

Scope of the Works (SoW) (UNHCR Girba Office. First Floor Works).

GENERAL INFORMATION

Works Description:	<u>UNHCR Girba Office. First Floor Works:</u> remove the old layer (khafga) from the ground and cleaning the ground. supply material to iron implant with the old iron (like grout material), casting a reinforced concrete column 50*25 cm, supply material and cast reinforced concrete (1:2:4) with steel bars for roof slab 20 cm, finishing works like masonry work, plastering, tiles, plumbing, and electricity work.
Project/Program Title:	First Floor Works in UNHCR Office (Girba)
Design Review Unique ID:
Workstation:	UNHCR Girba office, east Sudan
Type of the Contract:	Short Form Construction Contract
Construction Duration:	45 Calendar Day
Expected Start Date:	November 2022

I. PROJECT BACKGROUND

UNHCR Sub-Office Kassala is one of the main Sub-offices in Sudan and is one of the biggest refugee operations in the country. The justification for this project is to enhance of conditions of the office and to Increase prevention/mitigation measures an assessment was conducted, and this project was recommended as one of the ways to be adopted on improving the office conditions and our security posture, Technical Specifications (TS), Bill of Quantities (BoQs), to be adopted in the implementation of the project.

II. GENERAL DESCRIPTION OF THE WORKS

The contractor in general will conduct some repairing activities such as repainting of the driver's offices and the bank, supply materials and construction of new zinc room, repainting the fence wall and other rehabilitation activities. This is aimed to improve UNHCR office.

The scope of work has included the design and construction by undertaking the following activities:

- 1- Mobilization of labor, mobile workshop to be used for fixing maintaining and repairing of any kind of work such as steel, carpentry ...etc.
- 2- Clearing the site after completing the whole Job and before handover.
- 3- Fencing of the area, 20 m chain link fence required with supporting metal pipes.
- 4- Providing and fixing of three zinc sheets to cover the gab at the fence at the safe house.
- 5- fixing the damaged floor at the container office by adding new play wood and carpet to the floor.
- 6- providing one ceiling fans for the office Orient type.
- 7- fixing the problems of leakages from the zinc roof at the offices and the rainwater coming from the windows by using silicon and other required methods. And repainting of the rooms.
- 8- Checking and fixing electrical defects of the two rooms and changing any broken sockets.
- 9- Supply and fixing of two Orient ceiling fans to the two rooms.
- 10- Supply local materials and make a roof for the existing hut used for the safe house.
- 11- Provide water tank (2000 liters) and water pump and any related water connection activities from the main distribution line to enhance the water supply in the area.
- 12- Construction of zinc shade for waiting area (7x5) m, the shade should be fabricated from high quality materials (zinc sheets 0.35mm and heavy steel pipes(8x5) cm and I beams 12 cm). And isolation pad for the roof.
- 13- Enhance the roof from local materials of the existing waiting area by adding more mats on top.

The project will be located at Girba east Sudan.

III. ABBREVIATIONS

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

Abb.	Descriptions
M	meter
M ²	square meter
M ³	cubic meter
M.L	Meter long
AC	Air condition
A	Ambir

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

UNHCR will be responsible for the entire project supervision/monitoring. UNHCR Engineer 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. The contractor will also facilitate site visit upon the request of UNHCR 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 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 and Site Geo-and-topographical Survey reports 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.