INVITATION TO BID: NO. UKRKI/ITB/2023-03

ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISON OF ENGINEERING ASSESSMENT, AUTHOR’S AND TECHNICAL SUPERVISION SERVICES in Vinnytsia OBLAST.

Annex A – Terms of Reference

Annex A. Terms of Reference for the provision of engineering services: damage assessment, detailed working project (general documentation, textual documentation, numeric documentation, graphic documentation), author’s and technical supervision services in Vinnytsia city and oblast.

Refurbishment of the CCs for IDPs accommodation

Subject: damage assessment, detailed working project, author’s and technical supervision services is to be done by a specialized Project Entity officially registered and authorized to conduct these works.

Background context: Big influx of IDPs within Ukraine requires the immediate humanitarian response including a shelter component, while the existing capacity of the region is limited.

UNHCR is embarking on the repair/refurbishment works of the collective centers identified by shelter colleagues on the grounds. They meet minimal living standards and can be used as a shelter for IDPs (with minimal refurbishment required).

Further technical evaluation (damage assessment, detailed working project) or author’s and technical supervision services should be done by the Project Entity identified through the bidding process.

Functions / Key Results Expected:

- To produce a Draft of Defective Act, BoQ estimated, working project (with official expertise if need be), and any other numeric or graphic documentation needed for refurbishment.
- To provide site construction management for the repair/refurbishment project (author’s and/or technical supervision).
- To report to the Contract Manager (CM) or his/her delegates of the UNHCR engineering team on all technical issues including but not limited to compliance with technical specifications, monitoring, execution of the works program and quality assurance.
- To certify progress and measurements as needed to process invoices from the contractors.

The technical requirements to such a Company are the following:

- Being duly registered outstanding project entity
- Being specialized/licensed project entity
- Ability of non-cash transaction
- Availability of at least 2 mobile units to do visits in different locations in parallel
- Ability to conduct qualified damage assessment
- Providing cost estimates (shelter works, materials)
- Ability to draft technical project/plan for refurbishment
- Regular monitoring of construction works taking into account the UNHCR’s requirements and local standards (for author’s and technical supervision)
- Providing UNHCR with technical reports upon the completion

The timeline for damage assessment required:

Damaged assessment is divided into two steps: 1st step – preparation of the Draft of Defective Act, BoQ estimated, general documentation including drawings, 2nd step – preparation of the working project (with official expertise if need be), any other numeric or graphic documentation needed for refurbishment.

Autor’s and technical supervision is limited by the time needed to complete the refurbishment and specified in the agreement.

<table>
<thead>
<tr>
<th>Types of intervention / area of premises</th>
<th>Common repairs, step/days</th>
<th>CC1, step/days</th>
<th>CC2, step/days</th>
<th>CC3, step/days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I step</td>
<td>II step</td>
<td>I step</td>
<td>II step</td>
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<tr>
<td>Premise up to 500 m²</td>
<td>8</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Premise from 500 to 1500 m²</td>
<td>10</td>
<td>13</td>
<td>13</td>
<td>25</td>
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<tr>
<td>Premise from 1500 to 3000 m²</td>
<td>12</td>
<td>15</td>
<td>15</td>
<td>30</td>
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<tr>
<td>Premise above 3000 m²</td>
<td>15</td>
<td>20</td>
<td>20</td>
<td>35</td>
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</tbody>
</table>

Contractor’s fee

The surface area in square meters is the measuring unit for calculating price in UAH (VAT-free). Charging of the supervisor’s duties executed is to be calculated upon the whole surface of the premises being intervention, i.e where the refurbishment is taking place (divided by four main categories in terms of area). During the repair process and upon the completion of works, the Contractor is to provide the technical report.

Evaluation:

The evaluation will be based on 4 Lots as follows:

Lot 1: Common repair
Lot 2: CC1
Lot 3: CC2
Lot 4: CC3
Each Lot contains the following 4 steps of works:

1. Step 1. Damage Assessment - Draft of Defective Act, BoQ estimated, general documentation.
2. Step 2. Developing a detailed working project (with official expertise if need be), any other numeric or graphic documentation needed for refurbishment.
3. Step 3. Performance of author’s supervision

- Bidders shall be able to provide all 4 steps in a Lot. Bidders not offering a complete Lot with all 4 steps, will be excluded from bid evaluation and contract award.
- Bidders can offer any or all 4 Lots. AllLots will be evaluated separately.
- UNHCR will award 1 contractor per Lot; or 1 primary contractor and 1 or several backup contractors.
- The financial offers will be compared on the basis of the grand total price offered for a Sub-Lot as per Annex C – Financial Offer Form.