

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 01/12/2024****REVISED REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2024/69****Miscellaneous Construction Work and Items Movements from RC Office to Main Office****QUOTATION TO BE RECEIVED BY:****Sunday 08/12/2024 @ 23:59 hrs (11:59 PM), Yemen Local Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for Miscellaneous Construction Work and Items Movements from RC Office to Main Office.

**1. REQUIREMENTS**

Technical requirement as outlined in Annex A Scope of Work & Bill of Quantity as following

No	Description	UOM	Quantity
1	<b>HESCO Bags:</b> Hight: three layers ( approximately 4.0 meter, maybe more/less) Remove carefully the HESCO bags after romve all sand qty and the razer wire, and hand it to the management Move all sand inside the HESCO as garbage to places identified by government, all government licenses should be processed and obtained by the supplier, the work include remove and dispose reinforced concrete foundations under the HESCO with cleaning the place.	ML	51
2	<b>Jersey Units:</b> Remove all Jersey barriers around the external boundary walls using a suitable crane. Transport the barriers to the main office using appropriate trucks. Ensure that the removal and transport are conducted safely and efficiently.	No	45
3	<b>Paint works:</b> Supply and apply fresh coats of paint to the ceiling (water-based paint) and internal walls (oil-based paint) of the building (two floors + Basement). The scope of work includes painting the roof walls and using putty to fill any holes or imperfections in the walls or ceiling.(Note, the qty is estimated, and no any additional qty will be consider)	M2	2,087
4	<b>Tiles works:</b> Supply and apply new Porcelan 60x60 cm (Spanish type- high quilaty- must be approved by the managment in advance) tiles for the hall in second floor with corridors, the work include remove curefully the old and damaged tiles in same place and dispose of them at a location approved by the local authorities	M2	35
5	<b>Internal Gypsum Board Partitions:</b> Carefully remove all internal partitions made of gypsum board. The work include replaster and re-paint the edges of the gypsum boards on the origin walls of building, Once removed, transport the materials outside the office and dispose of them at a location approved by the local authorities. Ensure that the removal process adheres to safety guidelines and local regulations.	M2	41

6	<p><b>New bathroom in Guards Room:</b> Supply and install a new bathroom in the guard room, dimensions: L1.50 x W1.20 meters, and height similar with room ceiling. The scope of work includes the following:</p> <ul style="list-style-type: none"> <li>- Foundation: 30x30 cm filled by crush stone with plain concrete "Joa'am", and one row stone base over the ground level 30 cm width and 30 cm height.</li> <li>- Walls: Hollow concrete blocks (20x20x40 cm) including the concrete lintels for door and window.</li> <li>- Ceiling: Reinforced concrete with an insulation layer.</li> <li>- Finishes: Cement plaster with white paints for both the ceiling and internal/external walls.</li> <li>- Door: Aluminum door (W 0.80 x H 2.0 meters).</li> <li>- Window: Aluminum window (50x60 cm).</li> <li>- Flooring and Wall Tiles: Ceramic tiles for the floor and up to 1.60 meters high on the walls.</li> <li>- Sanitary Fixtures: Arabic-style toilet, faucet, and a small plastic water tank (750 liters) installed on the roof.</li> <li>- Plumbing: All necessary plastic pipes, including 1/2-inch pipes for water supply and 4-inch pipes for wastewater discharge, connecting to the nearest inspection chamber or sewer system.</li> </ul> <p>This work includes all required accessories, even if not specifically mentioned above</p>	LUM Sum	1
7	<p><b>kitchen cabinets:</b> Supply and install kitchen cabinets with specifications and height matching the previous ones, including all necessary accessories.</p>	ML	12
8	<p><b>Removing and moving other items as following</b></p> <ol style="list-style-type: none"> <li>1. Four generators, and their fuel tanks (this includes empty the tanks from diesel, then transfer the tanks, install them in the main office, and deliver the diesel and refill it to the tanks)</li> <li>2. Three security x-ray machines</li> <li>3. Two Metal detectors,</li> <li>4. All water tanks</li> <li>5. Iron security Border in front of main gate (Boom Barrier)</li> <li>6. All furniture</li> <li>7. All the rest items in the building</li> </ol> <p>The above is including all required labors of loading and offloading it and trucks to transfer it the main office</p>	Lot	1
<b>RC Parking Work Details</b>			
9	<p><b>New Concrete Partitions:</b> Construct new hollow concrete block partitions (20x20x40 cm) for the five existing shops. Each partition will have a stone foundation (30x30 cm) with the following specifications:</p> <ul style="list-style-type: none"> <li>- Stone foundation 30x30 cm (helght x width) 5.20 m length over the ground level</li> <li>- Foundation "Joa'am" under the ground level 30x30 cm (width x depth) length 5.2 m</li> </ul> <p>Note: The total height of the concrete blocks for all five partitions should align with the level of the rear existing wall.</p>	M2	87
10	<p><b>Wooden Ceiling:</b> Supply and install a new wooden ceiling for the five shops with the following specifications:</p> <ul style="list-style-type: none"> <li>- Wooden Beams: 3x5 inches, 3.4 meters in length, spaced 40 cm apart.</li> <li>- Plywood: 12 mm thickness with an insulation layer.</li> <li>- Roofing Layers: Two layers of felt and two layers of asphalt.</li> <li>- Reinforcement: Iron mesh (5x5 cm holes).</li> <li>- Concrete Slab: 7 cm thickness.</li> <li>- Drainage: Install five 2-inch diameter plastic pipes (1 meter long) for rainwater discharge.</li> <li>- External Wall Extension: Add one additional row of concrete blocks (20x20x40 cm) around the perimeter of the ceiling.</li> <li>- Partitions: Install the same concrete blocks between the six wooden beam partitions</li> </ul>	M2	83

11	<b>Doors:</b> Reinstall the existing iron doors in the center of each shop facing the main street. The scope of work includes: - Removing the doors from their current locations and repositioning them at the center of each shop. - Removing and reinstalling the lintels above the doors, replacing any damaged or unsuitable lintels as necessary. - Completing the wall gaps beside the doors after repositioning them with blocks matching the existing sizes.	EACH	5
12	<b>Rear Sidewalk:</b> Remove the existing sidewalk behind the shops, along the rear wall, dispose of the waste to outer yard.in a location approved by local authorities.	LUM Sum	1

- **Scope of Work** (Prices to be all inclusive of the following):
  1. The scope of work must include all costs related to transportation, labor, and any necessary government permits or licenses from the local authorities, if needed.
  2. All potential suppliers are required to visit the site to assess the location's conditions and take any necessary measurements if needed.
  3. All items works in below table includes transportation costs all the removed items by suitable trucks and cranes to the main office.
  4. UNHCR main office location: Sana'a - Algeria street
  5. Reception Center (RC) location: Haddah street beside Jordanian University
  6. The supplier will be held responsible for any damage to the items during loading, unloading, or transportation. Any repair costs resulting from such damage will be deducted from their invoice.
- **Required Delivery Duration:** Delivery and implementation must be within 10 - 15 days from the date of receiving UNHCR Purchase Order(s).

Your overall quotation shall consist of:

- Technical Offer; (as per **Annex-B** "Technical Offer Form").and
- Financial Offer (as per **Annex-C** "Price Offer Form").

## 7. **FINANCIAL OFFER**

Please include the following price information in your quote (without VAT):

- *Currency: USD*
- *Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex-C***

**UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.**

## 8. **BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

The following annexes form integral part of this Request for Quotation (RFQ):

- Annex A: **Revised** Scope of Work (SoW) & Bill of Quantity (BoQ)
- Annex B: Technical Offer Form
- Annex C: **Revised** Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR GCC General Conditions of Contract for Civil Works
- Annex F: UN Supplier Code of Conduct (English)

**IMPORTANT:**  
 Please carefully read the e-TenderBox user manual attached as Annex-G & G1 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

**9. Pre-bid Meeting and Site Visit**

UNHCR will organize a supplier **pre-bid conference & site visit in UNHCR Office in Hadda area, House No. 35, Street No. 30 behind Safeway supermarket, Yemen – Sana'a** - on **Thursday 05/12/2024 at 11:00 am to 12:00 noon**. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided before **05 December 2024**, by e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org)

**REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this RFQ by sending an e-mail to [yemsasu@unhcr.org](mailto:yemsasu@unhcr.org) . **The deadline for receipt of questions is 13:59 hrs. local time on 07/12/2024.**

Within a day after the deadline for receipt of questions, all questions asked by bidders and their answers will be sent to all those email IDs from where questions will be received as well as these will be uploaded on the same UNGM link and other websites or media where the tender documents are made available.

**10. Technical and Financial evaluation:**

**Technical evaluation.**

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility and Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
<p><b>1. Business registration:</b> Presented a valid business registration certificate, and/or licenses (issued by the pertinent Yemeni authorities) in general trading, construction, transportation service, civil work or related areas</p> <p><b>Attach copy of your valid business registration certificate, and/or licenses</b></p>	<p><b>Non-discretionary "PASS/FAIL"</b></p>

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
<p><b>1. Company's past experience</b> Provided Company's past experience in the field of general trading, construction, transportation service, civil work and related areas during the past two (2) or more years: verifiable through documented evidence by making available minimum two (2) or more contracts or work orders or POs.</p> <p><b>Attach copies of contracts or work orders or POs</b></p>	<p><b>Non-discretionary "PASS/FAIL"</b></p>
<p><b>2. Acknowledgement, and bidder confirmation to deliver the requirement per specification &amp; BoQ under this RFQ by any of the following method:</b></p> <ul style="list-style-type: none"> <li>• Signing/stamping Annex A</li> <li>• Or providing formal letter under the company header, signed/stamped confirming that you will deliver the requirement as per Annex A</li> </ul>	<p><b>Non-discretionary "PASS/FAIL"</b></p>

<ul style="list-style-type: none"> <li>• Or Answering YES for this criterion in the Annex B Technical Offer Form - Annex B to be signed and stamped by your company</li> </ul> <p><b>Sign and Stamp in each page of Annex A or Annex B, or provide a formal letter, then attached them with your technical offer</b></p>	
<p><b>3. Acknowledgement, and bidder confirmation to deliver the requirement within 10-15 days from the date of receiving UNHCR Purchase Order by any of the following method:</b></p> <ul style="list-style-type: none"> <li>• Signing/stamping Annex A</li> <li>• Or providing formal letter under the company header, signed/stamped confirming of your commitment to deliver within 10-15 days from the date of receiving UNHCR Purchase Order</li> <li>• Or Answering YES for this criterion in the Annex B Technical Offer Form – Annex B to be signed and stamped by your company</li> </ul> <p><b>Sign and Stamp in Annex A, or provide a formal letter, then attached them with your technical offer</b></p>	<p><b>Non-discretionary “PASS/FAIL”</b></p>

**Financial evaluation:**

The financial component will be analyzed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted prices;
- Total overall cost.

**Offers must be for all requirement as outlined in this RFQ, partial offers will be disqualified**

**11. RFQ SUBMISSION**

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox 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 e-TenderBox 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 e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

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 expiration 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. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**TENDER CLOSING DEADLINE:**  
**Sunday 08 December 2024 @ 23:59 hrs (11:59 PM), Yemen Local Time**

**Your quotation must be valid at least for [90] days.**

**5. INFORMATION FOR BIDDERS:**

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

**6. TERMS OF PAYMENT**

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods/service and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

**7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR CIVIL WORKS**

Please find attached as **Annex-E** the UNHCR's Annex E General Conditions of Contract for Civil Works, which the bidder must read and accept its content if they are willing to participate on the tender.

**8. VENDOR REGISTRATION FORM**

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-D**.

If your company is already registered with UNHCR, please submit Annex-D as blank, stipulating your UNHCR vendor ID on the form.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.

*msk*

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**Martha Stacey Kiryewala,**  
Supply Officer  
UNHCR Yemen