

Lot-Specific Annexes (Technical Specifications by Location)

The following annexes define **lot-specific** requirements, including premises description, floor areas, cleaning schedules, special areas, and any location-specific additional services. Unless explicitly stated below, the **Unified Requirements (Sections 4–9)** of this ToR apply.

Annex A – Lot 1: Kyiv

A1. Office Location / Premises

- UNHCR office in Kyiv: **75, Zhylianska str. (BC Eurasia)**.
- UNHCR premises comprise **floors 2, 3 and 5** of an office building, including central and service staircases; **six water closets (14 cabins)** and **one shower unit; five entrances; three kitchens; terrace on the fifth floor (161 m²); and bunker/shelter area (furniture)**.
- Total areas:
 - Third floor: **1,435 m² plus balcony 10 m²**
 - Second floor: **1,048 m²**
 - Fifth floor: **409.95 m² plus terrace 161 m²**
- Surfaces and inventory (indicative): tiles (halls/kitchens/WCs/stairs/terrace) **370 m²**, carpeting **1,182 m²**, laminated flooring **87 m²**; up to **200 desks**, doors/handles/switches up to **100 pcs**.

A2. Cleaning Schedule / Staffing (Location-specific)

- **Day shift:** 2 cleaners, Monday–Friday **11:00–17:00** (covering floors 2, 3 and 5)
- **Evening shift:** 8 cleaners, Monday–Friday **17:00–20:00**

A3. Daily Services – Kyiv Particularities

- Shelter area desks: wet-dusting **Mon/Wed/Fri and/or on request**.
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Annex B – Lot 2: Dnipro

B1. Office Location / Premises

- UNHCR office in Dnipro: **17, Lamana str. (3rd and 4th floors)**.
- Total area (incl. common areas): **1,576 m²** (738.10 + 737.90 + common area 100 m²).
- Sanitary and facilities (indicative): **toilets – 4; toilet cabins – 14; kitchens – 2; window area (one side) 84.21 m² (3rd floor) + 85 m² (4th floor)**.

B2. Cleaning Schedule / Coverage

- Service coverage includes two shifts (as applicable to the site):
 - **07:00–16:00** and **11:00–20:00** (site coverage requirement)
- Waste removal: **twice per day**.

B3. Location-specific Services

- Plants watering and care upon request.
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Annex C – Lot 3: Lviv

C1. Office Location / Premises

- UNHCR office in Lviv: **60A, Fedkovycha street, 3rd floor**.
- Total floor area: **419 m²**, including workspaces, meeting room, kitchen, and **4 bathrooms**.
- Indicative inventory: up to **50 desks, 15 file cabinets, 15 cases, 15 racks**; kitchen up to **30 m²**; up to **45 waste baskets**; glass partitions up to **40 m²**; doors/handles/switches up to **30 pcs**.

C2. Cleaning Schedule / Coverage

- Daily cleaning Monday–Friday (except official UN Holidays):
 - Cleaning schedule: 1 staff: 07:00–16:00

C4. Location-specific Services

- Coffee machine cleaning included.
- Plants watering and care as per instructions.

C5. Handyman Services (Lot-specific)

- Upon request.
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Annex D – Lot 4: Odesa

D1. Office Location / Premises

- UNHCR office in Odesa: **72/74, Velyka Arnautska St**.
- Total floor area: **474.18 m²**.
- Key areas (indicative): **2 toilets (4 cabins), 1 shower, 1 kitchen**, windows area **110 m²**. Terrace area **39.3 m²**. Shelter storage premises **11.1 m²**.

D2. Cleaning Schedule / Coverage

- Daily cleaning Monday–Friday (except official UN Holidays):
 - Office premises: **07:00–14:00** (baseline)
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- Note for contract implementation: the location has indicated a preference for extended coverage (e.g., 07:00–14:00 with a lunch break). Any adjustment will be agreed during contract finalization.

D3. Terrace / Exterior (Location-specific)

- Terrace cleaning: monthly (baseline). Seasonal frequency may be applied (e.g., monthly April–October) subject to UNHCR confirmation during contract finalization.

D4. Handyman Services (Lot-specific)

- Handyman services are **upon request**; typical minor maintenance includes bulb change, roller blinds repair, appliance connection, and loading/unloading office items, furniture assembling, household maintenance and repairs using electrical/manual tools

Annex E – Lot 5: Kharkiv

E1. Office Location / Premises

- UNHCR office in Kharkiv: **25 Sheveleva Street**.
- Premises: **two-floor building with basement and attic**, total floor area **320.40 m²**.
- Exterior: **open yard 930 m²**, including **garden area 600 m²**, **Car parking 150m²**.
- Sanitary and key areas (indicative): **3 toilets, 2 shower, 1 bath, 1 kitchen** (approx. 90 m² for these zones combined).

E2. Cleaning Schedule / Coverage

- Daily cleaning Monday–Friday (except official UN Holidays):
 - Office premises: **16:00–20:00**
 - Common areas: **09:00–13:00**
- After-hours/weekend services: **upon request**.

E3. Territory, Garden and Parking (Location-specific)

- **Interior & surrounding area:** daily.

- **Garden/terrace maintenance:** daily/seasonal as required (typically April–November), including grass cutting, watering, pruning, fertilization, pest protection, snow/ice removal in winter, and periodic high-pressure washing of exterior items (1–2 times per year).
- **Parking/adjacent territory:** total area **150 m²**; daily/seasonal cleaning; snow/ice removal and treatment in winter.

Description	Lot 1 Kyiv	Lot 2 Dnipro	Lot 3 Lviv	Lot 4 Odesa	Lot 5 Kharkiv
Premises and Facilities	Floors 2, 3 and 5; central and service staircases; 6 WCs (14 cabins); 1 shower unit; 5 entrances; 3 kitchens; terrace (161 m ²); balcony (10 m ²) ,bunker/shelter area incl. furniture	Floors 3 and 4; service staircases, elevator area 2 entrances; 2 kitchens, 4 water closets (14 cabins)	<ul style="list-style-type: none"> Floor 3: workspaces, meeting room, kitchen, and 4 bathrooms. 	Floor 4; 2 entrances, 1 kitchen, 2 toilets with 4 cabins, 1 shower, terrace 39.3 m ² , shelter area only storage 11.1 m ²	A three-story detached house with a basement, 3 bathrooms, 2 showers and a kitchen
Total Area	2nd floor: 1,048 m ² ; 3rd floor: 1,435 m ² ; 5th floor: 409.95 m ² ; Terrace: 161 m ²	3rd floor: 737.90 m ² ; 4th floor: 738.10 m ² ; common office area: 100 m ²	Total floor area: 419 m²,	Floor 4 – 474.18 m ² incl terrace 39.2 m ² ; shelter storage 11.1 m ² ;	Office area: 320m2, Garden area: 600m2 Car parking area, 150 m2 covered with tiles
Surfaces and inventory (indicative)	Tiles 370 m ² ; Carpet 1,182 m ² ; Laminated flooring 87 m ² ; Up to 200 desks; Doors/handles/switches up to 100 pcs	Tiles 1576 m ² ; Up to 110 desks. Doors up to 35 pcs, windows – 84.21 m ² (3rd floor) + 85 m ² (4th floor) textile furniture (14 sofas, 33 visitors' chairs, 151 chairs, false leather furniture 2 sofas, 23 armchairs)	<ul style="list-style-type: none"> Tiles 100m² ; Laminated flooring 319m² up to 50 desks, 15 file cabinets, 15 cases, 15 racks; kitchen up to 30 m²; up to 45 waste baskets; glass 	Tiles 400 m ² ; vinyl plank 350 m ² ; up to 50 desks , doors – up to 12 doors, 3 glass doors, window area – 110 m ² ;textile furniture (2 sofas, up to 90 upholstery chairs, kitchen false leather chairs 12 pcs, long bench with textile	Tiles 150 m2; Wooden floor 250m2 12 doors, 22 desks, 3 textile sofas, 35 textile chairs, 32 m2 of window surfaces

			partitions up to 40 m² ; doors/handles/ switches up to 30 pcs.	pillows – 4.5 m – 12 pillows	
Cleaning Schedule	Day Shift: 2 cleaners, Mon-Fri, 10:00-17:00 (floors 2, 3 and 5) Evening Shift: 8 cleaners, Mon-Fri, 17:00-20:00	1 cleaner 07:00–16:00 and 1 cleaner 11:00– 20:00	1 cleaner 07:00-16:00. Replacement for absence period must be available.	1 cleaner 07:00-14:00. Replacement for absence period must be available	Monday-Friday 16:00 – 20:00 2 cleaners Monday-Friday 09:00- 13:00 gardener
Services – Particularities	Shelter area desks: wet-dusting Mon/Wed/Fri and/or upon request	Plants watering and care, grass cutting near generators, up to 15 m ² - upon request	Plants watering	Terrace monthly cleaning; Plants watering	Stand alone building: winter season – ice and snow cleaning of parking area; summer season – gardening

