

2022_RFP_017

ANNEX A

Terms of Reference

DESIGN AND CREATION OF SCALE MODELS &
STANDS FOR UNHCR SHOWROOM AT
INTERNATIONAL HUMANITARIAN CITY (IHC), DUBAI

Suppliers Terms of References:

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1. ABOUT UNHCR

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance, help safeguard fundamental human rights, and develop solutions that ensure people have a safe place called home where they can build a better future. We also work to ensure that stateless people are granted a nationality. We work in over 130 countries, using our expertise to protect and care for millions.

2. Project Objectives

The United Nations High Commissioner for Refugees (UNHCR) shall open a showroom space at the International Humanitarian City (IHC) Dubai, in an area of approx. 4m x 7m x 9m. This area of the showroom is dedicated to showcasing the shelter solutions among humanitarian agencies, with UNHCR currently displaying one shelter type being utilized by displaced populations across the globe. While these shelter types are still being distributed for use in different operations globally, UNHCR has been transitioning towards greener solutions.

At UNHCR, sustainability means considering the context and climate in the camps and host communities while strengthening the resilience and protecting refugees and other persons of concern worldwide from the impacts of climate change and environmental degradation.

UNHCR plans to reflect this change and display the new models in the showroom area. The new and final concept will show an assortment of different sustainable shelter solutions displayed as scale models (1 : 2.5) made of the actual real materials (or alternatives approved by UNHCR).

*For information, such as the looks and dimensions of the current Showroom, the new concept design and model measurements, please refer to: **ANNEX B***

3. DELIVERABLES

3.a. Technical documentation, design and creation of 7 pieces of shelter models at a 1:2.5 scale

All models must be made of the actual materials (or alternative approved materials) the original shelters are made of. The models should be scaled down to accurate proportions detailed in the following subsections. Considering the stability of the structure and expected lifespan scaling should not necessarily apply for thickness.

The structure of the shelter can be made of any material the Supplier finds sufficient as long as it can't be seen on the exterior nor is visible as part of the cladding.

Scale: 1:2,5

Shelter dimensions: Refer to Annex C, Row G

Shelter 1. (*Refer to Annex D Page 1 & Annex C Cell D1, E1*)

Description of original (real size) shelter:

Emergency Shelter is here composed by a rectangular wooden structure.* The walls are composed of wattle & daub with straw reinforced earth cladding. The gable roof of the unit is covered by corrugated iron sheets and thatch/straw. Cladding is partially covered with UNHCR tarpaulin.

Wall material: wattle & daub with straw reinforced earth

Roof material: Corrugated iron sheets and thatch/straw

Shelter 2. (*Refer to Annex D Page 2 & Annex C Cell D2, E2*)

Description of original (real size) shelter:

Load bearing walls-non reinforced masonry* Walls are made of mud plastered sun-dried mud-brick. The gable roof of the unit is covered by corrugated iron sheets and thatch/palm leaves.

Walls material: mud plastered sun dried mud-brick

Roof material: Corrugated iron sheets and palm leaves

Shelter 3. (*Refer to Annex D Page 3 & Annex C Cell D3, E3*)

Description of the original (real size) shelter:

This Emergency Shelter is composed by a rectangular wooden structure, using local available materials. Structure can be created out of any material (Wood poles/metal structure) * but UNHCR tarpaulin will cover the floor, walls and roof.

Wall material: UNHCR plastic tarpaulin (Refer to Annex B, Cell D3)

Roof material: UNHCR plastic tarpaulin (refer to Annex B, Cell E3)

Shelter 4. (*Refer to Annex D Page 4 & Annex C Cell D4, E4*)

Description of the original (real size) shelter:

The fourth model of the Emergency Shelter consists of a rectangular wooden structure. *

The gable roof of the unit is covered by corrugated iron and a metallic ridge cap. The walls of this unit are based on the adobe plastering technology with bush sticks as plaster support. There is the option to mud plaster both interior and external walls, or only the external.

Wall material: bush branches/wood

Roof: thatch

Shelter 5. (*Refer to Annex D Page 5 & Annex C Cell D5, E5*)

Description of the original (real size) shelter:

The Refugee Housing Unit (RHU) is composed of several basic elements, including a lightweight steel frame, roof and wall panels, door and windows, floor covering, and an innovative anchoring system.

Walls: light-weight polymer panels

Roof: light-weight polymer panels

Shelter 6. (*Refer to Annex D Page 6 & Annex C Cell D6, E6*)

Description of the original (real size) shelter:

The external and internal walls are built with concrete hollow blocks of 20x40x40 cm and 10x20x40 cm respectively. Bricks can also be a material option for the walls. The roof is composed of sandwich panels.

Wall material: cement plastered (concrete) blocks

Roof material: Corrugated iron sheets

Shelter 7. (*Refer to Annex D Page 7 & Annex C Cell D7, E7*)

Description of the original (real size) shelter:

The transitional shelter model consists of a timber frame structure with a gable roof. *¹ The walls are covered by bamboo mats. The floor is also covered by bamboo mats with timber support. The roof is covered by corrugated iron sheeting. The shelter is reinforced with concrete footing and raised 45cm from natural ground level.

Wall material: woven bamboo mats

Roof material: woven bamboo mats

* The structure of the shelter can be made of any material the Supplier finds sufficient as long as it can't be seen on the exterior nor is visible as part of the cladding.

3.b. Technical documentation, design and creation of 7 shelter stands + 1 CRI stand

The stands on the mockup visual (Annex B) serve as placeholder. Only the overall dimensions of each stand are fix, but the supplier is requested to provide the final design.

Stand 1.

Measurements: Annex C, Cell H1

Stand 2.

Measurements: Annex C, Cell H2

Stand 3.

Measurements: Annex C, Cell H3

Stand 4.

Measurements: Annex C, Cell H4

Stand 5.

Measurements: Annex C, Cell H5

Stand 6.

Measurements: Annex C, Cell H6

Stand 7.

Measurements: Annex C, Cell H7

3.c. 1 stand for CRIs

Measurements: Annex B, Cell I

At the creation of all above described (scale models and stands) durability and mobility has to be taken into account. The samples have to be transported to their final location and they will be on display for several years.

4. Project stages

The Supplier shall be responsible for the execution and delivery of the following stages along with the associated deliverable items ensuring these are in line with the Employer's design brief and guidelines. The Services to be performed by the Supplier in relation to the Project are described below:

| Stage | Milestone | Duration |
|-------|--|----------|
| 1. | Refinement and finalization of the technical documentation of the scale models and stands (drawings, visuals) based on the concepts, mock-ups and references provided by UNHCR. Further joint discussion with UNHCR. | 6 weeks |

| | | |
|----|--|---------|
| | <p>Simultaneously: Supplier provides a list of materials and samples to be approved by UNHCR</p> <p>UNHCR shall conduct a verification of the final technical documentation. UNHCR at its sole discretion may request for modifications as need be.</p> <p>Final verification (in case of modifications)</p> | 1 Week |
| 2. | 1st round assembly of requested final products for evaluation by UNHCR. | 4 weeks |
| 3. | Final verification of the assembled design | 1 week |
| 4. | Transportation and assembly of final products on location or assembly and transportation to final location. | 1 week |

4.1. STAGE 1- Refinement and finalization of technical drawings

The Supplier shall commence the Project with a kick-off session with UNHCR. UNHCR would invite all the stakeholders to the session. UNHCR will arrange a site visit(s) for the design team to become familiar with the contextual conditions of the site. The Supplier will collect required data such as site information, local regulations, accessibility, and any other necessary information about the site in advance.

The Supplier shall undertake the creation of the final technical documentation (technical drawings, visuals) of the designs of the shelter models and stands, based on concepts, mock-ups and references provided by UNHCR and have further joint discussion with UNHCR.

The Supplier provides 2-3 sample options for each material used for the models. (*Refer to Annex C and Annex D*)

Final technical documentation (drawings, visuals) verification Design. The supplier has one week to make the necessary amendments requested.

4.2. STAGE 2 - 1st round assembly of requested final products

Based on the results of the first stage the Supplier assembles the models and stands at the supplier's workshop for UNHCR's verification. (4 weeks).

4.3. STAGE 3 – If requested at the end of stage 2 the supplier makes the necessary modifications for a final design verification by UNHCR (1 week)

4.4. STAGE 4 - Transportation and assembly of the final products on location or assembly and transportation to final location.

Final verification by UNHCR on sight.

5. SCOPE OF SERVICES

The following constitute the basis of the Scope of Services to be performed by the Supplier:

- The Supplier shall work jointly with the UNHCR's focal point.
- The scope of services concentrates on deliverables; however, the Supplier shall provide a complete proactive creative service, attending meetings as and when required.
- All deliverables shall follow the approved concept and design provided by the UNHCR.
- The Supplier shall undertake the creation of the final technical drawings of the designs, based on concepts, mockups and references provided by UNHCR and have further joint discussion with UNHCR.
- The concept and schematic design should be developed with consideration for constructability to make sure that there are no ambiguities, inconsistencies, or other problems, which could lead to otherwise preventable difficulties during implementing the project or affecting the design intent at any following stage.
- The Supplier's deliverables shall be produced at the set appropriate scale and level of detail. Level of detail is to be reviewed and approved by UNHCR.
- The Supplier shall be responsible for supplying the necessary human resources, systems, materials, and procedures required to effectively deliver the full constructed scale models and stands.
- The Supplier shall arrange the materials, products and systems that will be utilized for the creation of the models in the Project
- Prior to the preparation of design verification sessions, the Supplier shall review all existing drawings and subsequently report on his review to UNHCR on the amendments / modification if needed for a successful manufacturing/ modeling to conform with UNHCR and the Dubai International Humanitarian City. The Preliminary verification report shall be submitted to UNHCR for discussions and UNHCR's approval. It is the responsibility of the Supplier to obtain all pertinent information and other data as shall be necessary and to carry out all surveys needed to perform his obligation. Based on the results and the recommendations of such reports and the outcome of the discussions between UNHCR and UNHCR may employ other parties i.e.: audio/sound designer, printing company, etc. to provide services for the project and the Supplier shall closely liaise and coordinate with the party (or parties) throughout the design stage of the project and exchange with them with all required information, drawings, schedules, etc. to enable them to undertake their services on the Project.
- A senior creative Professional representing the Supplier, and approved by UNHCR, shall be the main point of contact with UNHCR, along with the necessary team of professionals assigned to the Project.

6. Delivery and installation of the models

Delivery and Installation of the requested items (scale models & stands) to the final location.

IHC Dubai Showroom

International Humanitarian City, Showroom J15, Phase 2 Warehouses, Dubai
Industrial Park - Dubai - United Arab Emirates

7. Maintenance services

- Set up and maintain document control systems in relation to the Project. Periodical maintenance (to be determined at a later stage) logs and reports for the delivered goods.
- Arrange technical periodical meetings as required.
- Prepare and submit to UNHCR a preliminary handover note. (goods receipt note)
- The awarded supplier will be responsible for establishing suitable procedures for the identification, notification and rectification of defects during the Defects Liability Period of 365 calendar days for the of the delivered models taking into account the need to avoid disturbance to normal operations within the exhibiting zone.
- Carry out preventive maintenance of the Works upon UNHCR request (Bimonthly and/or quarterly intervals and/or biannually during the Defects Liability Period and thereafter as necessary to
- Corrective maintenance: In case needed, the supplier will quote for the corrective maintenance based on the man hour of the technical team.

8. Evaluation and Content of the offer

| Evaluation criteria | Description | Maximum points obtainable |
|------------------------|---|--|
| Mandatory Requirements | <ul style="list-style-type: none">• Company registration certificate• Latest Balance Sheet and Income Statement• Three (3) references from previous clients of similar projects. Names and contact information of your counterparts | Pass/Fail |
| Company Qualifications | <ul style="list-style-type: none">• Company's experience in the creation of scale models and/or installations made of various materials within a sector like architecture, advertising, exhibitions, product design, film, TV or theatre. Provide proof of minimum three (3) comparable projects successfully completed and/or currently ongoing. | Maximum 20 points of which a minimum of 12 is required |

| | | |
|--------------------------|---|--|
| | <ul style="list-style-type: none"> The supplier has expertise in the creation of detailed technical drawings. Can demonstrate at least 5 examples relevant to this project. | |
| Proposed Services | <ul style="list-style-type: none"> Proposed methodology and approach that indicates the understanding of the required services described in the Terms of Reference Proposed methodology and approach demonstrate high quality of aesthetic and visual standards (feel, mood, atmosphere, level of detail) required for the design of the final product. Proposed methodology reflects evidence of practical ability to execute the project, such as a draft workplan, timeline, and coordination plan. | Maximum 40 points of which 25 is minimum |
| Personnel qualifications | <ul style="list-style-type: none"> Composition of the company's proposed team. Supporting evidence that demonstrates track record and Curriculum Vitae of core staff, including experience and expertise relevant to fulfil the requirements of the project. Track record of proposed Team Leader and her/his experiences of managing similar projects Team leader has excellent communication skills, including strong command of written and spoken English for business purposes. | Maximum 10 points of which 5 is minimum |

Bidders meeting the minimum passing scores are considered technically compliant. If a bid does not meet the **minimum score of 42 points** the bid will be deemed technically non-compliant and will not proceed to the financial evaluation.