Date 30th October 2019

REQUEST FOR QUOTATION

RFQ Nº UNFPA/SLE/RFQ/19/030

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

REHABILITATION OF THE REGENT COMMUNITY HEALTH CENTRE

UNFPA requires the provision of a Contractor’s Services Firm to provide technical support for Rehabilitation of the Regent Community Health Centre.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

1. **Scope of Works**
2. Back Ground and Procedure

UNFPA is currently supporting the Ministry of Health and Sanitation in undertaking rehabilitation works for the Regent Community Health Centre (CHC) at Regent Village, Western area of Freetown, Sierra Leone. The facility is serving as the main Health Centre for the Regent Community, also catering for emergency services and providing maternal and child health services.

A site visit was conducted by UNFPA and UNOPS engineers to undertake a physical condition assessment and identify areas that require rehabilitation. The CHC requires moderate rehabilitation to improve the day-to-day working environment and the delivery of services to the community.

1. Employer’s Objective

To source out a contractor to undertake rehabilitation works as described in this document and in the attached BOQ. The Contractor is required to adhere to the instructions of the employer and the conditions of the contract.

Works Program, Health & Safety management plan, Environmental management plan, Tests plan as well as duly filled daily log book shall be given due diligence throughout the project implementation.

1. Contractor’s obligation

The contractor is expected to execute the activities and works as stated in document titled Scope of Works and Technical Specifications (refer section **C1)** and in the BOQ. The Contractor is entirely responsible for ascertaining the precise extent of works described in the scope of works in arriving at his price for each item. All costs in connection with renovation and repair works must reflect all work deemed necessary by and to the complete satisfaction of the Employer.

1. Project Location

The Regent Community Health Centre is located at Regent Village, Western area of Freetown, Sierra Leone (for map refer to in document titled Scope of Works and Technical Specifications).

1. Main Objective

The aim of this RFQ is to collect proposals / bid offers for Contractor’s Servicesfor the Rehabilitation of the Regent Community Health Centre.

1. Expected Deliverables

For this RFQ, Bidders are required to submit all documents outlined under section III, IV, V, VI and those specified else-where in the documents attached with this RFQ. Bidders are required to sign each page of the returnables including the Scope of Works and Technical Specification & priced BoQs.

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Clarissa Thomas* |
| Tel Nº: | *232 76 604 276* |
| Email address of contact person: | *cthomas@unfpa.org* |

The deadline for submission of questions is 6th November 2019 at 4.00pm Questions will be answered in writing and shared with parties as soon as possible after this deadline. The request for clarification from bidders will not be accepted by any later than 72 hours before the deadline for the Quotation submission. Bidders are strongly suggested to visit the site. Proof of site visit will be requested during the bid opening.

1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / BoQ (Attached)
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact email indicated below no later than: Wednesday 13th November 2019 at 4pm

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Clarissa Thomas* |
| Email address of contact person: | [registry-sl@unfpa.org](mailto:registry-sl@unfpa.org) |

Please note the following guidelines for electronic submissions:

* **The following reference must be included in the email subject line:** RFQ Nº UNFPA/SLE/RFQ/19/030 – Contractor’s Services is to provide Rehabilitation of the Regent Community Health Centre including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than: Wednesday 13th November 2019 at 4pm.

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Clarissa Thomas* |
| Official Email address | [registry-sl@unfpa.org](mailto:registry-sl@unfpa.org) |

Please note the following guidelines for electronic submissions to UNFPAs Sierra Leone dedicated email address:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/SLE/RFQ/19/030–Contractor’s Services is to provide Rehabilitation Services for the Regent Community Health Centre. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Clarissa Thomas @unfpa.org. Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /BoQ listed in Section II and in accordance with the evaluation criteria below.

**EVALUATION METHOD AND CRITERIA**

**Evaluation Method**

Quotations shall be evaluated to determine the bids if they are technically compliant and within the lowest price offers.

The bids will be evaluated based on the bidders’ submissions. For preliminary and technical qualifications, pass and fail criteria will be applied against the criteria stated in 3.2.1, 3.2.2 and 3.2.3 below. Bidder who meet the preliminary criteria will be evaluated against their financial submissions.

Contractors are required to submit work plans alongside all the documents as stated below. No advance payment will be provided and payments will be affected based on measurement of works completed and accepted by UNFPA (here and after called “Employer”). Quality of work materials must meet the minimum requirement of the client as stated in the Technical Specification and per the highest construction industry standards. Bidders must declare or submit a Declaration on No Conflict of Interest and no litigation on their previous and current works.

Bidders who fail to submit the required documentation may also be disqualified, and the Employer retains its right to reject all or partial bid submissions.

Offers shall be evaluated for complete submission of documentation and then it will go for technical evaluation. Bidders that are technically compliant will be assessed for financial evaluation using the bid criteria stated under section 3.2.

# 3.2. Evaluation Criteria

The evaluation process will be carried out in line with the procurement procedures/ policies of UNFPA

# 3.2.1. Preliminary Evaluation Criteria

A “Preliminary Evaluation”, on a “pass and fail basis”, will be made by the Bid Evaluation Panel to make sure that the Quotation include all documents foreseen and particularly all “Returnable”. In this process the Panel will also make sure that the following Returnable are properly filled and signed:

* Returnable – Priced Bill of Quantities
* Returnable – Signed Scope of Works and Technical Specification
* Returnable – Proof of Site Visit
* Not listed in any association against or suspended by any United Nations organization
* Bids must be valid for 30 days
* Submitted copy of valid National Social Security Clearance Certificate
* Submitted copy of Revenue Clearance Certificate

# 3.2.2. Technical Evaluation Criteria

The Technical Evaluation will be made on a “Pass and Fail” basis. Only Bids passing the above mentioned “Preliminary Evaluation” will be taken into account for the Technical Evaluation. In this process, the Panel will also make sure that the following Requirements are met and all documents signed:

* Valid Business License and Grade / License from the Ministry of Works and Public Assets
* Company Experience with documentary evidence of list of similar works performed within the last five years for at least works
* List of key staffs and CV

|  |  |  |
| --- | --- | --- |
| Key Staff | Number | Minimum Experience (Years) |
| Civil Engineer | 1 | 5 |
| Foreman | 1 | 5 |
| Electrician | 1 | 5 |
| Carpenter | 1 | 5 |
| Plumber | 1 | 5 |
| Painter | 2 | 5 |

**3.2.3 Financial Evaluation Criteria**

Financial evaluation of the quotation will be conducted only on those quotations found to be technically compliant and in line with the prescription of the Procurement Manual prior to financial evaluation. Arithmetical errors must be corrected after which price correction by the Evaluation Panel will ascertain the lowest price that falls between +20% to -20% of the Engineering estimates for award of the works.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the highest total score.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives’ agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Kim. E Dickson, UNFPA Representative at [dickson@unfpa.org](mailto:dickson@unfpa.org) .Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/SLE/RFQ/19 /030 |
| **Currency of quotation:** | SLL |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SLE/RFQ/19/026 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)