

UKR/RFP/2023-16

ANNEX A – TERMS OF REFERENCE (TOR)

Kharkiv (lot1 – annual 100,000 m2 – 4 Suppliers), Dnipro, Donetsk, Zaporizhzhya (lot2 – annual 25,000 m2 – one Supplier) and Mykolaiv, Kherson, Odesa (lot3 – annual 25,000 m2 – One Supplier) oblasts.

Background:

Following the recent conflict and the associated damage to houses, apartments and other buildings, UNHCR would like to establish a framework agreement (FA) across Ukraine to assist in replacing damaged windows/doors. At the same time, UNHCR would like to replace older windows/doors with modern ones to follow the energy saving strategy.

Tasks:

To supply items specified in Annex A (ToR) – note this includes all the works needed to supply and fit windows/doors – please refer to Annex B, B1, B2 for detailed technical specification of works and items required.

Governance, accountability, verification:

Any Contract resulting from this tender shall be governed by UNHCR's Conditions of Contract for Civil Works, together with any specific instructions that may be issued.

The Contractor will be accountable under this contract and under the law for the safety, quality and quantities of the services rendered.

Statement of works:

These tender aims to select the best suited offer for subsequently entering into a Frame Agreement with a successful Bidder who will carry out, as Contractor, works on **window/door installation** (measurement, manufacturing, assembling, installation of windows/doors, slopes arrangement).

The Contract will be awarded to conduct construction works following parameters specified in Annex documents (Annex A, B, B1, B2).

Scope of works:

- All necessary preparation works including measurement of the windows/doors to be replaced.
- All necessary works for the supply and manufacturing/assembling the PVC items.
- All necessary preparation works including full removal of existing older elements, removal, and disposal of debris.
- All necessary works to supply and install the new PVC items.
- All necessary works required to arrange the slopes of the window/door openings.

Upon the completion of **window/door installation** and slopes arrangement the Company issues the Act of Acceptance. If the Contractor fails to complete any part of the Works, the Works will not be certified as completed and will not be authorized for partial or final payments.

Manufacturing Capacity:

1. The Supplier must have its own manufacturing/assembling line for PVC items.
2. The minimal manufacturing/assembling capacity of the PVC items per month per Lot should be not less than 12 000 square meters (*site visit to the factory by UNHCR staff is mandatory*).
3. The minimal capacity for **window/door installation** (measurement, manufacturing, assembling, installation of windows, slopes arrangement) per month per Lot should be not less than 3000 square meters.

Site Visit

All Bidders submit the statement that they have their own manufacturing/assembling facility (mandatory requirement). UNHCR Shelter Team is to visit and make the assessment of the manufacturing facility of the Bidders.

Unit of measure:

The Bidder is to submit the financial offer indicating the price per square meter. The price per square meter should be provided on all-inclusive basis (all associated works and materials should be included), including the following but not limited:

1. PVC window manufacture, dismantling of the older window, PVC window and windowsills (inner and outer) installation including consumables, transportation to delivery point (up to 50 kms) – *price per m2*.
2. PVC entrance doors manufacture, dismantling of the old doors, PVC entrance doors installation including consumables, transportation to delivery point (up to 50 kms) - *price per m2*.
3. Slopes arrangement (plastering, gypsum plaster board, plastic including construction materials and delivery) – *price per m2*.
4. Delivery of PVC items more than 50 kms – *price per m2*.

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT, however, if the bidder is a VAT payer, the VAT should be indicated separately.

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 to the Bidders:

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:

- *Evidence of producing/assembling capacity (site visit by UNHCR staff)*
- *Compliance with specifications*
- *Ability to respect delivery timeline.*
- *Implementation capacity*

Evaluation:

The Bidder submits its technical and financial proposals, including all associated expenses (administration, transportation, delivery of materials, accommodation of working brigades, insurance, amortization of machinery and equipment, electricity etc.).

The information contained in the proposals will be evaluated and the best scoring will be obtained by the most responsive bid to the needs of the project, including efficiency and best value for money. Therefore, the Bidder should provide enough information in the proposal as to display clear evidence of the Bidder's sound understanding of the technical and planning requirements of the project, as well as bidders shall demonstrate sufficient implementation capacity.

The evaluation criteria and methods, as well as the minimum scores which must be obtained for the technical and financial proposals are described in detail in this Request for Proposal.

Geographical Location and Estimated Quantity per location

Locations are divided into three areas in South, East and North of Ukraine.

Lot 1: Kharkiv oblast annual 100,000.00 m² – UNHCR may award up to four (4) contractors simultaneously due to the high volume. In case four (4) suppliers are awarded, an indicative percentage distribution of the total volume could be: 30% - 27% - 23% - 20%, where the most responsive bidder would be awarded 30% of the total business volume, and sequentially less until the least responsive contractor being awarded with 20% of the total business volume. The latter percentage distribution is for indication only, and the actual percentage distribution will depend on the actual outcome of the tender in accordance with best value for money principle.

Lot 2: Dnipro, Donetsk and Zaporizhzhya oblasts – annual 25,000.00 m² – UNHCR may award one primary and one or several backup suppliers.

Lot 3: Kherson, Mykolaiv, Odesa oblasts – annual 25,000.00 m² – UNHCR may award one primary and one or several backup suppliers.