

**ANNEX C - TECHNICAL PROPOSAL FORM TEMPLATES**

**REQUEST FOR PROPOSAL: RFP/HCR/ROK/2021/002**

**CONSTRUCTION OF TEN (10) COMMUNAL STRUCTURE CENTRES IN TUNAYDBA SEVEN (7) AND UM RAQUBA THREE (3)**

**Mandatory criteria**

|  |  |
| --- | --- |
| **Valid Registration Documents (Company is registered as construction, engineering or architectural company).** | Listed documents to be attached:  - Official Gazette on registry  - Chamber of Commerce Document issued in the country of project operation/implementation (Sudan)  - Tax Registration Documents (Sudan)  - Completed Vendor Registration Form  - Bank statement on the account details  - Last Audit report (preferred, not mandatory)  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |
|  | **Supplier’s Comments** |
| **Years of experience in the field of construction** | \****Should the company fail to have min. three (3) years’ experience, it will lead to disqualification*** |
| **Compliance with UNHCR’s recommended timeline** | *Please fill the below given letter (Annex B-1) in case your company is capable of providing required services as detailed in Annex-A and drawings as per the quantities requested in Annex-B, within the required timeframe (4 weeks maximum).*  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |
| **Compliance with one (1) years of warranty period including for the provided materials/equipment.** | *Please kindly sign and stamp below letter Annex B-2 that confirms one (1) year of warranty period after the final completion of the project including the provided materials/equipment.*  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |
| **Agreement on the reporting scheme in accordance with UNHCR requirements (weekly basis)** | *Please sign and stamp the letter Annex B-3 that the company will comply with the requested reporting line scheme (to be prepared on a weekly basis, supported with GANTT chart or Implementation plan or detailed work schedule as well as photos)*  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |
| **Financial reports for the last three years** | *Last 3x year financial reports (including balance sheet and Income Statement Sudan)*  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |
| **Compliance with UNHCR General Conditions of Contracts for the Provision of Goods and Services** | *Please sign and stamp below provided letter Annex G UNHCR General Conditions of Contracts for the Provision of Goods and Services as a confirmation on UNHCR conditions, payment terms and general conditions of contracts.*  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |
| **Compliance with UNHCR Supplier Code of Conduct** | *Kindly sign and stamp each page of “UNHCR Supplier Code of Conduct” and attach to the technical proposal confirming your acknowledgement of “UNHCR Supplier Code of Conduct”.*  ***\*Should the company fail to provide these documents, it will lead to disqualification*** |

**Scoring criteria**

|  |  |
| --- | --- |
| **Requirements** | **Supplier’s Comments and documents** |
| **Number of years in the Construction Sector** |  |
| **Company Profile**  **The organization structure or organizational chart**  **List of key personnel and qualifications**  **Lis of equipment owned by the firm to be mobilized for the execution of works described in Annex A & B** |  |
| **Mobilization time needed to start project implementation** | ***\*in calendar days*** |
| **Proposed staff for implementation of the project** | ***\*at least three years of experience in relevant field is preferable*** |
| **Construction implementation plan** | *Detailed* *the project implementation plan with the main project milestones, work schedules and Gantt charts.* |
| **The materials that will be used** | *Detailed materials description and specifications in compliance with the Bill of Quantities (BOQ).*  ***\*preferably with materials catalogues*** |
| **Past experience** | *The evidence of successful accomplishment of similar sized projects. Construction contracts signed with companies or organizations. Reference letters.*  *Provide completed table as follow:*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ***#*** | ***Client name*** | ***Subject*** | ***Contract value*** | ***Contract dates*** | **Letter of Reference Attached**  **/Copy of Contract** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   ***\*companies that are not providing reference letters or work completion certificates shall score 0.00. from this criterion*** |
| Annual Turnover (within previous three years) | *Provide completed table as follow:*   |  |  | | --- | --- | | **Financial Statement** | | | **Year** | **Turn Over** | | **2018** |  | | **2019** |  | | **2020** |  |   ***\* will be verified base on financial reports provided***  ***\*should the company fail to provide financial reports for three years, it will lead to disqualification*** |

**CONFIRMATION ON PRE-SET TIMEFRAME ANNEX B-1**

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

, is capable to implement the required works in line with technical specifications and drawings provided within

**weeks** (max.4 weeks) in line with the technical details provided in the tender documents.

**Important Notes:**

* Unrealistic timeframes which do not match the proposed GANTT chart may cause disqualification or score deduction.

AUTHORIZED COMPANY REPRESENTATIVE’s NAME:

TITLE: SIGNATURE: DATE:

COMPANY STAMP:

# CONFIRMATION ON COMPLIANCE WITH ONE (1) YEAR OF WARRANTY PERIOD OF THE MATERIAL PROVIDED

**Annex B-2**

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

, provides warranty for one (1) years for all the works implemented/completed and materials installed during the project after the final completion of the works is confirmed.

AUTHORIZED COMPANY REPRESENTATIVE’s NAME:

TITLE:

SIGNATURE:

DATE:

**COMPLIANCE ON UNHCR REPORTING REQUIREMENTS**

**Annex B-3**

Dear UNHCR Authorities,

Hereby we would like to confirm that our Company namely:

, confirms that the reporting scheme shall be in accordance with UNHCR’s requirements and shall be prepared on a weekly basis, supported with GANTT chart or Implementation plan or detailed work schedule as well as photos.

AUTHORIZED COMPANY REPRESENTATIVE’s NAME:

TITLE: SIGNATURE: DATE: