

ANNEX A - TERMS OF REFERENCE

RFQ/GRC/2024/014

Modifications to UNHCR Office Spaces in Athens

The UNHCR Representation in Greece, Country Office in Athens seeks to engage a qualified contractor to implement specific modifications to its office spaces based on a designer study already conducted. These alterations aim to improve functionality, privacy, and soundproofing in accordance with the office's operational needs.

The selected contractor will be responsible for executing works at the UNHCR Greece Country Office, located at 91 Michalakopoulou Street, Athens. The works are categorized into three parts as outlined below:

PART A

1. Creation of a new separate room within an existing office space, using glass partitions and a door. The new office/ room should provide privacy and sound insulation, and the material of the partition should be suitable for this purpose (e.g., glass, drywall, door etc.).
2. Installation of a partition in an existing office to divide it into two distinct workspaces. The partition should be solid enough to create two functional areas without noise interference.

PART B

Installation of a partition with a door in another existing office, which will also divide the space into two areas, allowing access between them. The installation should be soundproof and fit the overall design and functionality of the space.

PART C

Soundproofing between two existing rooms/ office spaces.

In case permits are required for these works, the Contractor should indicate it in this technical offer. If so required, any related fee should be included in the financial component.

The permit will be solely the responsibility of the Contractor. The Contractor will be also responsible for any other requirements by law regarding their employees/staff engaged in the projects/related works.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards, or UNHCR may award all goods to the same supplier.

Technical Requirements

All works must comply with applicable regulations, standards, and the specifications outlined in:

Annex B: Works Bill of Quantities

Annex C: Drawing File_ Floor Plans

The Contractor will be solely responsible for the full coordination of the work, making sure that no

problem is caused to the smooth operation of the workplaces.

The Contractor is obliged to take all necessary safety measures throughout the execution of the works and is solely responsible.

The Contractor shall be responsible for the collection and proper removal of any modification waste generated as a result of the services performed.

The works should be completed within 20 days of start date.

Payment Terms

Payment shall be made on submission of an invoice at the end of the goods/service delivery, in an amount not exceeding the Contract Price indicated in the respective purchase order. The Supplier's invoices shall contain the purchase order number to which the invoice relates to.

Payment shall be made within 30 working days from the date of receipt of the invoice to the Supplier's bank account, subject to the satisfactory receipt of services/goods.

UNHCR payments are processed through UNHCR Headquarters accounts, and as such, will be received by the Contractor's designated local bank account as an international incoming transfer. UNHCR is not liable/responsible for any commission charges, depending upon the agreement the Contractor has with its bank. This should be taken into consideration and be included in the financial quote of each bidder.

Upon receipt of the invoice, UNHCR will process it for VAT and tax exemptions according to the applicable regulations. Indicatively (not exhaustively) the currently applicable circulars are "ΠΟΛ" 1268/2011 (ΦΕΚ Β'39/ 20-01-2012) or 1180/2016 (ΦΕΚ 4086 Β'/20-12-2016) and its amendment Decision No. Α. 1094/2022 (ΦΕΚ Β' 3651/12-07-2022). Upon confirmation of receipt of Services/ Goods as per Contract Terms, UNHCR will settle the amounts due. Should the VAT exemption be issued after UNHCR has settled the VAT amount to the supplier, the supplier undertakes to promptly refund the VAT amount to the UNHCR bank account within 30 days of the VAT exemption issuance date, as per applicable provisions/ Circulars. Should the Supplier fail to settle Value Added Tax (VAT) owed to UNHCR, and subsequently fails to reimburse or unjustifiably withholds such payment, UNHCR reserves the right to classify the outstanding VAT as overpayment or indebtedness. In such instances, UNHCR retains the right to offset any such VAT owed against the net amount of current or future invoices issued by the Supplier. Additionally, UNHCR may record such occurrences as a performance concern, to be duly considered in any future procurement awards involving the Supplier.

This document is not to be construed in any way as an offer to a contract but only request for quotation.