

UKR/RFP/2023-007

ANNEX A – TERMS OF REFERENCE (TOR)

Background:

Reference to the ongoing conflict and subsequent need to ensure support to Persons of Concern (PoC) and authorities, UNHCR intends to rehabilitate 4 Buildings in Cherkaska Oblast which will be able to accommodate internally displaced people from different regions in Ukraine. This project will support the oblast authorities in creating additional sleeping space and improving the existing accommodation of persons of Concern.

UNHCR invites qualified and competent construction companies in Ukraine to bid for the renovation of 4 buildings in Cherkaska Oblast which are listed below as per designs and specifications provided hereto.

- Lot 1: Sanatory Building (Rehabilitation Center of 2 Blocks), Sosnovyi bir, Mechnikova Str. 25, Cherkasy Oblast (estimated completion time: 30 days)
- Lot 2: Sanatory Building (Cardiorevmathology Children Sanatorium, 1 Block), Horodysche city, 1st of May Str, 28., Cherkasy Oblast (estimated completion time: 70 days)
- Lot 3: 2 Floor building, 1, Respublikanska st, Uman City, Cherkasy Oblast (estimated completion time: 50 days)
- Lot 4: 2 Floor building, 7b, Komarova st, Uman City, Cherkasy Oblast (estimated completion time: 50 days)

Bidders can offer any or all Lots. However only complete Lots will be considered for evaluation.

Governance, accountability, verification:

Any Contract resulting from this Request for Proposal 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.

Deliverables :

All the works, equipment and installations are to be delivered according to the specifications and contract, including scheduled timelines, only upon verification and certification by the designated Technical Supervision Agency and under strict monitoring of UNHCR technical field staff.

The Scope of Works:

The renovation works shall include;

- a) Mobilization and dismantling of damaged items as per the BOQ
- b) General construction works
- b) Wall and Finishing work
- c) Insulation and Partition works
- d) Ceiling Works
- e) Floor Works
- f) Door installation
- g) Entrance Porch, ramp, and paving
- h) Sanitary Works
- i) Heating and ventilation
- j) Electrical works

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.

Attendance at the site visit is mandatory. Bidders that did not attend the site visit will not be considered for evaluation.

Evaluation :

In his financial offer the Bidder is to provide the price per unit of measurement regarding construction materials and construction services and the total budget for intervention 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.

Evaluation Methodology and Criteria:

Evaluation Methodology

- The evaluation methodology to be used for the evaluation of bids received shall be the Technical Compliance Selection (TCS) methodology.
- The Technical Compliance Selection methodology recommends the consideration of the compliant bidder for financial evaluation.
- The evaluation shall be conducted in three sequential stages –
 1. Mandatory evaluation to determine the eligibility of bidders for further technical evaluation.
 2. Technical evaluation to determine technical responsiveness of the eligible bidders for the next step to financial evaluation.
 3. Financial comparison to compare costs of the eligible, compliant, responsive bids received and determine the best evaluated bid.

All Criteria will be evaluated on a scoring basis and therefore Failure of a bid at any stage of the evaluation shall prevent further consideration at the next stage of evaluation.

The above 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.

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.

Acceptance of Works:

Upon the completion of construction works the awarded contractor submits to UNHCR the Act of Acceptance and UNHCR controls the quality of completed works and signs the Act of Acceptance.

Payment Terms :

The awarded contractor shall issue invoice for the repair works in the amount of the accepted BOQ of each project, following the acceptance of works by UNHCR (see above paragraph).
UNHCR does not provide advance payment to the awarded contractor.



UNHCR

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