



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ANNEX A

UKR/RFP/2023-019

KREMENCHUK, MYRHOROD, POLTAVA.

TERMS OF REFERENCE (TOR)

Background:

Big influx of IDPs within Ukraine requires the immediate humanitarian response, including shelter component, while the existing capacity of the region is limited. In parallel with different approaches to provide temporary/permanent shelter there is an approach to repair premises/buildings of the dormitories which are currently in use but has limited capacity to host people due to lack of proper technical maintenance.

Objectives:

As of now UNHCR identified and completed the technical assessment of buildings/premises within Poltava oblast and requires the services of qualified building and civil contracting firms to carry out repair, rehabilitation and refurbishment works and thus to manage the physical infrastructure expansion work in line with the technical documentation provided by UNHCR.

Governance, accountability, verification:

Any Contract resulting from this RFP 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.

A designated Design and Technical Supervision Agency, in their role of designated Engineer, will be assisting UNHCR in all stages of the works supervision.

Statement of works:

This RFP aims to select the best suited offer for subsequently entering into a Contract with a successful Bidder who will carry out, as Contractor, works (construction services including construction materials) in existing buildings which intended for provision of collective accommodation for Internally Displaced People in Ukraine.

The Contract will be awarded to conduct construction works following parameters specified in Annex documents for Lot 1- (Annex A, A.01, A.02, A.03, A.04, A.05, A.06, A.07, A.08, A.09, A.10, A.11, A.12, B), Lot 2 - (Annex A, A.1, A.2, A.3, A.4, A.5, A.6, A.7, A.8, A.9, A.10, B), Lot 3 - (Annex A, A.1, A.2, A.3, A.4, B).

The Contract will include the above mentioned works in for all, or part of buildings included.

Scope of works:

- Mobilization/demobilization of all equipment, materials and manpower required to complete the Works.
- All necessary temporary works required to provide access to the site, secure storage of materials and to facilitate the works in a safe manner.
- All necessary preparation works including full or partial removal of existing building elements and equipment, as required, and removal and disposal of debris as indicated in the Act of Defects, BOQ(s) and/or Drawings.
- All necessary works, including the supply of materials, to facilitate the construction works for building elements, repair and refurbishment of superstructure roof, and other building elements, as indicated in the BOQ(s) and/or Drawings.
- All necessary works involved with the finishing of the building elements including, but not limited to, the supply and installation of doors, interior and exterior painting, electrical works and plumbing, as indicated in the BOQ(s) and/or Drawings.
- All necessary works for the supply and installation of pipe works, plumbing, drainage and other services and materials as indicated on the BOQ(s) and/or Drawings and detailed in the specifications contained in these documents.
- Provision of a sign for the site in accordance with instructions issued by UNHCR and in agreement with the building owner.

The Scope of Works shall also be deemed to include anything that is not listed here but may reasonably be inferred to be necessary for the completion of the Works:

Any additional/unforeseen works are to be justified by the Contractor, confirmed by the technical supervision and agreed by UNHCR.

Upon the completion of construction Works the Company submits to UNHCR the Technical Report and issues the Act of Acceptance.

If the Contractor fails to complete any part of the Works as stated in the above and contained in the BOQ(s), the Works will not be certified as completed and will not be authorized for partial or final payments.

Site visit:

UNHCR is to organize the site visit for Bidders. The Bidders are to examine the objects to be repaired in terms of the compliance with the BoQ provided by UNHCR and to understand the current conditions on the ground of shelter interventions to provide his financial offer in the most way effective.

Timeframe:

Based on the scope of works to be done, outcomes of the site visit, the Bidders are to provide the time frame of the construction works and detailed work plan.

Unit of measure:

The financial offer should be provided on all-inclusive basis as the whole budget needs to include all construction services and construction material procurement under the BoQ provided by UNHCR including ancillary expenses (administration, transportation, delivery of materials, accommodation of working brigades, insurance, amortization of machinery and equipment etc.).

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT. However, if your company is a VAT payer in Ukraine, the VAT component shall be clearly and separately indicated.

Technical supervision:

UNHCR will be monitoring, certifying, approving, controlling, and verifying implementation of all tasks under this TOR and due provision of all expected services. This includes the overall control and approval of works at all stages within this Project.

The quality of construction work, the scope of work, the size and pricing of all work and all expected results within the framework of this Project are also checked by the third party contracted by UNHCR that conducts audit, engineering, and technical supervision services in accordance with contracts for consulting services, while the author supervision of the Project will conduct the consulting company which developed the project.

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 past contracts - successfully executed - with similar construction services and similar size.*
- *Availability of all licenses and permissions needed to conduct construction works.*
- *Ability to start the intervention at their own budget without any advance payment from UNHCR side.*
- *Ability to conduct qualified construction works in the specified location and in the capacity specified in BoQ provided by UNHCR.*
- *Ability to complete the construction works according to the (1) Construction Schedule and (2) Work Plan*
- *Ensure presence at the site visit at the stage of application for participation in the tender (pre-bidding site visit presence mandatory).*

Evaluation

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, 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.

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 the Request for Proposal including the instructions to bidders.

Minimum Quality Standards:

All materials/products/works must comply with Ukrainian standards for construction works (DBN, DSTU, etc.), meet the principle Best Value for Money, and shall be subject to approval by the official(s) designated by UNHCR.

Location of the required works:

LOT1

ENG: Hostel of the Kremenchuk Medical Professional College. V.I. Litvinenko at the address: **Kremenchuk**, Ave. Svobody, 38-a

UKR: гуртожиток Кременчуцького медичного фахового коледжу ім. В.І. Литвиненка за адресою: м. **Кременчук**, просп. Свободи, 38-а

For reference:

Estimated timeframe for the construction works is 210 calendar days (according to the project design)

LOT2

ENG: Dormitory building No. 1 of the specialized Myrhorod sanatorium "Slava" at the address: **Myrhorod**, str. Kharkivka, 64

UKR: спальний корпус №1 спеціалізованого Миргородського санаторію «Слава» за адресою: м. **Миргород**, вул. Харківка, 64

For reference:

Estimated timeframe for the construction works is 150 calendar days (according to the project design)

LOT3

ENG: Hostel Number 5 of the Poltava State Agrarian Academy at the address: **Poltava**, str. Skovoroda, 1/3

UKR: Гуртожиток № 5 Полтавського державної аграрної академії за адресою: м. **Полтава**, вул. Сковороди, 1/3

For reference:



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Estimated timeframe for the construction works is 150 calendar days (according to the project design)