



UNHCR

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

DATE: 19th SEPTEMBER 2024

REQUEST FOR PROPOSAL: RFP/SOM/BOS/2024/027

TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR MIXED MOVEMENTS ASSESSMENT IN PUNTLAND, SOMALIA

CLOSING DATE AND TIME: 10th OCTOBER 2024, 16:00 HOURS (EAT)

INTRODUCTION TO UNHCR

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities, and stateless people.

UNHCR was established by the General Assembly of the United Nations in 1950 in the aftermath of the Second World War to help the millions of people who had lost their homes.

Today, UNHCR works in 136 countries. We provide life-saving assistance, including shelter, food, water and medical care for people forced to flee conflict and persecution, many of whom have nobody left to turn to. We defend their right to reach safety and help them find a place to call home so they can rebuild their lives. Long term, we work with countries to improve and monitor refugee and asylum laws and policies, ensuring human rights are upheld. In everything we do UNHCR considers refugees and those forced to flee as partners, putting those most affected at the center of planning and decision-making.

We provide life-saving support and safeguard the rights of asylum-seekers, refugees and people displaced within their own country due to conflict or persecution. We also work to protect, support and advocate for people denied a nationality and refugees who have chosen to return to their own country.

With 117.3 million people forcibly displaced from their homes globally, there are more people under our protection today than at any point since the Second World War. <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation Office in Somalia invites qualified service providers to make a firm offer for provision of consultancy Services for mixed movements assessment in Puntland, Somalia. The consultancy firm will propose a comprehensive scope of work to undertake the assignment.

IMPORTANT:

The Terms of Reference (ToR) are detailed in **Annex A** of this document.

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 Agreement(s) with other UN Agencies.

IMPORTANT:

When a contract is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods/Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

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 Condition of Contracts for provision of Goods/Services (Annex D).

Note: This document is not to be construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

Annex A:	Terms of Reference (TOR)
Annex B:	Financial Offer Form
Annex C:	Technical Evaluation Criteria (Part A & Part B)
Annex D:	UNHCR General Condition of Contracts for the Provision of Goods/Services (2018)
Annex E:	UNHCR Supplier Code of Conduct
Annex F:	Vendor Registration Form
Annex G:	eTenderBox Registration Guide and eTenderBox Supplier User Manual

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of contracts for the provision of services, and the UN supplier code of conduct.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to: sommosup@unhcr.org as to:

- Your confirmation of receipt of this RFP
- Whether or not you will be submitting a proposal

IMPORTANT:

Failure to send the above requested information will not 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: sommosup@unhcr.org. **The deadline for receipt of questions is 03rd October 2024.** Bidders are requested to keep all questions concise.

All the emails sent requesting clarification **MUST** have the following subject line otherwise UNHCR reserves the right **NOT TO REPLY**.

Email Subject Line to be used for any queries related to this tender:
(RFP/SOM/BOS/2024/027) – Query

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will reply to the questions received as soon as possible by means of sharing an email back with all the potential bidders.

2.4 YOUR OFFER

IMPORTANT:

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be 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 information required.

The Terms of Reference (TOR) of the services requested by UNHCR can be found in (**Annex A**). Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Part A - Mandatory Technical Criteria (PASS/FAIL)

S/N	Item	Mandatory Requirements	Submitted (Yes/No)	PASS/FAIL
1	Valid Business Registration Licenses & Tax Compliance	Company's valid registration certificates , valid work permit & tax compliance Certificate issued by the relevant authorities in Puntland and Somalia Federal Government (copies of documents required)		
2	Financial Status	Certified Company Bank statement: two years complete bank statements (stamped by the Bank) or three years financial/audited reports.		
3	UNHCR General Conditions of Contracts	UNHCR General Conditions of Contract for the Provision of Goods/Services: Your Technical Offer shall contain your acknowledgement by signing Annex-D .		
4	UN Supplier Code of Conduct	UN Supplier Code of Conduct: Your technical offer shall contain your acknowledgement of the UN Supplier Code of Conduct by signing Annex-E .		
5	Vendor Registration Form:	Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal (Annex F). If your company is already registered with UNHCR, <u>please submit (Annex-F) as blank, stipulating your UNHCR Supplier ID on the form.</u>		
Mandatory pre-qualification for PASS/FAIL				

Note: The Bidders must meet all the above mandatory pre-qualification criteria in order for their proposal to proceed to next stage. Any Vendor who FAILS in any one of the mandatory criteria will be disqualified from further evaluation process.

Part B - Scoring Technical Criteria (70%)

S/N	Category	Points
1	OVERALL RESPONSE <ul style="list-style-type: none"> Understanding of, and responsiveness to, UNHCR requirements. Understanding of scope, objectives, and completeness of response. Overall concord between UNHCR requirements and the proposal. 	(15)
2	METHODOLOGY AND APPROACH <ul style="list-style-type: none"> Quality of the proposed approach and methodology. Suitability: To what extent the methodology is designed in response to the needs of the ToR. Quality of proposed implementation plan (how will the applicant undertake each task). 	(25)
3	RISK MANAGEMENT <ul style="list-style-type: none"> Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems. 	(10)
4	ASSESSMENT TEAM QUALIFICATIONS <ul style="list-style-type: none"> A cover note with the name and contact details of the applicant(s) CVs reflecting professional experience with similar projects, contracts, clients and consulting assignments. How each individual team member will contribute towards the needs of the assessment and what value each applicant brings to the team. 	(20)
Total Marks		70

The bidders have to show that they can provide adequately skilled people to assume the responsibilities and perform the full range of tasks included in the ToR. No substitutions will be made without prior written consent from UNHCR. Please note that it is the responsibility of the service provider for the provision of the relevant visa and work permits for the proposed resources. UNHCR can assist by issuing attestation letters for a specified time frame, during the duration of the project. The company shall guarantee that the services will be uninterrupted for the duration of the contract. Absences due to an emergency situation need to be approved by UNHCR and a solution agreed so that the on-going project is not adversely affected.

2.4.2 Content of the FINANCIAL OFFER (30%)

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

The financial offer must cover all the services to be provided (price “all inclusive”).

The financial offer shall include the following information:

- All-inclusive rates (including honorarium and living expenses).
- Other costs, if any (indicating nature and breakdown).

The Financial Offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. Due to this price has to be given without VAT.

You are requested to hold your offer valid for **90** 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 documents/reports in order.

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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (**30**) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 Supplier Registration:

The qualified supplier will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing.
- Core business.
- Track record.
- Contract capacity.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is performed in 3 steps, consisting of:

- a) a review of mandatory requirements,
- b) review of compliance of technical requirements and
- c) a financial evaluation.

Proceeding to the next step in the evaluation is subject to passing the previous steps. The percentage assigned to each component is determined in advance as follows:

i) Technical Evaluation

The **technical offer** will be awarded a maximum score of **70** out of the total score of 100 points.

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off points for submissions to be considered technically compliant will be **49 points** out of the maximum **70** points allocated for the technical score.

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

ii) Financial Evaluation

The **Financial offer** will be awarded a maximum score of **30** points out of a total score of 100 points.

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.

Final score:

Evaluation of	Scores
Technical components	70
Financial offers	30
Max score points	100

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative

2.6 SUBMISSION OF BID:

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

Bids should be submitted via the <https://etenderbox.unhcr.org/> as described in Annex G and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

IMPORTANT:

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

Deadline: 10th October 2024, 16:00 hrs (EAT).

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.

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.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

Important Dates to Note for Bid Submission:

Event	Date
Tender available to venders	19 September 2024
Last Day for Queries	03 October 2024
Q&A Sent to the bidders- if any	07 October 2024
Closing Date for Bid Submission	10 October 2024

2.7 **BID ACCEPTANCE:**

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

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. 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.

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 needs, 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.

2.9 **UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS/SERVICES**

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.10 **ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to their staff.

Supply Management Unit,
UNHCR Representation office,
Mogadishu, Somalia

