

Annex (B) - Terms of Reference (ToR)

1. The work described here represents remodeling/construction works of **UNHCR DAMAZINE OFFICE and Guesthouse**, at Damazine- Blue Nile state.
2. The contractor shall submit samples / description / specification of the materials to be used in the project to the UNHCR supervisor engineer, for approval, before commencement of works. The supervisor engineer can reject any material that will not comply with the specifications and should be replaced by the contractor without extra cost, or the supervising engineer can ask for any test to ensure the quality of the material used and work. The contractor has no right to change or draw any samples or materials being submitted and approved from site without written permission from the supervising engineer.
3. The contractor should visit the sites before submitting the offer and get acquainted with the type of works required, the nature of the area, securing of supplying materials to site and to keep them stored safely.
4. Quantities mentioned in the bills of quantities are approximate and could be increased or decreased by 10% of the contract amount; payments will be made based on actual executed quantities and quoted rates after approval from UNHCR office in Sudan according to contract. Payments for implemented quantities exceeding what is stated in BOQ should have previous approval from office.
5. Work should be completed within period of Forty-five **(45)** calendar days.
6. The contractor shall commence working within Seven **(07)** calendar days from the date of signature of the contract and delivering the site.
7. After completion of works, a guarantee period of Six **(06)** calendar months will apply.
8. A delay penalty will be 0.2 % of the contract amount for each day beyond the contract period and shall not exceed 10% of contract amount.
9. All works will be supervised by a supervisor engineer or supervisor engineers nominated by UNHCR
10. The contractor shall appoint a qualified supervisor of construction engineer with at least three years of professional experience to work full time on the site during the contract period.
11. The contractor shall prepare a detailed plan of the works upon handover of the site and signing of contract before commencement of the work and should as well submit periodically progress reports to the supervisor engineers of UNHCR.
12. The workmanship will be assessed after completion, upon which UNHCR will consider further cooperation with the company involved.
13. The contract should submit to UNHCR in writing notes on and delays occurred during implementation of the contractual work, mentioning the reasons and duration of delays.
14. The site shall be handed over in a clean environment condition.