

UKR/RFQ/2023-107

ANNEX A – TERMS OF REFERENCE (TOR)

Background:

Following the recent conflict and the associated damage to houses, apartments and other buildings and UNHCR's activity of providing assorted construction materials for self-repairs UNHCR would like to agree a framework contract across Ukraine to complement provision of windows under ITB-2022-026. As windows' transportation require specific equipment of transport there is a need for a separate agreement for this specific type of transport.

Tasks and Unit of measure:

- The selected company must ensure compliance with the transportation laws of Ukraine, registration and insurance requirements for cargo transportation.
- Company assigns a focal point to serve as a UNHCR contact person that can be contacted at any time and who is responsible for liaising with UNHCR.
- Company provides insured, technically roadworthy, in a good working order and condition 5 MT and 10 MT trucks having the capacity to transport 50 sq.m. / 100 sq.m. of windows, which should be ready, standby and in a good mechanical manner.
- The company provides a rate on the basis of distance charge (per km) for each type of truck and transportation zone
- Request for truck will be done through the designated email of the company which will be followed with cell phone call by the UNHCR designated staff. Request should outline but not limited by the following:
 - Shipment collection address and time
 - Shipment delivery address
 - Contact person and details
 - Shipment quantity, item description and weight
 - Number and types of trucks needed
- If required by UNHCR, the company provides estimations on the number of trucks needed to deliver UNHCR cargo.
- Bidders must provide cargo insurance for Zone 1 and Zone 2, the costs should be included into cost of transportation services on all-inclusive basis and conditions of such.
- The company will keep UNHCR regularly informed through its focal person on the progress of the truck on road thus ensuring a smooth process of deliveries
- Upon UNHCR request within 24 hours and on a priority basis, trucks should be availed to loading point.
- In case of any break-down and un-serviceability or any other event on the Truck provided, responsibility should be owned by the contractor and make necessary alternative arrangement immediately. UNHCR will not be liable for any incidents/accident to the vehicle or noncompliance by the driver
- Under the UNHCR request, the company provides a detailed report on the cost structure per each invoice
- Subcontracting is allowed only upon agreement with UNHCR. The Frame Agreement holder shall obtain prior written approval from UNHCR. UNHCR shall not be liable for any action, omission, negligence or misconduct of the Frame Agreement holder's sub-contractors performing work or services in relation with the Frame Agreement



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- The Contractor shall deliver the consignments at the respective destinations in good condition and take all necessary precautions of care to the consignment (s) under his responsibility. The Contractor shall assume full responsibility of the consignment (quantity, condition and integrity) in his custody or that of his employees, agents or sub agencies
- All missing or damaged items during the period of delivery, will be under the Contractor's responsibility, otherwise, the contractor will be held liable for any damage and should reimburse the cost.
- Damaged/Missing items shall be identified by UNHCR and/or it's Supply Officer or/and designated consignee and recorded on the transport waybill which must be signed by both, the Contractor and consignee/receiving party. The Contractor shall not be obliged to load damaged goods, unless expressly requested by UNHCR, in writing and agreed to by the Contractor.

Estimations:

- The estimated annual requirements of UNHCR are as follows: 10000 sq.m / 50/100 sq.m. per truck = 100/200 trucks
- Delivery destinations:
 - loading points under the Frame Agreement:
UNHCR warehouse Kyiv (default pickup point!): Kyiv WH (UKRK4) - Kyiv rayon, Velyka Oleksandrivka village, Kyivsky Shlyah str., 121
UNHCR warehouse Lviv (only as contingency option!): Lviv WH (UKRL2) - Lviv oblast, Ivano-Frankove village, Zaliznychna str., 2
 - unloading – various destinations in GCA (Zone 1 and Zone 2)
 - Estimated average distance – 300-400 km

Technical Requirements

Windows' transportation services will be performed 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 services*
- *Compliance with specifications (fleet, etc.)*
- *Ability to respect delivery timeline*

UNHCR will organize a pre-bid conference for interested bidders to clarify all questions the bidders may have.

Glossary:

Zone 1 is the government-controlled area of Ukraine

Zone 2 - the government-controlled area of Ukraine at a distance of 80 km from the contact line.