REQUEST FOR QUOTATION

UNHCR RFQ 3384

FOR THE PROVISION OF CONSULTANCY SERVICES FOR COMPUTER-BASED DESIGN REVIEW, STRUCTURAL MODELLING, AND SIMULATION OF THREE HOUSING PROTOTYPES IN ASSAITA REFUGEE CAMP, AFAR REGIONAL STATE.

Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14 December 1950 by the United Nations General Assembly, invites qualified suppliers to submit a firm offer for the provision of Computer-Based Design Review and Structural Simulation of Three Housing Prototypes in Assaita Refugee Camp, as specified in this Request for Quotation (RFQ).

Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter referred to as "UNHCR" hereby invites prospective bidders to submit a proposal in accordance with the General Conditions of Contracts and the Terms of Reference as set out in this Request for Quotation (RFQ).

RFQ Documents:

- **Annex A:** Terms of Reference – Aysaita Housing Prototype Units – Structural Analysis
- **Annex B:** Technical Evaluation Methodology
- **Annex C:** Financial Offer Form
- **Annex D:** UN Supplier Code of Conduct
- **Annex E:** Construction Services Contract Sample

- **Annex F:** General Conditions of Contract for Civil Works

RFQ key dates:

-

RFQ publish date:	8 August 2026
Questions submission deadline:	13 August 2026
RFQ submission deadline:	16 August 2026

Section 2: Note to Bidders.

If you are interested in submitting a response to this RFQ, please prepare your bid in accordance with the requirements and procedures set out in this RFQ and submit it by the deadline specified in this document and in the UNHCR Supplier Portal.

IMPORTANT

If you are interested in submitting a bid in response to this RFQ, please log in to the UNHCR Supplier Portal and search for the negotiation using the reference number:

UNHCR RFQ 3384

Please prepare your bid in accordance with the requirements and procedures set out in this RFQ and submit it through the Supplier Portal by the specified submission deadline.

Please refer to the UNHCR Supplier Portal User Guide for guidance on how to access and use the Supplier Portal.

If you have never registered as a UNHCR supplier, you may create a supplier profile using the Supplier Registration link and follow the instructions provided on the UNHCR website under How to Become a Supplier and in the Supplier Portal User Guide.

Please do not create a new supplier profile if you already have an existing account. If you have forgotten your username or password, please use the password recovery functionality available in the Supplier Portal.

Clarifications

Should you require any clarification regarding this RFQ, kindly submit your questions through the messaging functionality in the Supplier Portal no later than 13 August 2026.

Supplier Portal Technical Support

If you experience any technical difficulties accessing the Cloud ERP Supplier Portal, please contact:

Supply Unit
UNHCR Representation in Ethiopia
Addis Ababa, Ethiopia

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1 Overview

1.1 General Information

Title **FOR THE PROVISION OF CONSULTANCY SERVICES FOR COMPUTER-BASED DESIGN REVIEW, STRU**

Synopsis **UNHCR seeks to engage a qualified engineering consulting firm to conduct a computer-based design review, structural modelling, simulation, and technical assessment of three existing housing prototypes in Assaita Refugee Camp. The assignment will assess structural integrity, load-bearing capacity, serviceability, and overall technical performance, and provide recommendations for design improvement, replication, or scale-up.**

Introduction

REQUEST FOR QUOTATION

ETH - UNHCR RFQ 3384

For the Provision of Consultancy Services for Computer-Based Design Review, Structural Modelling, and Simulation of Three Housing Prototypes in Assaita Refugee Camp, Afar Regional State

1.2 Schedule

Preview Date		Open Date	**8/8/26 2:14 PM**
Close Date	**8/16/26 12:59 AM**	Award Date	
Time Zone	**Moscow Standard Time**		

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**

Ranking Method **Price only**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
☑	Suppliers are required to respond with full quantity on each line
☑	Suppliers are allowed to revise their submitted response

1.5 Terms

Instructions

UNHCR Representation in Ethiopia invites qualified Engineering Consulting Firms to submit quotations for the computer-based design review and structural simulation of three housing prototypes in **Assaita Refugee Camp, Afar Regional State, Ethiopia.**

The assignment includes review of available drawings and construction details, structural modelling and simulation, assessment of load-bearing capacity and structural performance, identification of design deficiencies and risks, and preparation of recommendations for improvement, replication, or scale-up.

The assignment is expected to be completed within 20 calendar days from the contract commencement date.

Payment Terms	**HCR Net 30**	Freight Terms	
Shipping Method		FOB	
Negotiation Currency	**ETB (Ethiopian Birr)**	☐	**Buyer managed transportation**
		Price Precision	**2**

1.6 Attachments

File Name or URL	Type	Description
Annex B- Technical Evaluation	File	
Annex D - UN Supplier Code of	File	
Annex A- Terms of Reference -	File	
Annex C- Financial Offer Form.	File	
Annex E - Construction Service	File	
Annex F - General Conditions o	File	

2 Requirements

**Response is required*

Dear Supplier,

Please carefully review all requirements and questions in this section. Provide the requested responses and upload all required supporting documentation. Failure to provide the requested information and/or supporting documents may result in your offer being considered non-responsive and disqualified from further evaluation.

The Terms of Reference (ToR) for the required services are provided in **Annex A**.

Your offer should clearly confirm whether the proposed services fully comply with the requirements of the ToR. Any deviation, exception, or discrepancy from the requirements must be clearly identified and explained in your offer.

The evaluation of bids will be conducted in accordance with the **Technical Evaluation Methodology provided in Annex B**.

The evaluation process will consist of the following stages:

- **Stage 1 – Mandatory Requirements:** Pass/Fail
- **Stage 2 – Technical Evaluation:** Pass/Fail
- **Stage 3 – Financial Evaluation**

Only bidders that successfully meet all mandatory and technical requirements will proceed to the Financial Evaluation stage.

The contract will be awarded to the **lowest-priced technically compliant bidder**, subject to successful completion of all applicable evaluation and eligibility requirements.

UNHCR reserves the right to accept or reject any offer, in whole or in part, in accordance with applicable UNHCR procurement rules and procedures.

Supplier Eligibility and Sanctions Screening

UNHCR reserves the right, at any stage of the solicitation process and throughout the duration of any resulting contract, to verify whether a bidder or contractor appears on any applicable United Nations or other recognized ineligibility or sanctions list, including, but not limited to:

- The United Nations Security Council Consolidated Sanctions List;

- The World Bank Listing of Ineligible Firms and Individuals;
- The World Bank List of Non-Responsible Vendors; and
- Any applicable sanctions, suspension, or debarment lists maintained by United Nations organizations.

UNHCR shall not enter into or continue a contractual relationship with an entity determined to be sanctioned, suspended, debarred, or otherwise ineligible under applicable United Nations rules and procedures.

If a contractor is subsequently found to be sanctioned or otherwise ineligible during contract implementation, UNHCR reserves the right to take appropriate action, including suspension and/or termination of the contract, without prejudice to any other rights or remedies available to UNHCR.

UN Supplier Code of Conduct

The **UN Supplier Code of Conduct is provided in Annex D**.

Bidders are required to review and accept the principles and standards contained in the UN Supplier Code of Conduct. Submission of an offer constitutes acknowledgement of and commitment to comply with the applicable ethical, labour, human rights, environmental, and anti-corruption standards contained therein.

Contractual Conditions

Bidders are required to carefully review the contractual documents included in the RFQ package, including:

- **Annex E – Construction Services Contract Sample**
- **Annex F – General Conditions of Contract for Civil Works**

Submission of an offer shall be deemed confirmation that the bidder has reviewed and accepts the applicable contractual conditions, unless any exception is expressly identified in the offer and subsequently accepted in writing by UNHCR.

2.1 Section 1. General requirements

Section Maximum Score: 8

*1.

Acceptance of General Conditions of Contract for Civil Works
Please confirm your acceptance of the UNHCR General Conditions of Contract by signing and uploading the document.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex F - General Conditions o	File	

Select one of the following:-

☐ a. Signed and uploaded document*(Response attachments are required)*

Comments:

*2.

Acceptance of UN Supplier Code of Conduct

Please confirm your acceptance of the UN Supplier Code of Conduct by signing and uploading the document.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D - UN Supplier Code of	File	

Select one of the following:-

☐ a. Sign and upload the UN Supplier Code of Conduct*(Response attachments are required)*

Comments:

*3.

Please upload a valid Business Registration/Trade License.

Maximum Score: 1

Select one of the following:-

☐ a. Valid document uploaded*(Response attachments are required)*

*4.

Valid TIN Certificate

The bidder shall upload a valid TIN Certificate.

Maximum Score: 1

Select one of the following:-

☐ a. Valid TIN Certificate uploaded.*(Response attachments are required)*

Comments:

*5. Valid VAT Registration Certificate

The bidder shall upload a valid VAT Registration Certificate, where applicable.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B- Technical Evaluation	File	

Select one of the following:-

☐ a. Valid VAT Registration Certificate uploaded, where applicable.*(Response attachments are optional)*

Comments:

*6. Valid Tax Clearance Certificate
Please upload a valid Tax Clearance Certificate

Maximum Score: 1

Select one of the following:-

☐ a. Valid Tax Clearance Certificate uploaded*(Response attachments are required)*

*7. Valid Grade 4 or Higher Engineering Consulting Firm Registration and Competency

The bidder shall attach/upload a valid grade 4 or higher Engineering Consulting Firm Registration and Competency Certificate.

Maximum Score: 1

Select one of the following:-

☐ a. Valid document uploaded.*(Response attachments are required)*

*8. No UN sanctions/debarment
The bidder shall confirm that neither the bidder nor its affiliates are subject to any United Nations sanctions, debarment, or other restrictions.

Maximum Score: 1

Select one of the following:-

☐ a. Not sanctioned or debarred*(Response attachments are required)*

2.2 Section 2. Technical Offer

Section Maximum Score: 7

*1. Minimum 5 years of relevant experience demonstrated

Requirement:
The bidder shall demonstrate a minimum of five (5) years of proven experience in structural engineering, structural assessment, and related consultancy services by submitting a company profile, project portfolio, and list of completed assignments.

Maximum Score: 1

Select one of the following:-

☐ a. Minimum 5 years of relevant experience demonstrated*(Response attachments are required)*
Comments:

*2. At least 3 similar assignments completed within the last 5 years

Requirement:
The bidder shall demonstrate experience in computer-based structural modelling, structural simulation, and load-bearing capacity analysis using recognized engineering software, supported by evidence of at least three (3) similar assignments completed within the last five (5) years.

Maximum Score: 1

Select one of the following:-

☐ a. At least 3 similar assignments completed within the last 5 years*(Response attachments are required)*
Comments:

*3.

Technical Proposal:

The bidder demonstrates a clear understanding of the Terms of Reference (ToR) and provides an appropriate methodology, realistic work plan, and coherent overall approach for successfully completing the assignment.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex A- Terms of Reference -	File	

Select all that apply:-

☐ a. Clear understanding of the ToR with an appropriate methodology, work plan, and overall approach.*(Response attachments are required)*

Comments:

*4.

Completion Period and Delivery Commitment

The bidder shall demonstrate the ability to complete the assignment within **20 calendar days** by submitting a work plan or a signed delivery commitment letter.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex A- Terms of Reference -	File	

Select one of the following:-

☐ a. Commitment and demonstrated ability to complete the assignment within 20 calendar days.*(Response attachments are required)*

Comments:

*5.

Team Leader / Senior Structural Engineer – Qualifications and Experience

Bidder shall provide a Team Leader / Senior Structural Engineer with MSc/BSc in Structural Engineering, Civil Engineering, or a related field, with a minimum of 10 years of relevant experience and demonstrated expertise in structural analysis, design review, and simulation.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex A- Terms of	File	

Reference -		

Select all that apply:-

☐ a. MSc/BSc in Structural/Civil Engineering or related field, minimum 10 years' relevant experience, with expertise in structural analysis, design review, and simulation, supported by the required documentation.*(Response attachments are required)*

Comments:

*6.

Structural Modelling Engineer – Qualifications and Experience

The bidder shall propose a Structural Modelling Engineer with a BSc degree or higher in Civil Engineering, Structural Engineering, or a related field, with relevant experience in structural modelling, analysis, and simulation.

The bidder shall upload supporting documents, including the engineer's CV, academic credentials, professional license/registration (where applicable), and records of relevant project experience.

Maximum Score: 1

Select one of the following:-

☐ a. BSc or higher in Civil/Structural Engineering with relevant modelling and simulation*(Response attachments are required)*

*7. **Field Engineer / Technical Assistant – Qualifications and Experience**

The bidder shall provide a Field Engineer / Technical Assistant with relevant qualifications in **Civil Engineering, Construction Technology, or a related discipline**, together with relevant field experience.

The bidder shall submit supporting documents, including the proposed personnel's **CV, academic credentials, professional license/registration (where applicable), and relevant project experience records**.

Maximum Score: 1

Select one of the following:-

☐ a. Relevant qualification in Civil Engineering, Construction Technology, or a related field, with relevant field experience*(Response attachments are required)*

Comments:

2.3 Section 3. Financial Offer

Section Maximum Score: 1

*1.

Financial Offer

The Financial Offer must be submitted in a single currency. For evaluation and comparison purposes, UNHCR will convert all offered prices into US Dollars using the applicable UN Operational Rate of Exchange.

The Financial Proposal must be submitted using the Financial Proposal Form provided in Annex C. Bids submitted using a different pricing structure may not be accepted.

Please note that UNHCR is exempt from taxes and duties. Therefore, all prices must be quoted exclusive of VAT.

Bidders are requested to download the attached Financial Offer Form, complete all required information, and upload the completed form under this requirement.

The Financial Offer will only be evaluated for bidders whose Technical Offers have successfully passed the technical evaluation and have been determined by UNHCR to meet the specified requirements.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex C- Financial Offer Form.	File	

Select one of the following:-

☐ a. Completed Financial Proposal Form (Annex C), submitted in a single currency and quoted exclusive of VAT. *(Response attachments are required)*

Comments:

3 Lines

Instructions	Please provide the **grand total as calculated in Annex C – Financial Offer Form**. In the event of any discrepancy, the amounts and rates stated in the Financial Offer Form shall prevail over those entered in the ERP system.

3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-For the Provision of Consultancy Services for Computer-Based Design Review, Structural Modelling, and Simulation of Three Housing Prototypes in Assaita Refugee Camp, Afar Regional State					

3.2 Line Details

3.2.1 Line 1 For the Provision of Consultancy Services for Computer-Based Design Review, Structural Modelling, and Simulation of Three Housing Prototypes in Assaita Refugee Camp, Afar Regional State

Category Name	**PRF Corporate consultancy**		
Allow Alternate Lines	**No**		
Requested Date		Location	**n/a** **n/a** **n/a** **AYSAITA AFAR**
Start Price (ETB)			

Attachments

File Name or URL	Type	Description
Annex C- Financial Offer Form.	File	