

UKR/ITB/2022-026

ANNEX A – TERMS OF REFERENCE (TOR)

Background:

Reference to the ongoing conflict and subsequent need to ensure support to Persons of Concern (PoC) and authorities, UNHCR intends to establish a framework contract (Frame Agreement) for provision of construction materials. Said contract would serve the purpose of having suppliers ready to provide necessary construction materials for: 1) basic self-made repairs to improve the living conditions of POCs within Ukraine, 2) support to conflict affected areas in need of materials for repair works. To that extent, UNHCR has created a list of basic materials to be costed by suppliers covering:

- Lot 1: Timber
- Lot 2: General construction materials
- Lot 3: Finishing materials
- Lot 4: Sanitary equipment
- Lot 5: Electrical appliances
- Lot 6: Windows

The above-mentioned materials intend to allow small repairs needed by residential buildings, that have suffered little or no structural damage, as to ensure they are ready to accommodate POCs, including during winter season. Furthermore, they will support efforts by authorities in repair/rebuilding areas that have since been made accessible to humanitarian assistance in the context of the ongoing conflict.

Tasks:

Bidders are requested to provide unit costs for the items distributed in 6 Lots in Annex B – Financial Offer.

The distribution is arranged and further considered by UNHCR via its warehouse (WH) in Kyiv. Therefore, suppliers are to provide pricing of offers to ensure delivery of items to UNHCR WH in Kyiv.

Suppliers are also requested to provide their pricing up to UNHCR WH Lviv, in case UNHCR WH in Kyiv would not be available for deliveries.

Materials will be requested per lots, defined as following:

- **LOT 1: Timber**
Rafters, boards, plywood and OSB
- **LOT 2: General construction materials**
Roofing materials (cement slate, corrugated and flat steel, bituminous slate), bulk materials (bricks, sand, cement, gravel, rebar), insulation (mineral wool and expanded polystyrene), drywall, metal profiles, fixtures, water pipes
- **LOT 3: Finishing materials**
Putty, paint, ceramic tiles, polystyrene panels and doors (external and internal)
- **LOT 4: Sanitary equipment**
WC, shower trays, baths, and washbasins



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- **LOT 5: Electrical appliances**
Electric cables, sockets and switches, lights
- **LOT 6: Windows**
PVC windows including measurement, transport and delivery.

Each bidder may choose to bid for any lot or for all lots ensuring its ability to provide requested goods delivered to UNHCR Kyiv WH as well as UNHCR Lviv WH. Only complete Lots (with all the comprised set of items) will be considered. Partially offered Lots will not be considered for award.

Financial Offer:

The financial offer should be provided on all-inclusive basis, including transport to delivery point: UNHCR Warehouse, Velyka Oleksandrivka village of Kyiv region as well as UNHCR Lviv Warehouse. Bids are to be prepared in USD, EUR or in UAH. For companies registered in Ukraine however, irrespective of the currency of the bid, payments will be made in UAH based on UN official exchange rate from USD/EUR to UAH, applicable on the date the purchase order is issued.

Please note that UNHCR has VAT and duty exemption status in Ukraine, therefore quotations to this bid are to be provided without VAT, however for VAT payer companies registered in Ukraine, the VAT component shall be separately indicated.

UNHCR's role:

UNHCR will ensure compliance of all items to the agreed specifications as per contractual arrangements.

Delivery timeline:

UNHCR will consolidate its orders to the extent possible. The average order size will be 5% of the total stipulated estimated quantities in Annex B – **while UNHCR cannot commit to any minimum order quantity.**

Therefore, bidders shall be able to deliver up to 5% of the total stipulated quantity in Annex B with the following lead time per Lot:

Lot 1: delivery in **2** weeks from Purchase Order/request date;

Lot 2: delivery in **2** weeks from Purchase Order/request date;

Lot 3: delivery in **2** weeks from Purchase Order/request date;

Lot 4: delivery in **4** weeks from Purchase Order/request date;

Lot 5: delivery in **4** weeks from Purchase Order/request date;

Lot 6: delivery in **4** weeks from Purchase Order/request date;

Bidders that cannot deliver as per the above schedule following UNHCR's Purchase Order/request, will not be considered.

E.g., bidder offered Lot 1. The total estimated quantity of "1.1 Timber board 25x100x4500mm (incl. antiseptic treatment)" is 70,000 pcs. Therefore, the bidder shall be able to deliver 5% of 70,000 pcs = 3,500 pcs in 2 weeks.

Bidder to indicate in Annex C its compliance to the above.

Technical Requirements

Construction materials will be provided by the Company identified through this bidding process. The company's technical compliance will be evaluated by a TEC (technical evaluation committee) against the following requirements (also refer to Annex C):

- Compliance of the offered items to UNHCR's product specifications and requirements (as listed in Annex B) – to be confirmed by the bidder in Annex C (Lot 1, Lot 2 and Lot 3)
- Product details and specifications are to be added/attached for all items by the bidder in Annex C (Lot 4, Lot 5 and Lot 6)
- Turnover for the last two years (2020 and 2021)
- Main code in Classifier of economic activities
- Distribution certificates, if applicable / ownership of manufacturing facilities, if applicable
- Experience in similar items and quantities deliveries in the last 2 years (December 2020 – December 2022)
- Delivery and Transport capacity – owned transport or contracts with logistics partner