
REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2022-9177793

08 September 2022

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Design and supervision - G+3 primary school block plus Renovation / expansion of UNICEF
Hawassa field office.

Due Date : 21 September 2022 at 2:00 PM Local Time

XXXXXXXX FAX/LETTER NOT SPECIFIED IN 'PREPARE ITB (ZMRQ)' XXXXXXXX

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

Item	Service Description	Quantity	Unit	Unit Price	Price
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based in Hawassa and should be on the site from the day the handover of the site is done to the Contractor to the final certification of works and handover of the project to UNICEF.

- Approve contractor#s working drawings and erection program.
- Maintain available at site at all time the following documentation:
 - o A site logbook for instruction to the contractor.
 - o A visitor logbook.
 - o An updated timetable on a bar chart format (MS Project or approved equivalent).
- Ensure that the contractor maintains available at site at all time the following documentation:
 - o Daily work progress reports.
 - o Weekly work progress reports.
 - o Requests for work approval.
 - o Accident and incident reports.
 - o Weather chart.
 - o Test certificates as they are issued.
 - o A site diary.
- Review the Contractors# work plan and request for revision to ensure timely completion of the works.
- Propose to UNICEF measures to be taken if the work progress is behind schedule.
- Ensure testing according to ASTM standards and quality control of the works according to UNICEF S and Ethiopia Standards.
- Check measurements and certify contractors# monthly payments for submission to UNICEF with relevant documentary evidence within the e.g. 5th working day of the following month.
- Provide UNICEF with a project monthly cash flow and update it as needed.
- Organize weekly construction site management meetings, write the minutes of the meeting and send the minutes of the meeting to the contractor and to UNICEF within 48 hours following the meeting.
- Attend fortnightly project review meeting in UNICEF office in Hawassa. Please note in addition to the Site Engineer the designated manager of the Company should attend these meetings.
- Review and certify Variation Orders (VO) and submit them to UNICEF for approval.
- Once approved ensure that VO#s are finalized within two weeks.
- Write and submit to UNICEF a Monthly Project Reports including narrative, financial and photographic reporting within the e.g. 5th working day of the following month.
- Advise UNICEF on any potential risks to the respect of the project timeline, project budget and quality of the works.
- Ensure that appropriate safety measures are taken on site to minimize the risk of accident to the workers and the public.
- Advise the contractor on measures to be taken to ensure proper storage and security of its material and equipment.

A.5.2 STAGE 3: Work Completion

- Inform UNICEF of the tentative date for Substantial Completion of the works at least e.g. 15 days in advance.
- Organize testing of all the systems installed and provide UNICEF with test certificates including:
 - o Electrical system certificate by a Chartered Electrical engineer.
 - o Plumbing system testing (3 bars).
 - o Lightening Protection System.
 - o Any other documents as needed.
- Issue the Substantial Completion Certificate.
- Provide, in collaboration with UNICEF, to the contractor a defect list upon substantial completion of the works.
- Ensure that all defects are fixed by the contractor within 15 days from the date of issue of the Substantial Completion Certificate.
- Facilitate the handover of the completed facilities to the local authorities and beneficiaries.
- Provide UNICEF with a final project narrative, financial and photographic report within e.g. 30 days of from the date of issue of the Substantial Completion Certificate.

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A.5.3 STAGE 4: Maintenance and Defect Liability Period

- Review and certify the as-built drawings and submit to UNICEF three complete sets of as-built drawings within e.g. 15 days of the Substantial Completion of the works.
- Provide UNICEF with three complete sets plus a soft copy on a CD of final BoQ (rated and unrated) and inventory list within e.g. 30 days of the Substantial Completion of the works.
- Review guarantees and hand over all related documents to UNICEF within e.g. 30 days of Substantial Completion of the works.
- Prepare a maintenance manual of services and plans and submit it to the local authorities and beneficiaries the day of the inauguration Ceremony.
- Carry out quarterly inspection of the buildings until the end of the 12 months Defect Liability period and submit a quarterly defect liability inspection report to UNICEF within 7 days of the date of inspection.
- During the 12-months Defect Liability period intervene as required and liaise with the contractor to fix in a timely manner any problem that arises and that are covered under the defect liability guarantee.
- Upon completion of the defect liability period carry out a final inspection and issue the Final Completion Certificate the day of the final inspection.

A.6 Minimum means to be provided for the completion of the project

A.6.1 Office

The Consultancy Firm will have to maintain office in Hawassa and in coordination with the contractor this office can be located on the construction site. This office will have to be equipped with minimum working facilities (table, chairs, computer, a printer) that will be incorporated in construction contractor's general provision.

A.6.2 Staff

The minimum staffing requirement

- One Project Manager based in Addis Ababa who shall be Chartered Civil Engineer with more than 15 years' experience; shall have
- One Resident Engineering based in Hawassa Field Office at the project site who shall be a Civil Engineer with at least 5 years relevant experience;
- The firm should also have other technical engineering's based in Addis Ababa who will be providing a technical support for in electrical, plumbing, sewerage installation and other applicable works related to the project.

The Consultancy firm to ensure smooth daily supervision of the works, and the project manager should travel at least once a month to site project.

A.7 Timeline for the completion of the project

The timely achievement of the project is of utmost importance for UNICEF. A contractual timeline will be part of the agreement signed with the successful bidder (please refer to the General Terms and Conditions for further details on the contractual documents). Penalties for delays will be strictly enforced as per the General Terms and Conditions.

A.8 Price of the offer

Please refer to the General Terms and Conditions.

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B. INSTRUCTION TO BIDDER

B.1 Marking and returning of proposal

SEALED PROPOSALS must be securely closed in a suitable envelope, clearly MARKED on the outside with the RFP NUMBER and despatched to arrive at the UNICEF office indicated NO LATER THAN the CLOSING TIME AND DATE. Proposals received in any other manner will be INVALIDATED.

Proposals shall be submitted in duplicate, in English, and shall be sealed in 1 outer and 2 inner envelopes and all envelopes shall indicate the bidders name and address. The outer envelope shall be addressed as follows:

UNICEF Ethiopia, Bid Opening Unit
P.O. Box 1169, Addis Ababa, Ethiopia.
RFP-S&P-2016-####.....
Due date: ##.. time ###.

2.1.1 Bids can be physically submitted in any one of the locations provided below

Or

(1) UNICEF-UNECA Compound, NOF Building, 2rd floor.

The UNECA security rules requires 36 hours #advance notice# to be given by visitor, therefore please notify the Supply Section by email: ETH-Reception-Desk@unicef.org providing the name of the person who will be submitting the bid and the proposed date of arrival.

Alternatively, you may call telephone no +251 115 184000 at least three (3) hours before your arrival at the UNECA Security Gate to arrange to be met.

(Instruction: - (Bidders to fill the dotted lines above with the reference number of the RFP, due date & time as specified in the first page of this RFP,)

B.1.1 Technical Proposal

The first inner envelope shall be marked Technical Proposal and addressed in the same manner as the outer envelope.

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirement set out in each section of this Request for Proposal. The proposal shall include, as a minimum as described in the Proposal Form In the event that the bidder is intending to use sub-contracting services, the same required documents as part of the Technical Proposal must be submitted for each sub contractor.:

- The Technical Proposal Submission forms (I & II. Paragraph C.1 and C.2);
- the Bidder General Information form and relevant supporting documentation as described in the Proposal Form (Paragraph C.2.1);
- the list of proposed construction project management staff (Paragraph C.2.2) and their CV#s;
- a detailed organization chart of the company including the location and staffing of existing and planned offices;
- the firm financial information (Paragraph C.2.3);
- the list Works in Hand and their financial values (Paragraph C.2.4);
- a list of references (at least five) for the past five years with a particular emphasis on similar Consultancy Services (Paragraph C.2.5);
- the list of current litigations (Paragraph C.2.6); and
- a proposed work plan and schedule of activities (Paragraph C.2.7).

B.1.2 Financial proposal

The 2nd inner envelope shall be marked Financial Proposal and addressed in the same manner as the outer envelope, and shall contain the following documentation:

- the financial Proposal submission Form (Paragraph C.3);
- the duly filled in Schedule of Prices (Paragraph C.4) including the list of any additional services that the bidder find relevant to the management of the project in order to achieve the Objective of the Project.

B.2 Time for receiving proposal