

UNICEF Türkiye Country Office

Terms of References for Long Term National Institutional Services for Construction

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1. Background

UNICEF does construction to build safe and sustainable environments to help children thrive. UNICEF supports its programmes with tailored construction solutions to meet the needs of children, including education, child protection, nutrition, health and health emergencies, immunization, and water, sanitation, and hygiene (WASH).

UNICEF construction projects are always a collaborative effort between UNICEF Türkiye and the government entities such as but not limited to Ministry of Family and Social Services (MoFSS), Ministry of National Education (MoNE), Ministry Youth and Sports (MoYS), Municipalities with technical support from UNICEF Supply Division in Copenhagen. UNICEF Türkiye teams collaborate with Supply Division in Copenhagen to develop a project-specific construction strategy. UNICEF country office engineers and programme leaders work with government counterparts to define the need, select the sites, and design the construction project.

UNICEF wishes to establish Long-Term Arrangements (LTA's) for construction services that includes but not limited to design of the project, site assessment, ground preparation, manufacturing, installation, completion and handover of the project.

The aim of this Request for Proposal (RFP) is to establish LTAs with prequalified companies for the provision of Construction Services.

Within this context, UNICEF wishes to enter into non-exclusive LTA(s) for the construction services, as required from time to time during the term of the LTAs. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items, and that purchases will be made only if and when there is an actual requirement. UNICEF shall not be liable for any cost if no purchases are made under any resulting LTA(s).

The LTA will provide the framework for the joint procurement of supplies and services from selected companies. It will be based on a 2-step contracting process, where a secondary bidding (or mini competition) will respond to country-specific requirements (number, size, time, and location of the project).

The secondary bidding is the process followed by UNICEF to select suppliers for the provision of supplies and services through a competitive process among LTA holders. The secondary bidding begins when country specific requirements (number, size, time, and location of the project) are known.

2. Objectives

The objective of this RFP process is to identify and prequalify companies able to provide service bundle in selected regions (Earthquake-hit provinces (11), other provinces of Türkiye (70) and Northwest Syria).

To ensure basis for healthy competition as part of the secondary bidding, the aim would be to have minimum three providers on LTA per region.

Specific objectives for the service provision include:

- Identification of services in connection with the site assessment, design, ground preparation, manufacturing and installation of modular buildings, project completion and hand over.
- Best Value for Money for UNICEF Programmes and Projects
- High Quality sustainable modular buildings.

3. Scope

The scope for the LTA covers **construction services** in Türkiye and Northwest Syria. The **construction services** focus on **design drawing, ground preparation, manufacturing, and installation of modular buildings**. For this purpose, selected suppliers should provide logistics, transport, installation, monitoring, operation and maintenance of modular building, according to the technical specifications, conditions and details described below.

There might be cases, where the design, the technical specifications and the drawings of a certain project are already in place and LTA holders are requested to provide quotations for implementing the project in which the project may not be limited to modular building. It could be any type of construction (this is reflected in point 2 of the BoQ).

The main services covered under these terms of references are organized in items, as summarized below:

3.1. Design of the modular building:

Usually, UNICEF shares design of the modular building with the LTA holders during invitation for the secondary bidding. However, there might be cases where there is no design drawing of the modular building. In such cases, UNICEF will share sketch of the building and basic design data with the LTA holders.

3.1.1. When there is design of the modular building

- UNICEF will share design of the project, exact location of the project, estimated duration for project completion along with key points for consideration with the LTA holders.
- UNICEF invites the LTA holders for secondary bidding.
- LTA holders will be requested to provide priced BoQ and duration of the project completion for the project/s specified by UNICEF.
- LTA holders to prepare priced BoQ based on the technical specifications of LTA and inputs provided by UNICEF.
- UNICEF to evaluate the proposals (BoQs & durations) and select the LTA holder accordingly.
- UNICEF to prepare the standard contract for construction works (Form A or B as per the total contract value) and share it with the LTA holder.

3.1.2. When there is no design of the modular building:

When there is no solid design of the project, UNICEF will share the exact location of the project, estimated timeframe, sketch of the project indicating the size of the building area, components of the building, key points for consideration.

- UNICEF will invite the LTA holders for secondary bidding.
- UNICEF will share the exact location of the project, estimated timeframe, sketch of the project indicating the size of the building area, components of the building, key points for consideration.
- LTA holders to share the draft design of the project along with priced BoQ and the duration for project completion.
- UNICEF or an Engineering Firm to review the project design and revert accordingly. The project design could be reviewed up to 3 times.
- Once the design is finalized (after max 3 revisions), the BoQ and project timeframe should be finalized as well.
- UNICEF to prepare the standard contract for construction works (Form A or B as per the total contract value) and share it with the LTA holder.

3.2. Site assessment and clearance:

The construction company assesses the land specified by UNICEF's counterpart for the project and raise any concern if any. The site will be handed over to the construction company after its clearance.

3.3. Ground levelling and foundation:

Leveling, compacting, concrete foundation of the land allocated to the project as per the attached technical specifications and standards.

3.4. Manufacturing of modular building units:

Manufacturing units of the modular building as per the approved design and the technical specifications and standards.

3.5. Installation of modular building:

Assembly and installation of modular building units on the concrete foundation as per the technical specifications and standards.

3.6. Connecting the building to electricity, water and black water networks:

In coordination with UNICEF's counterpart, connect the building to electricity grid, water and sewerage (black water) networks.

3.7. Project handover

Certificate of completion should be signed by all stakeholders. The final handover process will be conducted after at least one-year Defect Liability Period (DLP).

4. Duration of the Long-Term Arrangements (LTA):

The LTA will be valid for the next 7 years. Thus, bidders must provide the financial report or price proposal (represented by the BoQ) for the next 7 years in three phases. Phase one for the next 3 years, phase two for 4th & 5th years and phase three for 6th and 7th years.

5. Evaluation of the bids:

All bids are subject to preliminary evaluation, technical evaluation and financial evaluation. Preliminary and technical compliances are the must for the financial evaluation.

5.1. Preliminary Evaluation:

Bidders must provide the required documents as per the attached administrative checklist for Preliminary Evaluation. Only bids with preliminary compliance will be evaluated technically.

5.2. Technical Evaluation:

A maximum of 70 points will be assigned to the Technical Proposals. Technical Proposals receiving 49 points (70%) or higher will be considered technically responsive. Non-technically compliant and non-responsive Proposals will not be given further consideration.

Bidders must approve the attached technical specifications and standards attached to the RFP (40 scores) and confirm producing 3 modules (7m X 3m) per day (20 scores). Bids with unrealistic duration for project completion may not be considered. Bidders must confirm one year Defects Liability Period (DLP) from Certificate date of substantial completion to final completion date of the project (10 scores). Bidders are allowed to offer higher standards than the requested standards when deemed necessary.

5.3. Financial Evaluation:

Preliminary and technically compliant bids will be evaluated financially. Non-preliminary and non-technically compliant bids will not be evaluated financially. UNICEF will evaluate the unit prices of the BoQ items.

The total number of points allocated for the Financial Proposal is 30 points. The maximum number of points will be allocated to the Proposal with the lowest price.

All other price proposals will receive points in inverse proportion to the lowest price, e.g.,

$$\text{Max. score for price proposal} * \text{Price of lowest priced proposal}$$

$$\text{Score for price proposal X} = \text{-----}$$

$$\text{Price of proposal X}$$

The recommendation for the award of LTA(s) will be based on the best value for money principle. The Proposal(s) obtaining the highest cumulative score(s) (Technical + Financial) will be recommended for the award.

Evaluation Criteria	Maximum Points
Technical Evaluation:	70 Points
1. Technical specifications and standards: Approve the attached technical specifications/standards for Production and Installation of modular buildings or propose higher standards when deemed necessary.	(40)
2. Production Capacity: Confirm producing 3 modules (7m X 3m) per day or more when applicable.	(20)
3. Defects Liability Period (DLP): Confirm one year Defects Liability Period (DLP) from Certificate date of substantial completion to final completion date of the project.	(10)
Financial Evaluation	30 Points
The unit prices of BoQ	(30)
Total Points (Technical + Financial points)	(100)

6. Other notes:

The tender is only open for the local suppliers/companies which are legally registered with the Government of Türkiye.

- 6.1. UNICEF only purchases from suppliers legally registered with the Government of Türkiye, and only issues Purchase Orders (PO) in the registered name - and not in the name of an individual working in the company.
- 6.2. UNICEF reserves its right to split the purchase orders among multiple LTA holders.
- 6.3. Payment shall be made in Turkish Liras OR in US Dollars upon satisfactory completion of the works and Invoice(s) with evidence of goods receipts signed by the authorized officer(s) on the basis of the UN monthly exchange rate effective on the date of payment.
- 6.4. UNICEF is exempted from VAT, so the prices shall be offered excluding VAT.
- 6.5. The price quotations must have at most 2 decimal digits.
- 6.6. UNICEF requires the suppliers to maintain the quality of materials that they proposed throughout the LTA duration.
- 6.7. All pages of the offers should be signed by the authorized representative of the supplier. "Bid Form" in the RFP document should be filled in, duly signed and attached to the price proposal.
- 6.8. Any request for additional information regarding this INVITATION must be addressed via email to Supply Unit, UNICEF Türkiye, Ankara. E-mail: TCO-ServContracts@unicef.org
- 6.9. Manufacturing companies are strongly encouraged to apply.

7. Annexes:

Annex C - Administrative Checklist for Preliminary Evaluation

Annex D - Financial Proposal Template (BoQ)

Annex E - Technical Documents (Specifications and Drawings)

Annex F - LTA Contract for Construction Works (Template)