

UKR/RFP/2023-002

ANNEX A – TERMS OF REFERENCE (TOR)

FOR CONSTRUCTION SERVICES in TAC Odessa

Background:

Following the recent conflict and subsequent need to ensure dignified accommodation for asylum seekers, UNHCR intends to establish a framework contract for provision of construction services. Said contract would serve the purpose of having a contractor ready to provide refurbishment works for the improvement of living conditions of said asylum seekers in the selected TAC located in Odessa, Ukraine.

To that extent, UNHCR has created a list of basic works to be costed by contractors covering:

- Dismantling works
- General construction works (covering doors, floors, walls and ceilings)
- Engineering networks, utilities (covering Power supply networks, Heating and ventilation, Water supply and sewage)
- Other works

The above-mentioned works intend to address refurbishment works needed in existing temporary accommodation centres as to ensure they are ready to accommodate asylum seekers, including during winter season.

Tasks:

Bidders are requested to provide unit costs to budget lines in Annex B – RFP-002_BoQ_List works CCs_ENG_UKR. Unit costs should cover both provision of needed materials as well as associated labour costs, all inclusive.

Construction services will be requested per single lot, defined as following:

- Lot: State Migration Service, Kiovsy Raion, Odessa

Unit of measure:

The financial offer should be provided on all-inclusive basis, including transport, delivery point, materials and associate labor costs. 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:

- *Certificate of registration with the Government of Ukraine, with foundation year min 3 years before the tender deadline*

- *Document(s) of the company registration status with the tax services in Ukraine (i.e. general tax conditions, unified tax payer, VAT)*
- *Company's capacity and proven experience in similar fields*
- *Company's personnel - qualified engineers and technical support staff*
- *Understanding of the requirement/Quality of Technical Proposal vis-a-vis proposed SoW/BoQ and specs.*
- *Methodology, approach and workplan, reporting and warranty*

Evaluation of Bids

The Bidder submits its technical and financial proposals, which collect all documents in line with requests as to conduct all construction services and construction material procurement under the BoQ provided by UNHCR including all associated expenses (administration, transportation, delivery of materials, accommodation of working brigades, insurance, amortization of machinery and equipment etc.).

Acceptance of Works

Upon the completion of construction works the awarded contractor submits to UNHCR the Technical Report and UNHCR issues the Act of Acceptance.

Payment Terms

The awarded contractor shall issue invoice for the repair works in the amount of the accepted BOQ, following the acceptance of works by UNHCR (see above paragraph).

UNHCR does not provide advance payment to the awarded contractor.

UNHCR's payment term is within 30 days from invoice date, however UNHCR may pay earlier, before the 30 days.

Specifications of Construction Materials and Drawings

Specifications of complex materials listed in Annex B (the BOQ) of this tender and drawings can be found in Annex B.1 - B.7 of this tender.