

## **PROJECT 01: Scope of the Works (SoW)**

### **GENERAL INFORMATION**

<b>Works Description:</b>	<u><b>UNHCR Kassala Office required maintenance:(the yard behind the office building).</b></u> construction of sea containers footing, supply and construction of three module prefab, raise the fence wall, construction of waiting area, construction of guard room and maintenance of security office.
<b>Project/Program Title:</b>	Improvement of working conditions
<b>Design Review Unique ID:</b>	<b>HCR/SC/KSO/2021/001</b>
<b>Workstation:</b>	UNHCR Kassala office Sudan
<b>Type of the Contract:</b>	Short Form Construction Contract
<b>Construction Duration:</b>	60 Calendar day (2 months)
<b>Expected Start Date:</b>	November 2021

### **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. 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.

### **GENERAL DESCRIPTION OF THE WORKS**

The contractor in general will construct footings for five sea containers 12m, supply and fabricate three module prefabs., supply and fix new door for the toilet, supply material and construct a guard room, supply materials and construct a zinc shade for waiting area, raise the fence wall and repair the security room at the UNHCR office. This is aimed to improving UNHCR security posture.

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- installing of Five sea containers sitting blocks (footings) (in total 30 pcs 80x80x30cm) and five doors' steps (3 steps total of 45cm, all form concrete mix ratio 1:2:4 all footings should be on the same top level.
- 4- Provide, fix and installation of new Main distribution board, main switch, 3 phases with complete set of fuses and lights inside the sea containers all connected to main power lines. And all related electrical work.
- 5- installation of split air conditions for the containers and make sure to provide the containers with external ducts, for A/C units, wiring with 4mm cables of approved high quality and power point for AC connection, the price to include the cost of wires, ducts, switches, installation, labour, and connection to main distribution board
- 6- supply and instalment of Zinc shade Infront of the containers line. (dimensions 12x5 m) the shade should be fabricated from heigh quality materials (zinc sheet .035mm and heavy steel pipes(8x5) cm and I beam 12 cm). And isolation pad.
- 7- supply and installation of new complete three module prefab shell box type that includes the concrete footings and all required masonry work, electrical work (lighting, and supplying and fixing of the air conditions), carpentry work with all additional partitions works, windows and doors, fire extinguishers, all labours work should be included. (all installation as shown at the catalogue book normally attached)
- 8- supply and installation of additional doors from the same type of prefab doors. With suitable steps Infront.
- 9- supply and installation of good fibre glass partition similar to bank cashier inside the three rooms of the prefab.
- 10- supply and instalment of Zinc shade Infront of the prefab. (dimensions 12x3 m) the shade should be fabricated from heigh quality materials (zinc sheet .035mm and heavy steel pipes(8x5) cm and I beam 12 cm). And isolation pad for the roof.

- 11- supply materials and raised the existing Fence walls for extra 0.5 meter with readymade cement blocks(40x20x20) cm and to use cement/sand ratio 1:8 and plastering of both sides for the raised walls. and to include all labour cost.
- 12- supply and instalment of 1m height Concertina wires and supporting iron angles and tension cords on top of the entire fence walls.
- 13- Supply material and Paint the fence walls with white colour paint.
- 14- supplying and Fixing of Security lights 100 watt for the fence wall and to be fixed at the top of each corners two in each corner on metal support. and all related electrical work.
- 15- supplying and installation of locally made door from good metal quality pieces and to be fixed on existing toilet to face the yard area. (to make new opening for it on the wall). (door dimension should be(80x120) cm
- 16- supply materials and instalment of Zinc shade dimension (10x5) m the shade should be fabricated from heigh quality materials (zinc sheet 0.35mm and heavy steel pipes(8x5) cm and I beam 12 cm). And isolation pad for the roof.
- 17- Supply and install high quality hand wash basin, 550mm X 400mm size flat back white glazed vitreous china wash basin with stand, includes centre tap and to be fixed at suitable place as directed by the engineer. That includes all plumbing work,
- 18- supply materials and fabricate metal benches for the waiting area from (6x4) cm rectangular pipes (bench dimension (3x0.5) m and six legs with supporting iron parts.
- 19- supply materials and instalment of (5x5) m guard zinc room) near to exit gate the room should be fabricated from heigh quality materials (zinc sheet 0.35mm and heavy steel pipes(8x5) cm and I beam 12 cm). the room sides should be isolated by play wood and false ceiling should be fixed on the roof and the room should have a door and tow aluminium windows with glass and grills with all electricity connections, lights, air condition installation).
- 20- Supply and instalment of high-quality hand wash basin, 550mm X 400mm size flat back white glazed vitreous china wash basin with stand, includes centre tap and to be fixed near to the entrance as directed by the engineer. includes all plumbing work,
- 21- Provide and install floor tiles 40X40cm for the room and to include all related works, with Cement/Sand ratio 1:8.
- 22- fixing and repairing the buckling of the aluminium partition of the security office at the UNHCR office.

The project will be located, at UNHCR office, Kassala east Sudan.

## PROJECT 02

### Scope of the Works (SoW) (car parking area)

#### GENERAL INFORMATION

<b>Works Description:</b>	<u>UNHCR Kassala Office required maintenance:(car parking area).</u> 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.
<b>Project/Program Title:</b>	Improvement of working condition
<b>Design Review Unique ID:</b>	HCR/SC/KSO/2021/001
<b>Workstation:</b>	UNHCR Kassala office Sudan
<b>Type of the Contract:</b>	Short Form Construction Contract
<b>Construction Duration:</b>	60 Calendar day (2 months)
<b>Expected Start Date:</b>	November 2021

#### 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- Supply materials and Apply emulsion paint (suitable for interior walls) 2 layers of paint (selected colours) (all blocks), rate includes all related works. Including cracks fixing if any.
- 4- Supply materials and Apply emulsion paint (suitable for exterior walls) 2 layers of paint (selected colours) (all blocks) rate includes all related works. Including cracks fixing if any.
- 5- supply materials and instalment of (4.5x3) m zinc room) at the parking shade. room should be fabricated from heigh quality materials (zinc sheet 0.35mm and heavy steel pipes(8x5) cm and I beams. the room sides should be isolated by play wood and false ceiling should be fixed on the roof and the room should have one door (1x2.2) m and two windows(1x1,2) m with glass and grills with all electricity connections work, lights, air condition installation).
- 6- Provide and install floor tiles 40X40cm for the room and to include all related works, with Cement/Sand ratio 1:8.
- 7- Supply materials and Apply white colour paint (suitable for walls) 2 layers of paint inside and outside, rate includes all related works. Including cracks fixing if any.
- 8- divert the rainwater in the yard into suitable places outside the yard or to existing soak pit.
- 9- supplying and Fixing of 100-watt Security lights for the fence wall and to be fixed at the top of each corners two in each corner on metal support. and all related electrical work.
- 10- rehabilitation of the deteriorated plywood at the cafeteria and replacing of the lower parts of it and add small height of wall at the lower parts to prevent the termites, ceramic skirting should be placed. The cost should include any additional minor work. And also, to add green net shade Infront of the cafeteria by using suitable supporting iron pipes and iron angles.

The project will be located at UNHCR office, Kassala east Sudan.

## **PROJECT 03: Scope of the Works (SoW)(warehouse)**

### **GENERAL INFORMATION**

<b>Works Description:</b>	<b><u>UNHCR Kassala Office required maintenance :(Warehouse):</u></b> Supply of backfilling materials and backfill (25x20m) area at the compound, repairing the warehouse windows and doors, construction of concrete box culvert on the road to the warehouse and construction of zinc shade for fuel tank at the warehouse.
<b>Project/Program Title:</b>	Improvement of working conditions
<b>Design Review Unique ID:</b>	<b>HCR/SC/KSO/2021/001</b>
<b>Workstation:</b>	UNHCR warehouse Kassala office Sudan
<b>Type of the Contract:</b>	Short Form Construction Contract
<b>Construction Duration:</b>	60 Calendar day (2 months)
<b>Expected Start Date:</b>	November 2021

### **GENERAL DESCRIPTION OF THE WORKS**

The contractor in general will carry some construction activities such as supply suitable materials and backfilling of (25x20)m area at the warehouse compound to divert the rain water out of the compound in addition to that the contractor should supply materials and construct one concrete box culvert on the way to warehouse to make the road accessible during the rainy season, also the contractor should supply materials and construct one zinc shade for the fuel tank and the fuel dispenser at end the contractor should repair some doors and windows at the compound. This is aimed to improve UNHCR warehouse.

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- Supply materials and backfilling of(25x20) m area at the compound to ensure the area have a gentle slope to divert the rainwater out of the area with selected materials height of the layer should be 30cm, rate includes levelling watering and proper compaction.
- 4- supply materials and Change the Broken locks for aluminium windows at main reception room.
- 5- supply materials and Change of complete locks for two doors at reception room and one door at storekeeper office.
- 6- supply materials and welding of two iron angles below the IT store doors to prevent water and dust to inter inside especially during the rainy seasons.
- 7- supply materials and construct One box culverts (0.8x0.8x10) m with 20cm thickness for the upper concrete slab and for the walls and wings. all that should be placed on the road leading into the warehouse. The box culvert should be constructed from concrete ratio 1:2:4 and reinforcement bars 4 linear and to be placed on plain concrete. The cost should include the digging and all required backfilling, watering and compaction activities with suitable materials. And all other required work.
- 8- supply materials and erection of (5x10) m zinc shade height should be 4.5m to be installed for steel fuel tank and for the dispenser. the shade should be constructed from very good quality of I beams, zinc sheets type 035mm, heavy 8x4 cm rectangular pipes. Foundations and floors should be constructed from concrete ratio 1:2:4 all labours cost should be included. More details will be found in the drawings.

The project will be located at UNHCR warehouse Kassala east Sudan.

## PROJECT 04: Scope of the Works (SoW)

### GENERAL INFORMATION

<b>Works Description:</b>	<b><u>UNHCR Girba office required maintenance:</u></b> The contractor will carry out some construction activities such as raising of the existing fence wall, refixing the concertina wire on the top of the raised walls, repainting the fence wall, supply materials and to construct the conference room on the top of the office to include all related finishing works and to create spaces and construct the zinc shade for the fuel tank.
<b>Project/Program Title:</b>	Improvement of working conditions
<b>Design Review Unique ID:</b>	<b>HCR/SC/KSO/2021/001</b>
<b>Workstation:</b>	UNHCR Girba office Sudan
<b>Type of the Contract:</b>	Short Form Construction Contract
<b>Construction Duration:</b>	90 Calendar day (3 months)
<b>Expected Start Date:</b>	November 2021

### GENERAL DESCRIPTION OF THE WORKS

In General, the contractor will supply construction materials and carry out the construction activities such as raising of the existing fence wall, refixing the concertina wire on the top of the raised walls, repainting the fence wall, supply materials and to construct the conference room on the top of the office to include all related finishing works and to create spaces and construct the zinc shade for the fuel tank. This is aimed to improve UNHCR office in Kashm El Girba.

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- supply materials and raised the existing Fence walls for extra 0.5 meter with read bricks, for the same walls thickness and to use cement/sand ratio 1:8 and plastering of both sides of the raised walls. and to include all labour cost.
- 4- refixing of the concertina wires and the supporting metals on the top of the additional height with all tension cords. The cost should include the dismantling cost and all other labour cost,
- 5- Supply material for painting and Paint the fence walls with white colour paint.
- 6- supply materials and construction of new conference room agreed dimension is (10x8.5) m on the top of the building (second floor) with red bricks walls with sand cement mortar 1:8 that include columns, beams, concrete roofing (. the concrete mix should be 1:2:4 and the reinforcement bars should be 4 linear with 10-12 cm spacing and the reinforcement should have 0.5 m overlapping for future extensions, and the cost should include the placing of parapet and adding prime coat to the roof on top. All work will be directed by the engineer,
- 7- supply and fixing of Orient ceiling fans, the cost should include any additional gypsum decoration work if needed for walls and roof as well.
- 8- Supply materials and apply smooth plaster for walls and roof with Cement/Sand mortar (1:6) and for internal and external walls, rate includes walls edges/corners plaster, windows and doors sills and all related works
- 9- Supply materials and apply emulsion paint (suitable for interior and exterior walls) 2 layers of paint (selected colours) (all blocks), rate includes all related works
- 10- supplying and fixing of two big aluminium widows t dimension is (1.5x1.2) mand two small windows (1x1.2) with suitable metal grills.
- 11- supplying and fixing of two good quality metal doors dimension (1x2.2) m.
- 12- supply materials for electricity connections for the room that include main switch, sockets, roof and wall lights and cable lines for Acs and Acs installation. the cost should include labour and all electricity connections work and materials.
- 13- Provide and install floor tiles 40X40cm for the room and to include all related works, with Cement/Sand ratio 1:8.

- 14- supply materials and prepare a place for steel fuel tank by adding more space (extension from wall fence). The cost should include dismantling of some walls and construction of other and placing of concrete base for the fuel tank with concrete mix 1:2:4. the cost should include plastering and painting of the extended walls.
- 15- supply materials and erection of (5x10) m zinc shade height should be 4.5m to be installed for steel fuel tank and for the dispenser construction materials should be I beams 12 cm, corrugated zinc sheets and 8x4 cm rectangular pipes, sand and gravels for generator base. Additional material should be supplied. Foundations and floors should be constructed from concrete ratio 1:2:4 all labours cost should be included.

The project will be located, at UNHCR Kashm ERL- Girba office, Kassala east Sudan.

## PROJECT 05: Scope of the Works (SoW)

### GENERAL INFORMATION

#### UNHCR Shagarab Refugee Center Required Maintenances:

##### The Registration Center:

<b>Works Description:</b>	The contractor will supply materials and carry out some construction activities such construction of two zinc shades as witing area as well as to fabricate metal benches, supply materials and construct a new steel perimeter fence and one layer of concertina wire on the bottom of the fence, welding activities for the gates, rehabilitation work for the offices and toilets, painting and checking and fixing electrical and water defects if any
<b>Project/Program Title:</b>	Improvement of working conditions
<b>Design Review Unique ID:</b>	<b>HCR/SC/KSO/2021/001</b>
<b>Workstation:</b>	Shagarab Refugee Centre, kassala Sudan
<b>Type of the Contract:</b>	Short Form Construction Contract
<b>Construction Duration:</b>	90 Calendar day 3 months)
<b>Expected Start Date:</b>	November 2021

### GENERAL DESCRIPTION OF THE WORKS

In general the contractor will supply materials and carry out some construction activities such construction of two zinc shades as witing area as well as to fabricate metal benches, supply materials and construct a new steel perimeter fence(45x45)m and to fix one layer of concertina wire(1.0 m dia) on the bottom of the fence, welding activities for the inertance and exit gates, rehabilitation work for the offices and toilets that include fixing of cracks, leakages and false ceiling problems, repainting of the offices and checking and fixing electrical and water defects if any. This is aimed to improve the condition of registration center in Shgarab refugee center.

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- supply materials and construction of two additional zinc shades to be used as waiting areas for NFI distribution. two zinc shades one is (5x12) m and the other is (5x7) m located outside the fence near the two sea containers. The construction materials should be from good quality I beams,8x4 cm rectangular pipes and corrugated zinc sheets 0.35mm thick the frame should be painted with anti-rust paint., with isolation pad. the cost should include the placing of proper foundations and proper welding activities.
- 4- supply materials and fabricate metal benches from heavy iron pipes 6x4 cm for waiting areas (bench dimension is (2x.0.4) m with .0.5m six legs height and supporting pipes, legs should be fixed on the ground with cement. And painted.
- 5- supply and fix new fence with strong heavy metal supporting pipes and tension cables and the fence height should be 2.5 m with good quality of chain link mesh. The cost should include the preparation and casting of footings of this fence.
- 6- supply and fix concertina wire on the bottom of the fence tied properly with binding wires. The fence dimension is approximately (45x45) m.
- 7- rehabilitation of the gates entrance and the exit gate (welding).
- 8- fixing of all cracks and settlements problems on the buildings and toilets. And all related welding activities for windows and doors. Cracks should be maintained properly by using cement and metal pieces .and some areas near to the walls should be backfilled. as directed by the engineer.
- 9- Supply materials and apply emulsion paint (suitable for interior and exterior walls) 2 layers of paint (selected colours) (all blocks) inside and outside, rate includes all related works
- 10- fixing of leakages problems.by using silicon and proper procedures. and supply and changing of destroyed false ceilings if any

- 11- checking and fixing all electrical and water connection defects if any. The cost should include supply of some water and electrical items.

The project will be located, At Shagarb Refugee Centre, east Sudan.

## GENERAL INFORMATION

### UNHCR Shagarab Refugee Center Required Maintenances:

#### Refugee Status Determination Centre (SRD):

#### **Works Description:**

The contractor will supply materials and carry out some construction activities and to fabricate metal benches, supply materials and construct a new steel perimeter fence and one layer of concertina wire on the bottom of the fence, welding activities for the gates, rehabilitation work for the offices and toilets, painting and checking and fixing electrical and water defects if any, construct fence for satellite dish, establish water supply network to the coolers, construction of new toilets construction of new zinc room, relocation of generators ,fabricate labels for the offices and to redesign repair the windows and doors.

#### **Project/Program Title:**

Improvement of working conditions

#### **Design Review Unique ID:**

HCR/SC/KSO/2021/001

#### **Workstation:**

Shagarab refugee Centre, kassala Sudan

#### **Type of the Contract:**

Short Form Construction Contract

#### **Construction Duration:**

90 Calendar day (3 months)

#### **Expected Start Date:**

November 2021

## GENERAL DESCRIPTION OF THE WORKS

The contractor will supply materials and carry out some construction activities and to fabricate 20 PCS metal benches, supply materials and construct a new steel perimeter fence(42X70)m and one layer of concertina wire(1.0 m diameter) on the bottom of the fence properly tied with binding wires, fabricate and welding activities for the gates, rehabilitation work for the offices and toilets that includes fixing of cracks ,leakages and false ceiling problems, repainting and checking and fixing electrical and water defects if any, construct a fence for the satellite dish, establish water supply network to the coolers, construction of new toilets, construction of new zinc room ,relocation of generators ,fabricate labels for the offices and to redesign and repair the windows and doors. This is aimed to improve the condition of RSD center in Shagarab refugee center. All work will be guided by the engineer.

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- supply materials and fabricate metal benches from heavy iron pipes 6x4 cm for waiting areas (bench dimension is (2x.0.4) m with .0.5m six legs height and supporting pipes.
- 4- supply and fix new chain link fence with strong heavy metal supporting pipes and tension cables and the fence height should be 2.5 m with good quality of chain link mesh. The cost should include the preparation and casting of footings of this fence. (including extension of the fence to reach the wall of child friendly area).
- 5- supply and fix concertina wire on the bottom of the fence. The fence dimension is approximately (42x70) m.
- 6- fencing of the satellite dish with chain link fence (2.5x2.5) m with small door for entering,
- 7- supply materials to fabricate and fix the entrance and new exit gate between the two waiting areas. the cost should include all welding work.
- 8- fixing of all cracks and settlements problems on the buildings. And all related welding activities for windows and doors. Cracks should be maintained properly by using cement and metal pieces as directed by the engineer.
- 9- Supply materials and apply emulsion paint (suitable for interior and exterior walls) 2 layers of paint (selected colours) (all blocks) inside and outside, rate includes all related works



- 10- checking and fixing all electrical and water connection defects if any. The cost should include supply of some water and electrical items.
- 11- repairing of the doors and windows for eight offices at RSD by adding very good type of fibre glass for both doors and windows (to enable people to see through and for confidentiality purposes).
- 12- fixing of leakages problems by using silicon and proper procedures. and supply and changing of destroyed false ceilings if any
- 13- establish water supply network to provide the coolers with needed water. The cost should include supply materials and repairing of the coolers.
- 14- dismantle the shop constructed from local materials and supply materials and construction of new two pit latrine in this area (pit dimension (2x3) m x 5m depth with walls from bricks and concrete slab on top and ring beam for the lining walls, the cost should include all walls construction two door(70x120) cm, two small ventilation windows(40x30) cm ceramic, toilet seat and painting for all walls. design will be shared later.
- 15- rehabilitation of existing toilets and dismantling and reconstruction of the external wall (cleaning painting and disinfections of the area).
- 16- all water connection requirements such as was basin and tabs.
- 17- fixing of new zinc room(5x7) m for staff welfare (zinc room with false ceiling and one door and three windows (may be 1,2 m height wall on the bottom). the sides should be isolated by play wood.
- 18- supply material and backfilling, compaction and concreting of the floor.
- 19- supply materials and fixing all electrical and water connection as required the cost should include supply and fixing of two Orient ceiling fans.
- 20- relocation of the existing generators for new (any proposed location) and construct zinc shade (6x4) m and concrete base for these generators.
- 21- all electrical connection required for the new generators house. The cost should include the shifting of the generators to the new location
- 22- supply materials and fabrication of labels for the offices and the latrines the label dimension is (40x15) cm. labels can be fabricated from good quality fibres.

The project will be located, At Shagarb Refugee Centre, east Sudan.

## II. ABBREVIATIONS

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

Abb.	Desr.	Abb.	Desr.	Abb.	Desr.	Abb.	Desr.	Abb.	Desr.
<b>M</b>	meter	<b>M.L</b>	Meter long	<b>M<sup>3</sup></b>	cubic meter	<b>M<sup>2</sup></b>	square meter	<b>AC</b>	Air condition

## III. 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.

## IV. 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 request for proposal (RFP).

## V. 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.

## **VI. ANNEXES TO THE SCOPE OF WORKS (SOW)**

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

## **VII. 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.

## **VIII. 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.

✓ 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.