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

DATE: 31/03/2023

REQUEST FOR PROPOSAL: № RFP/COK/015/2023

TENDER FOR CONSTRUCTION OF BASIC HEALTH CLINIC IN AB BURDAH VILLAGE, UROZGAN PROVINCE

CLOSING DATE AND TIME: 21 APR 2023 – 16:00 HRS (LOCAL TIME)

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see http://www.unhcr.org.

1. REQUIREMENTS

UNHCR, Kabul, invites qualified Contractors, duly registered with the Government of Afghanistan, to make a firm offer for the provision of Construction Services for: **UNHCR fully funded Construction of Basic Health Clinic in Ab Burdah village, Urozga province as per the attached Technical Drawings/Design and BOQ.**

IMPORTANT NOTE:
ONLY COMPANIES BASED IN AND LEGALLY REGISTERED IN AFGHANISTAN ARE REQUIRED TO APPLY.

IMPORTANT:
Technical Drawings/Design & Bill of Quantity (BOQ) are detailed in **Annex B** and **Annex C** of this document.

It is strongly recommended that this Request for Proposal (RFP) 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 Terms and Conditions (**Annex A**).

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 Invitation to Bid:

Annex A: UNHCR General Conditions of Contracts for the Provision of Services (2018)
Annex B: Approved Technical Drawings / Design of the Ministry of Education- 74 pages
Annex C: BOQ & Financial Offer Form
Annex D: Technical Specifications of the project- 22 pages
Annex E: Vendor Registration Form
Annex F: UN Supplier Code of Conduct
Annex G: UNHCR General Conditions of Contracts for Civil Works (October 2000)
Annex H: Proposal Submission Checklist
Annex I: eTenderBox Registration Guide
Annex J: eTenderBox Supplier User Manual
Annex K: Site Visit Cetrificate- All bidders are required to fill out, have it signed by UNHCR site visit facilitator and submit together with their technical proposal

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to the Supply Chain Unit at **afgkascu@unhcr.org** as to:

- Your confirmation of receipt of this RFP, and
- Whether or not you will be submitting a bid

IMPORTANT:
Failure to send the above requested information may 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 the Supply Chain Unit at **afgkascu@unhcr.org**.

The deadline for receipt of questions is 14:00 hrs local time on Sunday, 16 April 2023.
Bidders are requested to keep all questions concise.

IMPORTANT:
Please **DO NOT SEND BIDS** to the above email addresses. **Only Queries and questions** on this RFP can be sent to the above address. Bids are to be uploaded to the UNHCR E-Tender Portal mentioned below.

UNHCR will compile the questions received and plans to respond to such questions shortly after the closing date/time for clarifications. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

SITE VISIT – MANDATORY
A pre-bid site visit / conference will be held at the project site on **Thursday 13 April 2023, respectively, from 09:00 am to 13:00 hrs local time**. A maximum of 2 representatives per company is allowed. Below are details of the site visit facilitator:

Abdul Rashid, 93702823321

During the site visit, UNHCR representatives will clearly illustrate all details about the preparation and submission of the technical aspect of the tender proposal, as well as addressing all technical questions raised by bidders.

The estimated duration of the site visit is 1 hour per company but may be extended / reduced as needed. Any question of technical nature related to the site should be discussed during the site visit.

Participation is **MANDATORY**, as no variation in price and/or schedule will be authorized due to lack of knowledge of the site condition.

Bidders shall consider their participation to the pre-bid site visit / conference as "cost of doing business". In this regard, UNHCR will not reimburse any site visit attendance costs.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not 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 address provided will result in disqualification of your 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, other than financial information.

The Approved Technical Design and BOQ of the services requested by UNHCR can be found in **Annex B and Annex C.** Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information (please see the technical evaluation matrix below for complete list):

IMPORTANT:
The (BOQ) bill of quantity provided is considered provisional and all quantified elements in the bill of quantities are provisional, payment shall be made based on the actual material delivered and installed and final work executed at the site and agreed upon by all parties and this may affect the contract price.

The approved Technical Drawings and Technical Specifications for the services requested by UNHCR can be found in **Annexes B and D.** Your Technical Offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information and a score to be awarded during the technical evaluation has been allocated to each:

A. Description of the company and the company's qualifications – Mandatory Requirements

A description of your company with the following documents:

- Submission of a valid license for construction works in Afghanistan
- Submission of Annex A (UNHCR General Conditions of Contracts for the Provision of Services) and Annex G (UNHCR General Conditions of Contracts for Civil Works) signed and stamp
- Undertook the mandatory site visit
- Accepts proposal validity of 180 calendar days from the closing date of this RFP
- Provision of minimum 1 year overall warranty of the construction works signed and stamped
- Submission of proposed construction plan in Gantt chart, with maximum period of 6 months or works
- Submission of a signed copy of site visit certificate- Annex K

B. Understanding of the requirements for services, methodology and outputs

Description of the firm and relevant qualifications (15 points)

- Years of experience (accumulated project duration to be converted to years) in providing construction services including contract copies, appreciation letters or any other documents showing project successful completion. **(3 points).**
  - ✓ No experience = 0pt.,
  - ✓ 1-<3 years = 1 pts,
  - ✓ 3-<5 years = 2 pts,
  - ✓ 5-<above = 3 pts**.**
- Organization structure or chart (of the firm) **(3 points)**
  - ✓ Availability of Management, Finance & Technical including design Units with Name of the Person in Charge with Qualified Female Staffs = 3 pts.
  - ✓ Availability of Management, Finance & Technical Units with Name of the Person in Charge = 2 pts.
  - ✓ Availability of Management or Finance or Technical Units with (or without) Name of the Person in Charge = 1 pt.
  - ✓ Non submission = 0 pt.
- Experience for similar projects: **Project list, project completion certificates and contact details of references, incl. UN/NGOs & Govt. (4 points).**
  - ✓ More than 5 similar projects with UN/NGOs with certificates/references = 4 pts.
  - ✓ Less than 5 similar projects with UN/NGOs with certificates/references = 3 pts.
  - ✓ Similar projects with UN/NGOs without certificate/reference or similar projects but with non-UN/NGO with certificates/references = 2 pts.
  - ✓ Similar projects but with non-UN/NGO without certificate/references = 1 pt.
  - ✓ Non-similar projects and other construction experience = 1 pt.
  - ✓ No experience = 0 pt.
  - ✓ Supplier with 3 ongoing projects with UNHCR = 0 pt.
- Geographical exposure and previous experience in/near the project location**. (3 points)**
  - ✓ Previous multiple experience within 3 years = 3 pts.
  - ✓ Previous 1 experience within 3 years = 2 pts.
  - ✓ Previous experience before 3 years = 1 pts.
  - ✓ No experience = 0 pt.
- Bidders based in the region where the project site is located promoting local economy and engage the community **(2 points)**
  - ✓ Based in the region = 2 pts.
  - ✓ Not based in the region = 0 pts**.**

C. Relevant Experience.

Understanding of UNHCR's requirements (35 points)

- Technical Proposal (Proposed approach to carry out the works / addressing the requirements outlined in the BOQ). A clear, well-articulated approach from mobilization to demobilization including: **(15 points)**
  - ✓ A description of the environmental considerations and safety from natural hazards such as susceptibility from flooding, erosion, earthquake and slide, avalanches and etc (**3 pts**)
    - ➢ Clear, detailed and coherent = 3 pts
    - ➢ Somewhat clear and not coherent = 1-3 pts;
    - ➢ Non submission = 0 pt.
  - ✓ Experience of redesigning of footings because of geotechnical test for vertical structures (**2 pts**)
    - ➢ Clear, detailed, and coherent = 1-2 pts:
    - ➢ Non submission = 0 pt.)
  - ✓ Waste management/disposal (**1 pt.**)
    - ➢ Clear, detailed, and coherent = 1 pt.
    - ➢ Non submission = 0 pt.
  - ✓ Environmental Protection during implementation (**3 pts**)
    - ➢ Clear, detailed, and coherent = 3 pts
    - ➢ Somewhat clear and not coherent = 1-3 pts;
    - ➢ Non submission = 0 pt.
  - ✓ Social/community mobilization in support of the project (**3 pts**)
    - ➢ Clear, detailed, and coherent = 3 pts
    - ➢ Somewhat clear and not coherent = 1-3 pts;
    - ➢ Non submission = 0 pt.
  - ✓ Coordination and communication with relevant authorities to avoid undue delays (**3 pts**).
    - ➢ Clear, detailed, and coherent = 3 pts
    - ➢ Somewhat clear and not coherent = 1-3 pts:
    - ➢ Non submission = 0 pt.
- Submission of quality control and safety plan : **(10 points)**
  - ✓ The quality control plan must specify quality standards, practices, resources, specifications, and the sequence of activities relevant to a particular product, type of quality control measures/tests, service, project, or contract
    - ➢ Clear, detailed, and coherent = 5 pts
    - ➢ Somewhat clear and not coherent approach = 1-4 pts:
    - ➢ non submission = 0 pt.
  - ✓ The safety plan should at a minimum include responsibilities and chains of command, emergency response plan under security threat, natural disaster and safety incident, continuous monitoring and capacity building for the employees and effective reporting and communication mechanism
    - ➢ Clear, detailed, and coherent= 5 pts
    - ➢ Somewhat clear and not coherent approach = 1-4 pts:
    - ➢ non submission = 0 pt.
- Proposed project schedule **(5 points)** The contractors should avoid the difficult weather period in their Gantt charts, a clear mobilization schedule indicates the modality of supplying the materials in advance to the site should be attached along with the work plan.
  - ✓ Detailed work plan using Gantt chart (Baseline for the scoring is UNHCR's estimated duration) Completion time (proportionally distributed with UNHCR estimated duration as base line) the % distribution for main and sub-tasks to be well elaborated, with clear activities.
- Project assumptions and constraints based on an understanding of the project: (**5 points**)

- ✓ Identification of risks/constraints during the implementation of the project with mitigation measures (1 pt.)
- ✓ Security threat including influence of local warlord/community elders (1 pt.)
- ✓ Supply chain, availability of construction materials locally, and access to project site (1 pt.)
- ✓ Weather (Seasonal raining/snowing, flooding, rain catchment, flood water direction (1pt.)
- ✓ Coordination with stakeholders (1 pt.)
- ✓ Mediocre performance of unskilled labourers and/or subcontractors for specific tasks (1 pt.)
    - ➢ Clear, detailed and coherent= 1 pts
    - ➢ Somewhat clear and not coherent = 0.5 pts;
    - ➢ Non submission = 0 pt.

Implementation Capacity (15 points)

- List of all machinery, relevant equipment and tools considering the nature of projects to be mobilized for performance of the works described in **Annexes B, C and D (5 points)** Earth Moving Equipment: Excavator, Grader, Loader, Backhoe, Bulldozer, Trencher, Scraper and etc.
    - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 1 pts
    - ✓ Availability of the list of machinery/tools/equipment = 0.5 pts
    - ✓ Non submission of the requested list = 0 pt.
- Construction Vehicle: Tippers, Dumpers, Tankers, Trailers, Dump Truck and etc.
    - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 1 pts
    - ✓ Availability of the list of machinery/tools/equipment = 0.5 pts
    - ✓ Non submission of the requested list = 0 pt.
- Material Handling Equipment: Mobile Crane, Forklift, Tractor and etc.
    - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 1 pts
    - ✓ Availability of the list of machinery/tools/equipment = 0.5 pts
    - ✓ Non submission of the requested list = 0 pt.
- Construction Equipment: Concrete mixer, mortar mixer, Compactor, Paver, Road roller, Digging Bar, Drill Machine, Sand Screen Machine and etc.
    - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 1 pts
    - ✓ Availability of the list of machinery/tools/equipment = 0.5 pts
    - ✓ Non submission of the requested list = 0 pt.
- Construction Tools: End Frames, Hand Saw, Hoe, Ladder, Line and Pins, Mason's Square, Measuring Box, Measuring Tape, Polisher, Earth Rammer, Sledgehammer, Spade, Spirit Level, Tile Cutter, Vibrator, Wedge, Wheelbarrow, electrical multi tester, voltage indicator, pipe cutter, core drill, pipe-iron bar bender and etc.
    - ✓ Availability of the list of machinery/tools/equipment relevant to the project= 1 pts
    - ✓ Availability of the list of machinery/tools/equipment = 0.5 pts
    - ✓ Non submission of the requested list = 0 pt.
- List of skilled labour, qualified technical staff (Engineers, Project Manager, administration manager and etc) including their CVs **(5 points)**
    - ✓ Minimum 1 site engineer, 1 project manager, 1 administration manager including their CVs and the list of skilled labourer with their name = 5 pts
    - ✓ 1 site engineer or 1 project manager or 1 administration manager with/without their CVs or the list of skilled labourer with their name = 4-1 pts
    - ✓ Non submission of a list/CVs= 0 pt.)
- Potential financial capacity to fund until the first milestones (in absence of advance payment by UNHCR) **(5 points**)
    - ✓ Audited Financial Statements for the last 3 years, audit summary letter and bank statement with Enough funding until the 1st instalment = 5 pts
    - ✓ Partial submission of requested documents= 4-1 pts
    - ✓ Non submission = 0 pt.

Materials and finished works warranty (5 points)

- Clarity on origin / brands of the proposed materials relevant to the project
  - ✓ A list for relevant major construction materials, with clear specifications and warranty for construction material = 5 pts >
  - ✓ A list with missing requested info = 1-4pt
  - ✓ Non submission = 0 pt.

D. Financial Capacity and Expected Project Durations: Bidders MUST submit Evidence of access to Financial Resources such as Lines of Credit from reputable financial institutions, banks etc.

E. Information regarding any litigation, current or during the last three years, in which the bidder is involved, the parties concerned and disputed amount

F. Vendor Registration Form: If your company is not yet registered with UNHCR, you should complete, sign, and submit the Vendor Registration Form **(Annex E)** together with your technical proposal. ***If already registered with UNHCR as a vendor, only indicate UNHCR vendor ID number.***

G. UNHCR General Conditions of Contracts for the Provision of Services (2018): Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for Civil Works (October 2000 version) by signing & stamping **Annex A**.

H. UNHCR General Conditions of Contract for Civil Works (October 2000 version): Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for Civil Works (October 2000 version) by signing **Annex G.**

I. UN Supplier Code of Conduct: A copy of a signed and stamped UN Supplier Code of Conduct (**Annex F**) should be attached to the technical offer.

2.4.2 Content of the FINANCIAL OFFER FORM

Your separate **Financial Offer** must contain an overall offer in **United States Dollar / USD.**

The Financial Offer must cover all the services to be provided including cartage of all remaining materials upon completion of the works (**price "all inclusive"**). Incomplete offers will be disqualified. The price must remain unchanged for the duration of the Contract.

UNHCR is exempt from all direct taxes and customs duties. With this regard, prices offered must be without VAT.

The Financial Offer must be submitted as per the Bills of Quantities (Financial offer form) (**Annex C)** attached. Bids that have a different price structure may not be accepted.
The bidders are required to provide information about insurance coverage of the employees (life and medical plan) as well as any other relevant allowances payable in accordance with the Afghan Labour Laws. Administrative / Overhead charge is recommended to be indicated as a percentage to the overall monthly payable sum. It is also expected that employment of personnel under the Contract will be coordinated and cleared by UNHCR.

You are requested to hold your offer valid for **at least 180 days or six months** from the proposal/bid submission deadline. UNHCR will make its best effort to select a company within the proposed period.

UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents 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.

2.5 BID EVALUATION:

2.5.1 Supplier Registration:

The qualified service provider(s) will be added to the Vendor Database after investigation of suitability (due diligence) based on the submitted Vendor Registration Form (**Annex E**) and supporting documents. The investigation involves consideration of several factors such as:

- Potential capacity of the firm to deliver the scope of services required.
- Company core business, financial strength, proposed technical personnel and relevant experience.
- Track record, current clientele, and contract capacity.
- Proposed project schedule – detailed work plan.

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 made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical Offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score, as follows (refer to **2.4.1** for the detailed content of each evaluation criteria):

Criteria	Required	Points
Preliminary Evaluation	Company Profile and Statutory Documents	PASS or FAIL
1. Description of the firm and relevant qualifications (15 points)	Years of experience	3 points
	Organization structure or chart (of the firm)	3 points
	Experience for similar projects	4 points
	Geographical exposure and previous experience in/near the project location.	3 points
	Bidders based in the region where the project site is located	2 points
2. Understanding of UNHCR's requirements (35 points)	Proposed approach to carry out the works / addressing the requirements outlined in the BOQ	15 points
	Submission of quality control and safety plan	10 points
	Proposed project schedule – detailed work plan using Gantt chart	5 points
	Project assumptions and constraints based on an understanding of the project	5 points
3. Implementation Capacity (15 points)	Financial capacity	5 points
	Equipment- proposed to carry out the contract	5 points
	Personnel-qualifications and experience of key site management and technical personnel proposed for the works	5 points
4. Materials and finished works warranty (5 points)	Clarity on origin / brands of the proposed materials relevant to the project	5 points
Total:		**70 points**

Remark: The cut-off points for submissions to be considered technically compliant will be **40 out of the 70 maximum points.**

IMPORTANT:
Failure to submit the Mandatory requirement on the Description of the Company (Company profile) will lead to automatic disqualification of the bidder.

The **Financial Offer** will use the following percentage distribution: **30%** from the total score. 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 [AFN lowest] \ [UGX other] = points for other supplier's Price Component.

2.6 SUBMISSION OF BID:

The offer must bear your official letter head, clearly identifying your company name and the RFP reference number: **RFP/COK/015/2023.**

Bids should be submitted by file upload to e-Tender Box Portal, the online bid registration tool of **UNHCR.** The e-Tender Box can be accessed via the following URL:

http://etenderbox.unhcr.org

To use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox 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 eTenderBox 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 eTenderBox Registration Guide and User Manual is available at the above URL and provided as annexes to this RFP.

IMPORTANT:
The Technical and Financial offers are to be submitted as separate documents (**separate the folders for email submission – Technical offer folder and financial offer folder**). Failure to do so may result into disqualification.

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt,.zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. **However, we strongly encourage the use of PDF format for ease of accessing your submissions.** Executable files (.exe, .bat, .cmd, etc.) should not be uploaded.
The maximum size limit per file is 10MB.

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

Proposals that are otherwise submitted, addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation. **INCOMPLETE PROPOSALS WHICH DO NOT COMPLY WITH OUR REQUEST FOR PROPOSAL WILL NOT BE CONSIDERED.**

IMPORTANT:
The proposal must be received by UNHCR at the above addresses on or/before 21 April 2023 at 23:59 hrs Afghan local time. UNHCR may at its discretion, extend the deadline for the submission of bids by notifying all prospective bidders simultaneously.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

It is supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

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.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept and/or reject the whole or part of your bid without having to assign a reason whatsoever.

IMPORTANT:
Please note that **participation in UNHCR published tenders** are free of charge, of your own free will, and **does not carry any promise or guarantee that a contract will be awarded to your company**.

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 because 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.

2.8.1 Payment Schedule

All services included in this RFP and the subsequent contract will be paid as per the executed amount of work at each stage completion. All payments will be made in the currency of offer (and PO) and in accordance with the UNHCR General Conditions for the Purchase of Services.

Invoices will be settled after the completion and acceptance of the milestone deliverables.

All payments shall be technically endorsed by the UNHCR Project Manager / Engineer and approved by the UNHCR local office upon issuance of a completion certificate by UNHCR.

2.8.2 Advance Payments

Advance payments are not applicable for this tender and subsequent contract.

2.8.3 Warranty Retainer

A total of 10% of the full/total contract's amount will be retained for a period of 1 year as a retention fee. The amount of 10% shall be deducted from each interim invoice / payment, as indicated under clause '2.8.1 Payment Schedule', above. The retainer will be released after the expiry of the warranty period (defects and liabilities period), 1 year after completion and acceptance.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACT FOR CIVIL WORKS

Please note that the General Conditions of Contract for Civil Works (October 2000 version) (**Annex G**) 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.

Yours Sincerely,

Sule Adeiza Yakubu,
Senior Supply Officer
UNHCR Country Office Kabul, Afghanistan