REQUEST FOR INFORMATION (RFI)

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| **Category of Items:** | **Construction Service Providers and Contractors for the renovation of two existing buildings in Colombo and Mannar.**  **Establishment of One-Stop Crisis Centres for Reproductive Health and GBV.** |
| **Closing Date for Submission RFI:** | **5pm, Friday 24 February 2023 for Chartered Architects**  **5pm, Tuesday 28 February 2023 for others** |
| **Reference:** | **UNFPA/LKA/RFI/23/001**  *(Please note that this voids the Expression of Interest No UNFPA/LKA/EoI/23/001)* |
| **Address:** | [lk-procurement@unfpa.org](mailto:lk-procurement@unfpa.org) |

## Description of requirements:

UNFPA is Requesting for Information (RFI) from eligible building and construction service providers and contractors, in respect to the provision of a full range of **Building Renovation/Minor Construction Services** which comprise the services specified in Annex I.

## Potential Suppliers:

This RFI is addressed to (a) **Chartered Architects** **(firms)** (b) **Engineers and Quantity Surveyors (firms) (c) Construction/Building Renovation Project Managers (individuals or firms) and (d) Contractors as per Annex 1.**

Only suppliers who are able to provide the following documentation are invited to respond:

* Business Registration Copy
* Registration Copy of CIDA / Chartered Institute of Architects / Quantity Surveyors’ Institutes and other professional bodies as applicable to the nature of the contractor
* Details of ongoing projects
* Details of at least three clients as references for recent projects, and a copy of at least one major contract / order signed recently
* Details of at least one recent contract carried out during the past 3 years, similar to UNFPA's requirement
* Details of annual turnover during the recent 3 years
* Ability to provide bank guarantees and performance guarantees

## Procedure for submission of RFI:

Interested suppliers are requested to submit the complete set of documents given above along with the completed checklist:

* Annex I given in this file
* Annex II at the end of this document, together with the documents indicated in it.

and return it to UNFPA by e-mail to [lk-procurement@unfpa.org](mailto:lk-procurement@unfpa.org) , on or before the indicated deadline.

## Note:

1. **Prices are not required at this stage**. UNFPA is seeking to identify suppliers interested in participating in a future bid for the said construction.

## No queries shall be entertained by UNFPA on the conformity of the suppliers’ products at this stage.

1. **This RFI does not constitute a solicitation**. UNFPA reserves the right to change or cancel the requirement at any time during the RFI and/or solicitation process. UNFPA also reserves the right to require compliance with additional conditions as and when issuing the final solicitation document. Submitting a reply to an RFI does not automatically guarantee receipt of the solicitation when issued.

# GUIDELINES FOR ELECTRONIC SUBMISSION

1. Bidders shall make clear reference to the specific RFI in the subject field as instructed, otherwise proposals may be rejected. Clearly specify in the subject field of email:

**UNFPA/LKA/RFI/23/001, *[Company Name]***

1. Responses received at the [lk-procurement@unfpa.org](mailto:lk-procurement@unfpa.org) mailbox are kept undisclosed and shall not be opened before the scheduled opening date.
2. E-mail submission should not exceed **20 MB**.

# ANNEX I. LIST OF CONTRACTUAL SERVICES

**No** **Type**

1. Chartered Architect (firms only - registered as sole proprietorship, partnership or company), to design the renovation projects, architectural drawings and develop specifications for both locations.

2. Engineering and Quantity Surveying Services (firms only), to develop and assess tender documents, and to evaluate the works being completed.

3. Construction / Building Renovation Project Managers (individuals or firms)

4. Contractors for Works (Contractors having CIDA Grading C4-C7)

4.1. Partitioning and minor alterations to existing building structure

4.2. Refitting and refurbishing bathrooms / washrooms

4.3. Refurbish pantry / kitchen

4.4. Minor civil construction works, including construction of a small storeroom, washroom, semi-permanent structure, tiling, granite works. etc.

4.5. Roof repairs and extensions

4.6. Electrical works

4.7. Plumbing works

4.8. Floor and wall finishes

4.9. Painting works

4.10. Ceiling works

4.11. Supply and installation of furniture and fittings

4.12. Supply and installation of medical furniture for maternity clinic

4.13. Other building contractual works

**ANNEX II. SUBMISSION CHECKLIST and ACKNOWLEDGEMENTS**

**COMPANY NAME:**

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| --- | --- |
| **I confirm that the following documents have been attached to our RFI submission:** | **Indicate Yes / No** |
| 1. **Business Registration Certificate of the Supplier**    * Valid Business Registration Certificate    * TIN and VAT Registration (If applicable) 2. **Technical capability**    * Registration of CIDA and other professional bodies as applicable to the nature of the contractor 3. **Details of ongoing projects**    * Details of at least three clients as references for recent projects    * A copy of at least one major contract / order signed recently    * Details of at least one recent contract carried out during the past 3 years, similar to UNFPA's requirement 4. **Financial capability:**    * Details of annual turnover during the recent 3 years    * Ability to provide bank guarantees and performance guarantees | * Yes ☐ No * Yes ☐ No * Yes ☐ No * Yes ☐ No * Yes ☐ No * Yes ☐ No * Yes ☐ No * Yes ☐ No |

Company: Company Representative: Position:

Date:

Signature & Stamp: