Annex A – Terms of Reference

Request for quotation for the Supply, Delivery, and Organize Setup of Office Power/Data Cables and Power Stripes.

1. Introduction:
UNHCR is mandated by the United Nations to lead and coordinate international action for the worldwide protection of refugees and the resolution for issues facing refugees. The number of people forced to flee from home is over 70.8 million which is the highest number since World War II. Today, UNHCR is one of the world’s principal humanitarian agencies.

UNHCR strives to ensure that everyone has the right to seek asylum and find safe refuge in another State, with the option to eventually return home, integrate or resettle. During times of displacement, UNHCR provides critical emergency assistance. The assistance UNHCR delivers may include, but is not limited to, protection, advocacy, shelter, health care and transportation. More information can be found on UNHCR globally on www.unhcr.org.

UNHCR, MENA Bureau invites qualified Contractors to make a firm offer for the supply, delivery, and organize setup of office Power/Data Cables and power stripes to its building located in Princess Basmah Street Wadi Abdoun Area, Building no. 177, Amman-Jordan.

2. Objective
The UNHCR Regional Bureau for the Middle East and North Africa (based in Amman - Jordan) is seeking the supply, delivery, and organize setup of office cables - mainly for desktops, laptops, screens, and adjustable desks.

The UNHCR aims to have all office cables associated with desks (desktops/laptops/screens/etc.) organized and hidden (whenever possible). The office has 155 desks, all of which are plugged (power and data) to floor boxes. In addition to organizing the cables, it is aimed to have all floor boxes completely closable.

3. Scope of Work
The scope of work includes the supply, delivery, and organize setup of office cables as per the following sections:

   a. Supply and Delivery of Power Cords, CAT6 LAN Cables, Power Stripes and Cables Management Material:
      *All cables must be factory-moulded. Assembled cables will not be accepted.

   ➢ AC Power Cord for Laptops:
      o Electric plug: Right-Angled CEE7/7 (Type-F).
      o Coupler: IEC 60320 C5.
      Must be compliant with IEC 60320 standard specifications including:
         ▪ Current Rating: 2.5 A.
Max Temperature: at least 70°C thermal endurance.
  o Minimum Cable Core Size: 0.75 mm$^2$. Must also support the coupler’s current rating.
  o Length: 3m.
  o Colour: black.
  o Quantity: 200.

**AC Power Cord for Desktops/Screens:**
  o Electric plug: Right-Angled CEE7/7 (Type-F)
  *Must be compliant with IEC 60320 standard specifications including:*
    o Current Rating: 10 A.
    o Max Temperature: at least 70°C thermal endurance.
  o Minimum Cable Core Size: 1mm$^2$. Must also support the coupler’s current rating.
  o Length: 3m.
  o Colour: black.
  o Quantity: 300.

**AC Power Cord for Desktops/Screens:**
  o Electric plug: Right-Angled CEE7/7 (Type-F).
  *Compliance with IEC 60320 standard specifications including:*
    o Current Rating: 10 A.
    o Max Temperature: at least 70°C thermal endurance.
  o Minimum Cable Core Size: 1mm$^2$. Must also support the coupler’s current rating.
  o Length: 5m.
  o Colour: black.
  o Quantity: 130.

**Bootless Cat6 LAN cable:**
  o Length: 3m.
  o Colour: black.
  o Quantity: 150.

**Bootless Cat6 LAN cable:**
  o Length: 5m.
  o Colour: black.
  o Quantity: 70.

**Power Strip:**
  o Electric plug: Right-Angled CEE7/7 (Type-F).
Sockets: 5 Universal Sockets.
Current Rating: A minimum of 10 A.
Length: 5m.
Colour: Black.
Quantity: 50.

- **Flexible cable management spiral wrap or sleeve:**
  - Length: 5m.
  - Colour: Black.
  - Quantity: 180.

- **Flat Velcro cable cover that sticks to carpet** or similar material to hide cables:
  - Length: 5m.
  - Colour: Grey.
  - Quantity: 25.

b. **Electrical Works included:**
   i. **Connecting cables for all desks in the building as per the schema in Annex B.**
   ii. **Bundling and organizing the cables using the material mentioned in the previous section as well as any other additional material decided by the contractor.**
      The cables must be properly organized and as much hidden as possible. Enough length must be left to allow free vertical movement of the adjustable desks. For any desk distant from the feeding floor box where 5m cable length is not enough, a power strip may be used. However, power strip must be hidden. Cable(s) must not be left on the floor as a trip hazard. Flat Velcro cable cover that sticks to carpet or any equivalent method to hide the cables must be used. It must also be approved by the administration.
   iii. **Testing**
      All power cords must be tested for electric power delivery. All desks must be tested to make sure they are plugged to power and are able to move freely.
   iv. **Site cleaning**
      The contractor would be responsible to perform reasonable and thorough cleaning of the site on a day-to-day basis. The contractor will ensure that all dust and debris produced on site are removed by the end of each day. Protection of furniture and other office equipment is also the responsibility of the contractor.
4. Proposal of Health, Safety and Security:

1) The vendor shall adhere all safety measures through the provision of the service.

2) The vendor is responsible for its workers and must provide insurance or medical coverage in the event of an accident. The vendor should provide insurance coverage certificated for all staff will be working in UNHCR premises.

3) UNHCR will not be held responsible for any loss, destruction, or damage to the property of UNHCR caused by the Contractor’s personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract as stated in Annex F (General Conditions of Contracts) article no. 8.

4) Vendor shall be liable for accidents, damages, injuries, losses due to any accident or negligence of his workers and vendor shall be liable to incur all the expenses in consequence thereof for any type of damages due to any accident or negligence of his workers or used equipment.

Notes prior the submission of offer:

- The selected Contractor is expected to assume liability for defects due to bad performance or faulty material used (Warranty period/Good performance guarantee) for minimum two (2) years. The warranty must include a guarantee that the Contractor will fix any damage caused by their negligence or by inferior materials used during the two-years period.

- The quoted price should be inclusive of the cost of preparing the site and providing all necessary tools, cables, tapes, etc. required for project completion.

- Site visit will be arranged prior to submitting the offer. Questions raised before or during the site visit will be collected and answers will be published.

- If any equipment or item belongs to the building was damaged due to inadequate handling or poor workmanship & safety measures, the Vendor shall be responsible for replacing and/or repairing them at his own expenses.

- Day-to-day cleaning: The contractor will ensure that all dust and debris produced on site are removed. Since the building or site will be in use whilst work is under way, cleaning with brooms, brushes or any equipment that could raise dust is not allowed. Only, Vacuum cleaning is allowed to be carried out.

- Protection of office furniture and equipment: The contractor will ensure that adequate protection and cover is in place for office furniture and equipment in areas where the works will be performed.

- Working hours: Sunday to Thursday from 9:00 AM to 4:30 PM. Contractors should be available for working during weekends (Friday and Saturday), or after working hours to minimize work disruption.
5. Evaluation Criteria:

The technical evaluation will be based on the following:

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<thead>
<tr>
<th>A. Mandatory Criteria</th>
<th>Pass/Fail Evaluation</th>
<th>Documents, information to be provided to establish compliance with the set criteria</th>
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</thead>
<tbody>
<tr>
<td>Legal eligibility/registration</td>
<td>Pass/Fail</td>
<td>Provide copy of Valid Business Registration Certificate</td>
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<tr>
<td>Workshop/Team lead is a certified professional electrician</td>
<td>Pass/Fail</td>
<td>Provide copy of Professional Electrician Certificate of Workshop/Team Lead</td>
</tr>
<tr>
<td>Proposed materials meet requirements</td>
<td>Pass/Fail</td>
<td>Provide catalogues, brochure, or data sheet with detailed specifications of items offered/quoted.</td>
</tr>
<tr>
<td>Warranty/ Good Performance Guarantee Period min. two (2) years</td>
<td>Pass/Fail</td>
<td>Provide confirmation of accepting liability for min. two (2) years in your Technical Response Form (Annex C1)</td>
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<td>Provided work plan shows understanding of the understanding of the project</td>
<td>Pass/Fail</td>
<td>Fill the Work Plan Template (Annex C2)</td>
</tr>
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<td>Proposed implementation time does not exceed two (2) weeks</td>
<td>Pass/Fail</td>
<td>Confirm the proposed maximum implementation period in your Technical Response Form (Annex C1)</td>
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<td>List of previous works to show suitable experience.</td>
<td>Pass/Fail</td>
<td>Provide list of previous works showcasing at least two (2) previous projects in your Technical Response Form (Annex C1)</td>
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Among the technically compliant the lowest cost bid will be recommended for the contract award. All things being equal, preference will be given to the offer with the shortest delivery lead time.