

## UKRKI/ITB/2022-025

### ANNEX A1 – TERMS OF REFERENCE (TOR)

#### Background:

Reference to the ongoing conflict and subsequent need to ensure support to POC's and authorities, UNHCR intends to establish a framework agreement for the provision of materials included within the emergency shelter kits (ESK). Such contracts would serve the purpose of having suppliers ready to provide necessary materials for ESKs allowing:

- 1) emergency self-made repairs of buildings as a temporary but prompt solution to liquidate consequences of shelling causing damages of CAP households (HHs), collective centers (CC) for IDPs and administrative buildings of local authorities all over Ukraine, but mainly at the areas adjacent to the conflict line
- 2) support the formation of ESK contingency stocks by local authorities to ensure their immediate response to any newly caused damages to HHs, CCs and administrative buildings.

To that extent, UNHCR has introduced the emergency shelter kits with fixed list of materials and their quantities per kit:

ESK item	Dimensions	Q-ty per 1 kit	UOM	Notes
<b>Lot 1: Battens</b>	25x100x2000 mm	<b>20</b>	pcs	
<b>Lot 1: Lath</b>	20x25x2000 mm	<b>20</b>	pcs	
<b>Lot 1: OSB</b>	10 mm, 250 x 125 cm	<b>1</b>	sheets	
<b>Lot 2: Nails for battens</b>	60 x 2,5 mm	<b>0.1</b>	kg	
<b>Lot 2: Nails for lath</b>	20 x 1,2 mm	<b>0.05</b>	kg	
<b>Lot 2: Screws for wood</b>	4.8 x 100mm	<b>2</b>	boxes	10 pcs per box
<b>Lot 3: Transparent plastic sheet</b>	100 micron	<b>30</b>	m2	
<b>Lot 3: Tape, adhesive</b>	40micron, 100m x 45mm	<b>1</b>	pieces	
<b>Lot 3: Mounting foam</b>	850 ml bottle	<b>1</b>	bottles	

The total estimated requirement of ESKs is 250,000 kits during the entire proposed contract duration of 1+1 years.

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.

#### Tasks:

Bidders are requested to provide unit costs to budget lines in Annex B – Financial Offer.

Materials will be requested per lots, defined as following:

- **LOT 1: Timber**  
Battens, lath, OSB
- **LOT 2: Nails and screws**



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Nails for batten, nails for lath, screws

- **LOT 3: Plastic materials and foam**

Transparent plastic sheet, adhesive tape, mounting foam

**Each bidder may choose to bid for any lot or for all three (3) 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 3 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 WH, Velyka Oleksandrivka village of Kyiv region as well as UNHCR Lviv WH. Bids are to be prepared in USD, EUR or in UAH. For companies registered in Ukraine however, irrespective of the currency in 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 tax 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 check the compliance of all items to the agreed specifications as per contractual arrangements, including but not limited to the packing requirements facilitating further sorting and distribution of materials by UNHCR.

**Delivery capacity:**

Lot 1: Bidders shall be able to deliver in 4 weeks all three (3) items in Lot 1 in the quantity sufficient for 10,000 kits.

Lot 2: Bidders shall be able to deliver in 4 weeks all three (3) items in Lot 2 in the quantity sufficient for 10,000 kits.

Lot 3: Bidders shall be able to deliver in 4 weeks all three (3) items in Lot 3 in the quantity sufficient for 10,000 kits.

*For example:*

*If bidder offers Lot 1, 1 kit has:*

<b>Battens</b>	25x100x2000 mm	<b>20</b>	pcs
<b>Lath</b>	20x25x2000 mm	<b>20</b>	pcs
<b>OSB</b>	10 mm, 250 x 125 cm	<b>1</b>	sheets

*So, bidder must commit to deliver within four weeks sufficient for 10,000 kits:*

<b>Battens</b>	25x100x2000 mm	<b>200,000</b>	pcs
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<b>Lath</b>	20x25x2000 mm	<b>200,000</b> pcs
<b>OSB</b>	10 mm, 250 x 125 cm	<b>10,000</b> sheets

UNHCR will try to consolidate the requirements to be ordered: please note that up to 20% of the estimated quantity of 250,000 kits might be purchased with each purchase order (please note that this is not a minimum order quantity, and UNHCR does not commit to procure any minimum order quantity).

### Technical Requirements

Emergency shelter materials according to above mentioned lots are to be provided by the companies selected following the bidding process. The compliance of bidders will be evaluated by UNHCR's technical evaluation committee (TEC) according to the technical requirements, as specified in Annex A1 and Annex A2.

### Bid supporting Information

To support its submission each bidder is to provide the following supporting information:

- *Turnover for the last 2 years (2020 and 2021)*
- *Distribution certificates, if applicable / ownership of manufacturing facilities, if applicable*
- *Experience in similar items and quantities deliveries in the last 2 years (November 2020 – November 2022)*
- *Delivery and Transport capacity – owned transport or contracts with logistics partners for deliveries of materials which shall cover available back-up vehicle solution to avoid any drops in deliveries.*