**UKR/ITB/2022-011**

ANNEX B1 – TERMS OF REFERENCE (TOR)

**Background:**

Following the recent conflict and the associated damage to houses, apartments and other buildings, UNHCR would like to agree a framework contract across Ukraine to assist in fixing these. At the same time, UNHCR would like to replace older windows with modern ones to prepare for the winter.

**Tasks:**

To supply items specified in Annex B1 – note this includes all the works needed to supply and fit windows – please refer to Annex B for the full list. Annex B and Annex B1 must be read together.

**Timeframe:**

The lead time for the provision of up to a 500m2 given batch of items is three (3) weeks from signature of the PO to arrival on site. Installation time will be additional.

**Unit of measure:**

The financial offer should be provided on all-inclusive basis, including transport until delivery point. Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT.

**UNHCR’s role:**

UNHCR will ensure compliance of all items to the agreed specifications as per contractual arrangements, and the works should be executed according to Ukrainian Norms and Standards.

**Technical Requirements**

Construction services will be done by the Company identified through a bidding process. The Company’s technical compliance will be evaluated by a TEC (technical evaluation committee) against the following requirements (refer to Annex C):

* *Evidence of past contracts - successfully executed - with similar provision of goods*
* *Evidence of producing capacity (site visit by UNHCR staff)*
* *Compliance with specifications*
* *Ability to respect delivery timeline*