

Scope of the Works (SoW)

GENERAL INFORMATION

Works Description:	Construction of office for Commissioner of Refugees in Gadaref
Project/Program Title:	Construction of office for Commissioner of Refugees in Gadaref
Design Review Unique ID:	RFP No: RFP/SC/GSO/2021/003
Workstation:	Gadaref
Type of the Contract:	Short Form Construction Contract
Construction Duration:	120 Calendar day (4 months)
Expected Start Date:	01 November 2021

I. PROJECT BACKGROUND

UNHCR Field office Gadaref in collaboration with Commissioner of Refugees have been providing assistance to refugees from Tigray regions since the onset of the conflict in November 2020, UNHCR and partners strive to meet urgent needs of refugees with the generous support from donors.

Because of the continuous influx of refugees from Tigray region and the demand for more staff to adequately provide protection assistance to refugees, the current office space and staff accommodation are no longer enough because of increased number of staff. In this regard UNHCR and CoR came up with detail drawings, technical specifications, and bills of quantities to be adopted in the implementation of the projects.

The office block that will be constructed will provide office space for staff of CoR and the guesthouses that will be rehabilitated will provide improved and suitable staff accommodation.

It is because of this that UNHCR came up with Detail drawings, Technical Specifications (TS), Bill of Quantities (BoQs), to be adopted in the implementation of the project.

II. GENERAL DESCRIPTION OF THE WORKS

The contractor will construct the ground floor of the proposed office building 20m x 12.5m, the building consists of 22 reinforced concrete columns 2.0m X 2.0m and reinforced concrete beams 0.5m X 0.25m. The contractor will construct sub – structure, which includes all excavation, concrete, and masonry works up to oversite concrete level. super- structure which includes construction of concrete columns and beams, masonry walls concrete lintels, tie beams and roof slab. Finishing works which includes internal and external plastering, installation of doors and windows, tilling works, electrification, plumbing, and painting works.

The contractor is also required to renovate 3 houses that are currently being used as guest houses by CoR staff members in Gadaref, the repair works mainly includes repair of cracked walls, replacing all or repair damaged ceilings, inspect and make good all leaks in the roofs, inspect and make good all plumbing and electrical works in the buildings.

The above activities are aimed at creating conducive working and living environment for CoR staff in Gadaref state.

(A) Construction of office block inside Cor Compound in Gadaref

- 1) Mobilization of materials, machinery and labor to the site including setting out of the building.
- 2) Excavation of top/vegetable soil average depth 150mm and cart away from the site. 320m²
- 3) Excavate for column bases, 2.2m X 2.2m X 2.0 = 208.8m³.
- 4) Excavate for strip foundation 0.2m X 0.25m = 170M.
- 5) Filling and compaction of column foundations with selected materials after casting the concrete bases and columns. = 156.6 m³.

- 6) Filling and compaction of selected materials in the foundation in layers not more than 300mm thick, well-watered and compacted 163.7 m³.
- 7) **Plain concrete works:** Provide all required materials, tools, machineries, and labor to mix and pour plain concrete with mix ratio 1:3:6
 - a) Bed 10cm thick under foundation of column bases = 106.5 m².
 - b) Bed 10cm thick oversite (floor concrete) = 250 m².
- 8) **Reinforced concrete works:** Provide all required materials, tools, machineries, and labor to mix and pour reinforced concrete with mix ratio 1:2:4
 - a) Column bases, 2.0m X 2.0m X 0.4m and 2.2m X 2.2m X 0.4m = 52.2 m³.
 - b) Short columns 0.25m X 0.5m X 0.2m = 6.0 m³.
 - c) Ground/grade beam 0.25m X 0.5m = 20 m³.
 - d) Columns 0.25m X 0.5m X 3.3m = 9.1 m³.
 - e) Roof slab, 200mm thick = 223 m².
 - f) Staircase = 2.0 m³.
 - g) Lintels, tie beams of different sizes (150mm thick) all complete with main bars and stirrups = 6.0 m³.
- 9) **Brick works:** Provide and build first class good quality red bricks in stretcher bond with even edges in 1:6 cement mortar.
 - a) One brick wall around the grade beam = 163m.
 - b) Brick wall in the super structure to partition the building = 443.6 m².
 - c) Ditto for arches = 12m.
- 10) **Plaster work:** The work includes, scaffolding, work in narrow places like electric box etc. Samples of PF plaster materials to be submitted for approval. Provide and supply smooth plaster in 1:6 cement mortar to the following.
 - a) Internal walls = 592 m².
 - b) External walls = 255 m².
 - c) Ditto for roof = 223 m².
- 11) **Painting work:** Work include all necessary scaffolding, cleaning all surfaces from dirt etc. Apply one under coat and 2 finishing coats to the following.
 - a) Internal walls = 592 m².
 - b) External walls = 255 m².
 - c) Ditto for the roof = 223 m².
- 12) **Aluminum doors and windows:** Fabricate and install metal grills of different sizes, aluminum frames with 6mm thick glass to the doors and windows.
 - a) Main door 2.0m X 2.4m = 1.
 - b) Internal doors 2.0m X 1.0m = 10.
 - c) Toilet doors 2.0m X 0.8m = 2.
 - d) Window size 1.5m X 1.4m = 8.
 - e) Ditto size 1.0m X 1.4m = 4.
 - f) Ditto size 1.0m X 0.5m = 2.
 - g) Metal grill for doors and windows of different sizes = 10.
- 13) **Tiling work:** Work should include supplying and fixing of tiles of the required sizes on a well levelled surface including submission of samples to the supervising engineer for approval before delivery to site.
 - a) Supply and fix marble floor tiles at the entrance of the building = 40 m².
 - b) Ditto skirting = 30M.
 - c) Supply and fix marble staircase, unit trade size 130cm X 30cm X 3cm = 27 units.
 - d) Ditto staircase riser size 130cm X 16cm X 2cm = 22 units.
 - e) Ditto landing 3cm thick = 4 m².

- f) Ceramic floor tile 40cm X 40cm for the office = 185 m².
- g) Ditto floor and wall tiles for the toilets = 40 m².
- h) Ditto interlock floor tiles = 300 m².

14) Electrical works: Supply, fix and test all electric fixtures including lights, switches, sockets, and cables. Samples of all the electrical materials should be submitted to the supervising engineer/s for approval before they are taken to the site.

- a) Supply and fix good quality ceiling fans = 13 units.
- b) Ditto ceiling lamps (moon shaped) = 26 units.
- c) Ditto 10 Amps sockets = 22 units.
- d) Ditto 25 Amps sockets = 17 units.
- e) Ditto 24,000 BTU air conditioner (split unit) = 2 units.
- f) Ditto 18,000 BTU air conditioner (split unit) 6 units.
- g) Ditto wall lights = 14 units.
- h) Ditto spotlights (in the ceiling) = 8 units.
- i) Ditto Chandelier lights = 2 units.
- j) Ditto glob lamps = 20 units.
- k) Ditto exhaust fans = 3 units.
- l) Ditto 18-line distribution board = 2 units.
- m) Ditto 100 Amps change over switch = 1 unit.
- n) Ditto 100 Amps main supply switch = 1 unit.
- o) Ditto TV sockets = 6 units.
- p) Ditto 35mm armored cable = 15m.
- q) Connect the building to the city power line = Lump sum.

15) Plumbing works: Supply and fix in position as indicated in the drawing. Samples should be submitted for approval by the supervising engineers before they are transported to the site.

- a) (E.W.C) European style water closet- good quality complete with seat, P trap, valve and all necessary fittings, support and accessories for complete work as specified by Engineer = 1 unit.
- b) (A.W.C) Arabian water closed-good quality complete with seat, P trap, valve and all necessary fittings, support and accessories for complete work as specified by Engineer = 1 unit.
- c) Ditto shower = 2 units.
- d) Wash hand basin – Good quality complete with mixing tap, from overflow with 35mm bottle trap plastic, 40 mm plastic connector and all necessary fittings, support and accessories for complete work as specified by Engineer. 2 units.
- e) Ditto for good quality stainless steel kitchen sink = 1 unit.
- f) Gully trap: Provide all required materials and construct reinforced concrete, gully trap (300x300) mm. allow for fixing pipes, normal heavy-duty cover and P.V.C P-trap = 2 units.
- g) Concrete Manhole: Provide all required materials and construct reinforced concrete, manhole (500x500) mm. allow for fixing pipes, heavy duty cover and benches. = 12 units.
- h) Construct septic tank and soak away pit including all connections to and from the building = 1 unit.
- i) Supply and install 1.5 m³ fiber glass water complete with all fittings, including 2,000 liters tiger tank on the ground and water pump to fill the tank in the roof. = 1 unit.
- j) Supply materials and connect the toilets and kitchen with heavy duty PPR pipes including all outlets and manholes = Item.

(B) Construction of Reception, perimeter wall fence and External toilet block inside Cor Compound in Gadaref

- 1) **Foundation works:**
 - a) Excavation strip foundation 70cm x100cm = 118m.
 - b) supply and lay stone foundation 70cm x100cm = 118m.

- 2) **Plain concrete works:** Provide all required materials, tools, machineries, and labor to mix and pour plain concrete with mix ratio 1:3:6.
 - a) Cast 10 cm thick for flooring of Reception, driver's office, and latrine. = 27.6 m²

- 3) **Brick works:** Provide and build first class good quality red bricks in stretcher bond with even edges in 1:6 cement mortar.
 - a) Two brick foundation wall 50 cm width 60 cm depth below ground = 118m.
 - b) Ditto for 40cm width, 40cm high. above ground = 118m.
 - c) One and half brick walling = 292 m²

- 4) **Plaster work:** The work includes, scaffolding, work in narrow places like electric box etc. Samples of PF plaster materials to be submitted for approval. Provide and supply smooth plaster in 1:6 cement mortar to the following.
 - a) Plastering internal & external wall = 584 m².

- 5) **Painting work:** Work include all necessary scaffolding, cleaning all surfaces from dirt etc. Apply one under coat and 2 finishing coats to the following.
 - a) Painting internal & external wall = 584m².

- 6) **Metal work:** Provide materials for fabricating doors and windows as per the required sizes, including application of one coat anti rust paint before installation and 2 coats of oil paint.
 - a) Door size 300cm x 240cm for Main Gate = 2 units.
 - b) Ditto size 100cm x 220cm for reception and driver office = 3 units.
 - c) Ditto size 80cm x 200cm for Latrine = 3 units.
 - d) Window size 100cm x 50cm for Latrine = 3 units.
 - e) Ditto size 100cm x120cm for reception and driver office = 3 units.

- 7) **Electrical works:** Supply, fix and test all electric fixtures including lights, switches, sockets, and cables. Samples of all the electrical materials should be submitted to the supervising engineer/s for approval before they are taken to the site.
 - a) Supply & fix globe lamps = 36 units.
 - b) Ditto ceiling lamps = 4 units.
 - c) Ditto ceiling fans = 2 units.
 - d) Ditto 10 Amps & 25 Amps sockets = 6 units.
 - e) Ditto 18,000 BTU air conditioner (split unit) 2 units.
 - f) Ditto exhaust fan = 3 units.
 - g) Ditto walling Lamp for latrine = 5 units.

- 8) **Plumbing works:** Supply and fix in position as indicated in the drawing. Samples should be submitted for approval by the supervising engineers before they are transported to the site.
 - a) (E.W.C) European style water closet- good quality complete with seat, P trap, valve and all necessary fittings, support and accessories for complete work as specified by Engineer = 2 units.
 - b) (A.W.C) Arabian water closed-good quality complete with seat, P trap, valve and all necessary fittings, support and accessories for complete work as specified by Engineer = 3 units.
 - c) Wash hand basin – Good quality complete with mixing tap, from overflow with 35mm bottle trap plastic, 40 mm plastic connector and all necessary fittings, support and accessories for complete work as specified by Engineer. 2 units.
 - d) Gully trap: Provide all required materials and construct reinforced concrete, gully trap (300x300) mm. allows for fixing pipes, normal heavy-duty cover and P.V.C P-trap = 3 units.

- e) Concrete Manhole: Provide all required materials and construct reinforced concrete, manhole (500x500) mm. allow for fixing pipes, heavy duty cover and benches. = 4 units.
- f) Supply materials and connect the toilets with heavy duty PPR pipes including all outlets and manholes = Item.

(C) Rehabilitation of guest house 1, 2 and 3 in Gadaref.

Provide all required materials, tools, machineries, and labor to rehabilitate the 3 guesthouses as per the attached bills of quantities. The work includes.

- 1) Inspect all walls (internal and external) and make good all cracks/defects including demolishing and rebuilding of some sections.
- 2) Prepare and apply paint to selected walls.
- 3) Inspect and make good all damaged tiles in the houses.
- 4) Inspect and make good all electrical defects in the houses.
- 5) Inspect and make good all plumbing defects in the houses and replacing damaged sanitary appliances.
- 6) Inspect the roofs of the houses and make good all leakages with appropriate materials.
- 7) Inspect the ceiling of the houses and make good or replace all damaged sections.
- 8) Replace all damaged steel and wooden doors.
- 9) Supply and install new water tanks and pressure pumps to fill the tanks at the top of the roofs.

The project will be located, in Gadaref town Eastern Sudan.

III. ABBREVIATIONS

The following abbreviations have been used in the Bills of Quantities:

Abb.	Descriptions
kg	kilogram
Nr	number
m	meter
m²	square meter
m³	cubic meter
CHS	Circular Hollow Section
RHS	Rectangular Hollow Section
SHS	Square Hollow Section

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

UNHCR and Commissioner of Refugees will be responsible for the entire project supervision/monitoring. UNHCR/CoR Engineers will be responsible to monitor the day-to-day activities in periodic basis. She/he will be responsible to ensure that the Contractors implement according to the agreed quality criteria and timeline. Contractor is required to develop and submit work plan every two weeks in line with the approved overall work plan and work schedule. Similarly, the Contractor is expected to submit progress report every month.

In addition, the Contractor will provide progress report when deemed necessary upon the request of UNHCR/CoR. The contractor will also facilitate site visit upon the request of UNHCR/CoR by availing the necessary Health and Safety (H&S) measures.

V. PAYMENT MODALITY AND AUTHORITY

Prospective Contractor/Bidder shall be paid on Measure and Pay modality and only after Approving Authority of the project (UNHCR and CoR engineers) confirms the successful completion as per respective Bill of Quantities (BoQs) set for the site in the request for proposal RFP.

VI. POST QUALIFICATION ACTIONS

UNHCR has the right to carry out reference checks with a recommended Bidder/Contractor regarding:

- Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical, and financial documents submitted.
- Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team.
- Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder.
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
- Physical inspection of the bidder's plant, factory, branches, or other places where business transpires, with or without notice to the bidder; and/or
- Testing and sampling of completed Works and ancillary services similar to the requirements of UNHCR, where available.

VII. ANNEXES TO THE SCOPE OF WORKS (SOW)

Detail drawings, Technical Specifications (TS), Bill of Quantities (BoQs), Short Form Contract are attached as Annexures for further reference.

VIII. PROJECT HANDOVER/CLOSURE

- Final Cleaning:

Before Practical Completion, clean throughout, including interior and exterior surfaces exposed to view. Clean carpeted and soft surfaces. Clean debris from the site, roofs, gutters, down pipes, and drainage systems. Remove waste and surplus materials.

- Reinstatement:

Before practical completion, clean and repair damage caused by installation or use of temporary work and restore existing facilities used during construction to original condition.

- Adjoining Property:

At practical completion, an inspection for the properties with the Engineer and occupants of the properties will be done, recording any damage that has occurred since the pre-commencement inspection.

- Post Construction Works:

The Contractor will provide the following documentation after all site construction has been completed:

- Warranty Statement
- Material Test Certificates

A condition-out survey will be conducted with the Contractor and Engineer at which damages caused by the Contractor will be identified. The Engineer will determine if the Contractor is to make repairs or if the damage will be deducted from the Contractor's final invoice.

IX. GENERAL REQUIREMENTS:

- Contractor's Representative and Responsibilities:

The contractor must employ a suitably experienced engineer as the Site Manager. This person must be on site during working hours, and fluent in English and technical terminology. The Contractor's Site Manager will have the authority to make decisions concerning the project on behalf of the Contractor. The contractor shall provide all labor, supervision, tools, transportation, and equipment to perform the work. Contractor will be responsible for all facilitation needed and task order services. The qualifications and experiences of this entity should be submitted with the tender documents for review. UNHCR has the right to reject any unqualified personnel from that team.

Contractor Team's Qualifications:

UNHCR has the right to conduct an evaluation exercise for the contractor's team and reject any unqualified personnel from that team.