description of your organization's capacity to provide the services
- ii. A description of the company experience in oversight services
- iii. Project assumptions and constraints based on your understanding of the proposed services
- iv. Compliance with the requirements stated in the TOR.

### **3. Proposed personnel to carry out the assignment**

The composition of the team you propose to deliver the required services:

- i. Organigram
- ii. Curriculum Vitae of core staff.

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

Your separate **Financial Offer** must contain an overall offer in a single currency, in United States Dollars.

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/BoQ (Annex B). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this in regard, the price is to be given without VAT.

You are requested to hold your offer valid for four (4) months (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 all relevant documents.

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 five (5) mandatory criteria that must be met by the bidder in order 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.

<b>Mandatory Criteria</b>	<b>Pass/Fail</b>
<b>a) Company License/Registration in Engineering Consultancy:</b>	
1. The bidder's company must be duly and currently registered to undertake similar works in Afghanistan. Bidder must submit copy of <u>company registration certificate</u> in Engineering Consultancy	
2. The bidder must submit formal Identification Document (picture ID's: Passport, national ID, tekzira) of the principle/s named in the company licence / registration. ID in a language other than English must be accompanied by an English translation	
<b>b) Company Profile Verification and Background Checks:</b>	
1. Technical profile documents will undergo verification and background checks (Bidder must submit: Certified copy of valid business license & Certified copy of tax registration certificate).	
2. Financial statements / audit reports from the past 3 years (2021, 2022 & 2023), showing a minimum annual turnover of USD 10,000 (or the equivalent in AFN).	
3. Companies found to have provided false evidence or testimonials will be <b>DISQUALIFIED</b> and excluded from further technical evaluation.	
<b>c) Acceptance of UNHCR General Conditions of Contract for the provision of Services</b>	
Bidder must sign and return the form to show full acceptance of UNHCR's contract terms. Non-acceptance or conditional acceptance disqualifies the bid.	
<b>d) Submission of dully filled and signed Vendor Registration Form</b>	
The Vendor Registration Form will be provided. The bidder must complete, sign, and stamp it to meet compliance requirements (for companies not registered with UNHCR). <b><i>However, if already registered with UNHCR as a vendor, only indicate UNHCR vendor ID number.</i></b>	
<b>e) Acceptance of the UN Code of Conduct</b>	
The UN Code of Conduct document will be provided. The bidder must sign it to confirm acceptance and commitment to ethical practices.	

#### **IMPORTANT:**

The above listed documents must be submitted as '*separate / standalone documents or annexes*' with your technical proposal. Only companies which won't submit up to four (4) of the listed mandatory documents with their technical bid during the first instance may be contacted by UNHCR, at UNHCR's sole discretion, using the return email address and given one more opportunity to submit them within a strict deadline. **A Company will be disqualified from further evaluation in case:**

- (a) the required documents are still not submitted, not submitted in full and/or not submitted within the UNHCR specified deadline, during the second instance
- (b) a company won't submit five (5) or more mandatory documents with its technical bid during the first instance.

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.

Technical evaluation criteria	Score
<b>Expertise of the Company</b>	<b>20</b>
1. Proven track record in monitoring and evaluation of construction projects of similar magnitude and nature. The Company/Consulting firm must submit a list of implemented projects within the last 10 years, with at least three projects of single/multi-storey buildings, structural and electromechanical analysis, (or broadly in building works) projects in Afghanistan (minimum project value:100,000 USD). Presented projects must be on a high level in the field of aesthetics, functionality, and flexibility. <i>(2 points per experience; maximum 5 projects; 0 point if not provided) – (Total 10 points).</i>	10
2. Demonstrated capacity to operate in challenging environments/regions in Afghanistan. <i>(2 points per experience one region; maximum 5 projects in different regions; 0 point if not provided) – (Total 10 points).</i>  <i>Evidence means a valid certificate of completion, a contract or purchase order. (Photos without supporting contract documents will not be considered. UNHCR reserves the right to check with the clients to ascertain that the works were done satisfactorily)</i>	10
<b>Technical personnel</b>	<b>20</b>
3. The company or Consultant must have highly qualified architects, engineers and project managers who will be engaged in the project, with at least 3 employees' designers/engineers/ with professional competency in the design and structural analysis for civil works. CVs of personnel suggested by the company or Consultant to be assigned to this project should be provided. 4. All experts, architects, engineers, and project managers, involved in the project must be licensed/registered experts in their field of expertise, with a minimum of <u>5 years of experience in the profession</u> . (5 points per each professional (architect, engineer, project manager); maximum 15 points); 5. <i>Architect with at least 5 years' experience=2 points, engineer with at least 5 years' experience= 2 points, project manager with at least 5 years' experience=1 point)– (Total 5 points).</i> <i>Detailed CVs and certified academic/professional certificates must be attached and signed by the professionals</i>	20
<b>Methodology Approach Proposed and Work Plan</b>	<b>20</b>
6. Methodological approach proposed in responding to the services and a detailed work plan broken down into activity, timing, and outputs. The methodological approach should describe the way in which the consultant has understood the scope of work and the requirement of services including assumptions. (Realistic work plan aligning with the UNHCR's schedule=10 points, Well-detailed methodology describing project understanding and execution=10 points) 7. Scoring for methodology and workplan: a) <i>No proof or does not meet minimum requirements = 0 Points</i> b) <i>Partially meets requirements with major gaps = 5 Points</i> c) <i>Partially meets requirements with minor gaps = 8 Points</i> d) <i>Fully meets the requirements = 10 Points.</i>	20
<b>Financial Capacity</b>	<b>10</b>

8. The Company/ Consultant should demonstrate sound financial standing which should be demonstrated with TAX - compliant certificates and the Bank financial statements. (updated tax compliance certificate or its equivalent provided = 5 points, most recent 3 years audit reports, or certified bank statements = 5 points, Total =10 points)	10
<b>Total:</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 point for submissions to be considered technically-compliant will be **70% out of the full 70 points, or 49 points.**

#### **Clarification of Proposals:**

To assist in the examination, evaluation, and comparison of proposals UNHCR may, at its discretion, ask the Bidder for clarification on the content of the proposal. The request for clarification and the response shall be in writing. 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 [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

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

## **2.6 SUBMISSION OF BID:**

The proposals must bear your official letter head, clearly identifying your company. The Technical and Financial proposals shall be clearly separated using separate emails/attachments.

The offer must bear your official letter head, clearly identifying your company name and the RFP reference number: **RFP/COK/001/2025.**

Bids should be submitted by file upload to e-Tender Box Portal, the online bid registration tool of UNHCR. The e-Tender Box can be accessed via the following URL:

<http://etenderbox.unhcr.org>

To use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that eTenderBox account for managing its offers to UNHCR.

In case the password is forgotten that account cannot be used anymore, and new registration is required. The eTenderBox Registration Guide and User Manual is available at the above URL and provided as annexes to this RFP.

**IMPORTANT:** The Technical and Financial offers are to be submitted as separate documents (Technical offer folder and financial offer folder). Failure to do so may result into disqualification.

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. However, we strongly encourage the use of PDF format for ease of accessing your submissions. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded.

The maximum size limit per file is 10MB. 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 expiry 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.

**IMPORTANT:**

The technical offer and financial offer are to be sent in separate documents. Failure to do so will result in disqualification.

**Deadline: 04 February 2025, 16:00 hrs (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. 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.

It is supplier's responsibility to verify that documents and correspondences have been submitted properly before the 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.

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

Should you have any technical queries/issues regarding eTenderBox, please check the FAQ section of the Supplier User Manual (also available in the application) as it may provide the answer/solution to your query. In case you did not find the answer, you were looking for, please send an email to the following helpdesk email address: [rbapsupply@unhcr.org](mailto:rbapsupply@unhcr.org)

Also, in order to minimize any issues at the submission of your offer in eTenderBox, please carefully read and adhere to the instructions on offer submission (allowed file extensions, size limit per file).

## **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.**



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 requirements, 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 as a result 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.

### **2.8.1 Advance Payments**

Advance payments are not applicable for this tender and subsequent contract.

John Melkenbeek

Snr. Supply Officer  
UNHCR Country Office  
Kabul, Afghanistan

