



UNHCR

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

ANNEX A STATEMENT OF WORK

Request for Proposal no. UKRDN/RFP/2024/001

Provision of all materials, labor, tools, equipment and the performance of all operations necessary for the renovation of the UNHCR office in Kharkiv

A. Introduction

As part of UNHCR's commitment to provide assistance in areas located in Kharkiv and Poltava, UNHCR is establishing an office in Kharkiv. As a prerequisite for establishing an office, the premises must fully comply with UNHCR standards on safety and security, as well as ensure staff welfare by providing a conducive working environment.

In this light, UNHCR is inviting all qualified and experienced companies in the field of construction to participate in this competitive bidding process and provide your firm offer.

B. Scope of Work

The Scope of Work shall include but not limited to the below items:

1. Clearing off the site (ingress and egress);
2. Demolition/Dismantling works;
3. Excavation;
4. Masonry works;
5. Brick and tile laying;
6. Painting and waterproofing works;
7. Metal works;
8. Electrical works;
9. Sanitary, sewerage, and water supply works;
10. Installation, connection, and commissioning of equipment (i.e. diesel-powered generator, room air-conditioning units);

A detailed description of the scope of works is provided in the Bill of Quantities (BoQ) which is an integral part of this Statement of Works.

1. Clearing off the Site

- Prior to the start of actual construction works, the site has to be cleared of all obstacles to allow enough space for tools, equipment, materials, and movement of workers;
- The site should also be prepared to prevent or lessen the risk of dust and debris scattering to other parts of the building;
- During construction activities at frequent intervals or as directed by the Project Manager, workers shall remove accumulations of debris and rubbish from the construction area;
- Upon completion of the project, all areas disturbed by construction activities including those areas used for material storage, construction sheds, and office shall be cleared of all equipment, tools, scrap, debris and rubbish. The Contractor shall haul all debris and rubbish and leave the site in a clean and orderly condition.



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2. Demolition/Dismantling works

- All the necessary operations for total or partial demolition/dismantling will be performed, such as the existing tiles, shower, and toilet fixture to be replaced, and removal of scaffoldings (if any);
- The Contractor shall perform all the necessary demolition/dismantling required to complete all the work. In addition to what was described in the BoQ, all scaffoldings shall be dismantled and removed when all work is done. Even though not specifically indicated or described in this SoW or in the BoQ, the Contractor shall still be responsible for performing the demolition/dismantling and removal of all items which do not become part of the completed work unless specifically accepted by the UNHCR;
- Demolition/dismantling work shall include but not necessarily be limited to the following:
 - Damaged electrical conduits and accessories;
 - Damaged existing floor finishes (i.e. tiles) that shall be carefully cleared prior to the laying of the new floor finishes;
 - Existing sanitary fixture (i.e. toilet) which will be replaced;

3. Excavation

- Prior to conducting any excavation, the Contractor shall check the existence of waterlines, electrical lines, and sewage system to avoid damage to existing infrastructure;

4. Masonry works

- The Contractor shall ensure that all materials (cement, sand, gravel, reinforcement bars) to be used for masonry works are of standard quality appropriate for the intended purpose. Sub-standard materials shall not be accepted by UNHCR; The water to be used for the concrete mixture shall be clean and free from injurious amounts of oil, acid, alkali, salt, organic matter, or other deleterious substances;
- The Contractor shall ensure that the masonry works (i.e. concrete slab) undergo a proper curing process to ensure strength and durability;
- It is the Contractor's responsibility to properly store and protect all masonry materials;
- All work shall be performed by skilled and experienced workers, thoroughly competent to execute the required work;

5. Brick and tile laying

- The Contractor shall dismantle the existing tiles (refer to BoQ) and replace them with the tiles approved by UNHCR;
- Bricks and tiles shall be cut to the proper size and shall have no broken or chipped edges and no apparent surface imperfections;
- Any cutting required on bricks and tiles shall be done with a masonry saw and/or tile cutter to ensure all cuts are square and clean;
- The mortar (and/or tile adhesive) to be used for tile laying shall be of the type and consistency necessary for a good and firm bond;
- After the installation of tiles and as soon as the mortar setting bed has sufficiently hardened, the tiles shall be washed with clean water (and/or wet sponge) to ensure that no mortar remains on the surface and that the joints are not blocked for the application of tile grout.
- Bricks shall be laid on firm ground (i.e. sand), properly installed and does not move/displaced when stepped-on/pressure is applied;
- The Contractor shall ensure that the tiles and bricks installation are leveled;



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- The Contractor shall employ only experienced tile and brick installers, thorough competent to execute the work in accordance with the best practices and methods common to the trade;

6. Painting and waterproofing works

- The Contractor shall perform all painting work if applicable and when needed as per the information on the BoQ.
- All paint, primers, thinners, varnish, filling putty, waterproofing, etc. shall be of standard quality appropriate for the intended purpose and/or as per the information in the BoQ.
- Before application of any paint, the Contractor shall inspect all surfaces scheduled to receive paint in accordance with the following:
 - On plaster surfaces, all nail holes, hairline cracks or other imperfections shall be filled with a putty colored to match the finished work. Any large cracks shall be cut out to provide good anchorage and the cracks filled with such material and in such a manner as is acceptable to UNHCR;
 - The Contractor shall not mix paints of different brands before or during application. All paint and the like shall be brought on to the works in sealed tins and no paint shall be taken from one job to another;
- All coats shall be thoroughly dried and hardened before the next coat is applied;
- The Contractor shall provide and use sufficient clean drop cloths to protect all work and material, including floors to prevent physical injuries or stains during the progress of the work and shall make every reasonable effort to ensure that drips, splashes, and spills are kept to an absolute minimum;
- The Contractor shall, upon completion of painting, remove all paint where it has been spilled, splashed or splattered on surfaces, including fixture and glass, and leave the entire job site in a neat, clean and orderly condition satisfactory to UNHCR;

7. Metalworks

- The Contractor shall only use metal sheets, metal poles, etc. as prescribed in the BoQ;
- Metals should be properly welded and cleaned by an experienced welder;
- The work site should be regularly cleaned from scrap metals and small cuttings to avoid any injuries;
- The Contractor shall ensure that prior to conducting welding works no flammable materials, electrical installations, and other things within the work site that can start a fire which may result in injuries to people and damage to the property;

8. Electrical works

- The Contractor shall perform all electrical works required for a complete workable electrical network as described in the BoQ;
- All electrical installations, materials, and equipment shall be in strict compliance with the Ukrainian codes and standards;
- Only a licensed electrician shall be allowed to conduct/supervise electrical works;
- All electrical work shall be executed in a professional manner, presenting a neat appearance upon completion, and shall be tested and approved by the site Engineer;
- Accurately locate conduits in walls and partitions so as to be completely concealed and as nearly vertical as possible with no exposed conduit bends on the ceiling. Conduits shall



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never be installed diagonally in walls and horizontally only where unavoidable. Locate conduits with appropriate distance from the hot water piping or other hot surfaces;

- Make wire joints and splices only at junction or outlet boxes, never inside conduits. All joints shall be firmly made with wire nuts or similar and properly insulated in a manner approved by the site Engineer;
- Electrical devices such as switches and receptacles shall be securely installed in the outlet boxes and shall be squared and leveled. All electrical device wiring connecting screws shall be properly fixed to avoid disconnection or short-circuits;

9. Sanitary, sewerage, and water supply works

- The Contractor shall perform all plumbing work required for a complete workable plumbing system as described in this SoW and BoQ;
- The piping materials, sanitary fixture, watertank, faucet/tap, etc. for plumbing work shall consist of standard quality and type appropriate for the intended purposes as per the manufacturer's recommendation with no dents, cuts, or any manufacturer's or handling defects;
- Piping joints shall be properly secured ensuring a strong bond able to withstand the water pressure;
- The Contractor shall ensure that piping works are done in a professional manner, clean, and straight;
- All shower and sanitary fixture shall be firmly secured to the wall or floor by approved means;
- Wash basins should be provided with pedestal for support. European W.C.s shall be provided with low level and a suitable capacity. The seat and cover may be in heavy-duty plastic color matched to the toilet finish;
- All taps should be easy to operate, and they shall allow precise control of water flow to minimize splashing;

10. Installation, connection, and commissioning of equipment (i.e. diesel-powered generator, room air-conditioning units)

- Only licensed electrician(s) shall be allowed to conduct/supervise the electrical connection of the equipment;
- The Contractor shall ensure proper care is provided when handling the equipment to avoid handling damages;
- Only standard quality electrical cables, circuit breakers, sockets, switches (i.e. ATS), etc. shall be provided by the Contractor appropriate for the intended purpose. No sub-standard materials shall be accepted by UNHCR;
- A split-type air-conditioning unit to be supplied by the Contractor shall be of good quality, with the appropriate power/capacity to cover the size of the room as specified in the BoQ;
- Wirings, pipes, and hoses shall be properly installed in a clean and organized manner depicting professional workmanship;
- All equipment shall only be turned-over to UNHCR upon satisfactory completion of testing and commissioning at the presence of UNHCR representative;



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C. Quality Control

- The Contractor shall supply all the materials, labor, tools, equipment (including transportation), and the performance of all the operations necessary for the renovation of the UNHCR office in Kharkiv;
- The Contractor shall supply and use substantially the same as existing or higher quality materials. No sub-standard materials shall be used in the project;
- The Contractor shall properly store the materials to protect them from risks due to the weather and man-made causes;
- The Contractor shall carry out the construction works in close coordination with the UNHCR focal point and in accordance with this SoW, BoQ, and as agreed with UNHCR;
- The Contractor shall, during the progress of work, keep the work area organized and regularly cleaned;
- The Contractor shall be responsible for protecting completed work from other construction activities and shall be responsible to replace or repair any damaged items either existing or supplied by the Contractor;
- The Contractor shall test all completed and newly installed electrical wiring system for faults and shall fix any defects prior to final inspection;
- All electrical equipment, fixtures, fittings, devices, etc., shall be tested prior to installation. These products must comply with Ukrainian and/or international quality standards and manufactured by reputable companies;
- All work deficiencies shall be quickly identified and corrected. All works shall be done in accordance with the strict Ukrainian and/or international quality standards;

D. Safety Measures

- The Contractor must ensure to follow any government regulations on safety measures;
- The Contractor shall provide and maintain during the entire Contract period all safety measures necessary for the protection of the people, the property, or the adjacent properties, and shall be solely responsible for any damage to life and property caused as a result of not having taken adequate precautions against such damage;
- The Contractor shall be responsible for making arrangements with and obtaining necessary permits from relevant authorities to ensure access to site for construction personnel, delivery of materials, tools, and equipment, and performance of work;
- Maintain clear access for roads and sidewalks on the project site and public property;
- Fire-fighting and fire protection
 - The Contractor shall provide and maintain adequate fire-fighting and protection materials in the form of fire blanket, barrels of water with buckets, buckets of sand, fire extinguishers, or other effective means of extinguishing fire, ready for instant use during construction works;
 - Gasoline and other flammable liquids shall be stored in and dispensed from safety containers approved by the site Engineer;
- First-Aid
 - The Contractor shall provide adequate first-aid materials for its employees and of the subcontractors (if any).
 - Workers on the site must be trained on first-aid and/or a First-aid practitioner must be present;



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E. Inspection System

- The Contractor shall maintain an adequate inspection system and perform such inspections to ensure that the works carried out conform with the contract requirements;
- If the Contractor does not promptly replace or correct rejected work, the UNHCR may (a) by Contract or otherwise, replace or correct the work and charge the cost to the Contractor or (b) terminate for default Contractor's right to proceed;

F. Unknown Services

- In case of any unforeseen works to be done that were not covered by this SoW nor in the BoQ, the Contractor shall notify UNHCR immediately upon identification of the unforeseen works and shall cease forthwith until authority to proceed is obtained from UNHCR;

G. Construction Progress Schedule

- To be included in the technical offer, the Contractor shall submit an initial schedule (i.e. timeline) as appropriate with separate line for each major portion of work. Show complete sequence of construction by activity, identifying work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration;

H. Progress Reports

- A progress report shall be furnished to UNHCR with each application for progress payment;
- Each progress report shall include sufficient narrative to describe current and anticipated delaying factors, their effect on the construction schedule, and proposed remedial and corrective actions. Any work reported complete but which is not readily apparent to the UNHCR shall be substantiated with satisfactory evidence;
- Each progress report shall include a copy of the initial construction schedule progress report;

I. Payment Scheme

UNHCR shall not provide advance payments unless the Contractor provides a bank guarantee certificate with a face amount equal to the amount of the requested advance payment.

UNHCR may provide payment within 30 days upon completion of the whole project after certification by the UNHCR and submission of the necessary supporting documents.

However, in connection with Sections G and H above, Bidders may propose a payment scheme (i.e. progress payment) to be reviewed by UNHCR during the bid evaluation process.

Example:

	Percentage completed	Percentage payment	Amount <i>(assuming contract amount is \$50,000)</i>
1 st payment	25%	25%	\$12,500
2 nd payment	50%	25%	\$12,500
3 rd payment	75%	25%	\$12,500
4 th payment	100%	25%	\$12,500
Total		100%	\$50,000

NOTE: The Annex E: UNHCR General Conditions of Contract for Civil Works (Rev. October 2000) shall apply.