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

DATE: 24/11/2026

REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/26/30

Provision of Maintenance, Renovation and Rehabilitation Works for UNHCR Aden Office, Yemen

UNHCR Sub Office Aden - Khor Maksar District, Aden, Yemen

QUOTATION TO BE RECEIVED BY:

Tuesday, 15 December 2026 at 23:59 hrs (11:59 PM), Yemen time

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The Office of the United Nations High Commissioner for Refugees (UNHCR) requests firm quotations from qualified construction and maintenance contractors for the provision of the works described herein, in accordance with Annex A, the relevant Bills of Quantities (BOQs) and the technical drawings.

1. REQUIREMENTS

Type of services: Supply of all required materials, equipment, tools, labour and supervision and execution, completion, testing, cleaning and handover of office maintenance, renovation, rehabilitation and related civil, mechanical and electrical works.

Location: UNHCR Sub Office Aden, Khor Maksar District, Aden, Yemen.

- Lot 1: Maintenance and Rehabilitation of Main Building and External Works.
- Lot 2: Construction of Underground Diesel Storage Tank and Pump Room.
- Lot 3: Renovation and Rehabilitation of Reception Center.
- Lot 4: Establishment and Furnishing of Child-Friendly Space at Reception Center.

Bidders may submit a quotation for any one, any two, any three, or all four lots. Each offered lot must be priced in full. Partial quotations for individual BOQ lines within a selected lot are not acceptable. UNHCR may award one or more lots to one or several bidders, and evaluate and award each lot independently.

Implementation: Each awarded lot shall be completed within two (2) months from the written notice to proceed or the date stipulated in the resulting contract or purchase order. If multiple lots are awarded concurrently, their implementation periods run in parallel; the total period is not cumulative. Bidders shall submit a programme of works (bar chart or critical-path schedule) identifying activities, sequencing and resources for each lot offered.

Minimum warranty and defects liability: Twelve (12) months from written UNHCR acceptance/handover, covering defective workmanship, materials, supplied equipment and installation, with rectification at the contractor's cost. Any longer manufacturer warranty offered shall also apply.

2. FINANCIAL OFFER

Financial offers shall be in United States Dollars (USD) and use the prescribed unpriced BOQs under Annexes C1, C2, C3 and C4. The bidder shall complete every unit-rate cell for every item in a selected lot, with a zero rate only where the cost is expressly included in another line of the same lot. Rates shall cover transport, delivery, labour, waste removal, permit-related arrangements, testing, commissioning, cleaning, handover and all work required by Annex A, the BOQ and drawings. Bidders shall factor the costs of providing

required performance security and the retention arrangements into their quoted rates; such costs shall not be added after bid submission.

Provide unit rates and extended totals exclusive of VAT. If VAT applies, state its rate and amount separately. UNHCR tax-exemption arrangements, if applicable, will be administered in accordance with the relevant legal and operational requirements. Conditional or hidden charges are not acceptable.

3. BIDDING INFORMATION AND RFQ DOCUMENTS

Annex	Description
Annex A	Scope of Work and Technical Specifications - all four lots
Annex B	Technical Offer and Technical Conformity Matrix - all lots
Annex C1	Financial Offer BOQ - Lot 1: Main Building and External Works
Annex C2	Financial Offer BOQ - Lot 2: Diesel Storage Tank and Pump Room
Annex C3	Financial Offer BOQ - Lot 3: Reception Center
Annex C4	Financial Offer BOQ - Lot 4: Child-Friendly Space
Annex D	Technical Drawings
Annex E	UNHCR Vendor Registration Form
Annex F	UNHCR General Conditions of Contract for Construction/Civil Works
Annex G	UN Supplier Code of Conduct

4. TENDER CALENDAR

Milestone	Date and time (Yemen time)
RFQ issue / advertisement	Tuesday, 24 November 2026
Pre-bid meeting at UNHCR Aden Office	Thursday, 26 November 2026 at 10:00 hrs (confirmed by requesting unit; subject to access arrangements)
Joint site visit at UNHCR Aden Office	Thursday, 26 November 2026 at 12:00 hrs (confirmed by requesting unit; subject to security clearance)
Deadline for clarification questions	Monday, 30 November 2026 at 17:00 hrs
Anticipated publication of consolidated clarifications	Thursday, 03 December 2026 (or earlier)
Closing of technical and financial quotations	Tuesday, 15 December 2026 at 23:59 hrs (11:59 PM)

Attendance at the pre-bid meeting and site visit is strongly recommended but is not a mandatory eligibility criterion. Security screening and access arrangements apply. Companies wishing to attend should send the name, ID number and contact details of no more than two representatives by 15:00 hrs on Wednesday, 25 November 2026 to YEMSASU@unhcr.org. UNHCR will confirm access and meeting arrangements. Technical clarifications made during the visit are not binding unless issued in writing to all bidders.

Clarifications: Submit questions only to YEMSASU@unhcr.org, quoting the RFQ number, by the deadline above. UNHCR will circulate written responses/amendments without identifying the inquirer. Do not send questions or quotations to requesting-unit staff. UNHCR may amend the deadline by written notice to all participants.

5. TECHNICAL AND FINANCIAL EVALUATION

Bids will first be reviewed for administrative eligibility, then evaluated against non-discretionary PASS/FAIL requirements, on a lot-by-lot basis. A bidder may qualify on some lots and fail on others. UNHCR will evaluate the financial offer for each lot only where the bidder has passed all mandatory requirements for that lot. Subject to satisfactory technical compliance and due diligence, award is envisaged to the lowest-priced substantially compliant bid per lot; UNHCR reserves the right to award lots separately.

I. ELIGIBILITY CRITERIA

Mandatory requirement	Merit
Valid business registration and licences covering the relevant construction, civil works, maintenance, mechanical/electrical or fuel-system activities for the lot(s) offered, issued/recognized by relevant Yemeni authorities.	PASS / FAIL
Evidence of at least two (2) completed similar contracts, purchase orders or work orders performed in Aden or southern governorates of Yemen during the preceding two (2) years, including client and scope details.	PASS / FAIL
Signed/stamped acknowledgment and acceptance of the UNHCR General Conditions of Contract for Construction/Civil Works (Annex F).	PASS / FAIL
Signed/stamped acknowledgment and acceptance of the UN Supplier Code of Conduct (Annex G).	PASS / FAIL
Signed acknowledgement that, if awarded, the bidder will furnish the 10% performance guarantee/security and accept UNHCR's 10% retention arrangement (6 or 12 months) pursuant to Section 7 and the Civil Works GCC (Annex F).	PASS / FAIL

II. TECHNICAL CONFORMITY CRITERIA

Mandatory requirement (assessed for each lot quoted)	Merit
Complete signed/stamped Annex B technical matrix for all quoted lots, with specific compliance confirmations and deviations disclosed; signed acknowledgment of Annex A and Annex D.	PASS / FAIL
Compliance with each line and all technical specifications in Annex A and the relevant Annex C BOQ and drawings; supporting product/material catalogues, data sheets and method statements where applicable.	PASS / FAIL
Work programme (bar chart or critical path) demonstrating completion within two (2) months and identifying sequence, manpower and site coordination.	PASS / FAIL
Signed minimum twelve (12)-month warranty / defects-liability commitment following handover, covering materials, supplied equipment and workmanship.	PASS / FAIL
Qualified site team, methodology, workplace safety and operational continuity arrangements tailored to the lot, including fire/fuel safety for Lot 2 and child-safe installation for Lot 4.	PASS / FAIL
Any lot-specific compulsory technical confirmations in Annex B (e.g. structure/façade rehabilitation, fuel-system safety and testing, safe access/privacy works, or child-safe finishes and furniture).	PASS / FAIL

Financial evaluation: For each technically qualified lot, the evaluated comparison will be the sum of all priced BOQ items, with arithmetic corrections made consistently as necessary. Any applicable taxes will be treated in accordance with UNHCR tax status. UNHCR may request clarifications without changing the substance or price of the offer.

6. RFQ SUBMISSION

Send quotations by email only to YEMSATEN@UNHCR.ORG no later than Tuesday, 15 December 2026 at 23:59 hrs Yemen time. Technical and financial offers MUST be sent as separate emails, and quotations must clearly indicate the lot number(s) offered. Do not copy technical or financial offers to the enquiry mailbox.

Attach signed technical and financial offers as PDF documents; editable completed Annex B and Annex C Excel files may additionally be attached for ease of evaluation. Email attachment size should not exceed 10 MB per message; use numbered messages if

required. Executable files are prohibited. The bidder is responsible for ensuring complete and timely receipt of all email parts.

Recommended email subjects:

- RFQ/YEMSA/SUP/26/30 – COMPANY NAME – Technical Offer – Lots [numbers] – Email [1 of X]
- RFQ/YEMSA/SUP/26/30 – COMPANY NAME – Financial Offer – Lots [numbers] – Email [1 of X]

Minimum technical submission: company registration, relevant prior-work evidence, company/contact details, Annex B, acceptance of Annex F and G, technical data sheets as applicable, methodology/safety information, proposed schedule and formal warranty declaration, and signed acceptance of the performance guarantee and retention requirements under Section 7. The financial submission must include the completed Annex C form for EACH selected lot. Financial prices must NOT appear in the technical offer.

Offer validity: At least ninety (90) calendar days from the closing date. Offers received after the deadline or via any other email address may be rejected.

7. INFORMATION FOR BIDDERS AND CONTRACT CONDITIONS

The UNHCR representative and the requesting unit may inspect samples, materials and workmanship and will certify completion and acceptance of each lot. The contractor must rectify nonconforming work at its own cost prior to final acceptance and any defects arising within the stated defects-liability period.

Performance guarantee (10%): The successful bidder shall provide performance security equal to ten percent (10%) of the value of each awarded lot/contract, in accordance with the applicable UNHCR General Conditions of Contract for Civil Works (Annex F). The acceptable instrument (Performance Bank Guarantee and/or Performance Bond, as applicable), its validity, submission, renewal and release requirements shall be governed by Annex F and the resulting contract. Performance security must be arranged at the successful contractor's expense.

Retention (10%): Retention money equal to ten percent (10%) of the value of each awarded lot/contract shall apply. The retention may be held for either six (6) or twelve (12) months, as determined by UNHCR and stated in the resulting contract, subject to Annex F. The mechanism for deduction and conditions for release shall be those specified in the applicable civil-works contract. Retention is separate from the performance guarantee and does not shorten the minimum twelve (12)-month defects-liability obligation.

Payment: Subject to applicable UNHCR contract provisions, payment will follow satisfactory completion and UNHCR certification/acceptance of deliverables, receipt of a correct invoice and any supporting handover records. Standard settlement terms are net 45 days after fulfilment of the relevant payment conditions; the executed contract shall control.

UNHCR is not obliged to accept the lowest or any quotation and reserves the right to reject non-responsive offers, cancel the RFQ and/or award any combination of lots in line with applicable procurement rules. UNHCR does not reimburse tender preparation or site-visit costs.

This request for quotation does not constitute a commitment to award a contract.

Jamil Koussous
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Date: 2026.11.23 13:08:54 +03'00'

Jamil Koussous
Associate Supply Officer
UNHCR Yemen