**Terms of Reference**

**Service procurement of X-ray security screening equipment | UNHCR Egypt**

**I. Statement of Purpose**

Based on the approved security risk mitigating measures adopted by the UN Security Management System (UNSMS) in Egypt – in which UNHCR is an active participant, the installation of security screening capabilities is required as part of the overall access control management being implemented in all UN offices and facilities in the country.

For UNHCR Egypt, the operation of a fully functional access control management system enabled by technical means such as X-ray screening machines is particularly critical due to the range of activities being undertaken at UNHCR facilities as part of its institutional mandate to support refugees, asylum-seekers and other persons of concern. Such technical means provide the capability to detect objects and materials deemed unsafe or generally disallowed to be brought inside UNHCR premises. Not only are these equipment required under UN security policies, these capabilities are also manifestation of the Organization’s duty of care to UNHCR personnel, persons of concern, partners and the general public. On the basis of this rationale, UNHCR Egypt intends to engage the services of reputable companies duly registered and licensed to operate in Egypt to install and maintain X-ray machines.

**II. Coverage and Quantity**

One (01) unit of X-ray machine (baggage scanner) will be installed in UNHCR Egypt premises:

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| **Office Location** | **X-ray Screening Machine** |
| Cairo | 1 |

**III. Purpose**

* To enable real-time 3D visual screening of parcels, bags and other materials as part of the office access control procedures;
* To provide adequate detection capabilities to identify dangerous, illegal and disallowed objects, materiel or items;
* To comply with required organizational security risk management measures and occupational health standards;

**IV. Specifications (X-ray Machine)**

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| **Indicator** | **Description** |
| General requirement | X-ray scanning double source with 3D perspective with real-time self-diagnostics and network ready |
| Loading capacity | At least 100kg or more |
| Dimension | W65 cm x H45 cm indicatively*\*for UNHCR Cairo Main building Office, requiring small/compact version due to space constraint* |
| Steel penetration | Steel penetration of 39 mm or better |
| Threat Image Projection | Available as an option to activate FTI (fictitious threat image) and CTI (combined threat image) as part of the software package. Capacity for material discrimination and marking. Presence of integrated threat library for common material threats of 50,000 images or more |
| Conveyor speed | 0.20 m/sec -0.22 m/sec with ±5% tolerance or similar |
| Color imaging | At least 6 color high resolution imaging with at least 24-bit color, allowing image transfer to jpeg conversion with image annotation and review or similar |
| Zoom function | 9 quadrant with continuous zoom up to 64x or similar |
| User log-in | Individual user log-in credentials to be provided to each authorized users  |
| Operating System | Windows operating system with real-time diagnostics |
| Pre-use training | Standard user’s training to be conducted for device operators |
| Monitor and onboard computer | No less than 19’’ monitor screen; Display Resolution: 1280 x 1024; 24 Bit/Pixel Color; 4 GB RAM memory; Storage Capacity: 1 TB HDD, 240 GB SSD or similar |
| Mobility kit | Present to allow easy transfer location and transport |
| Roller tables | Detachable  |
| UPS | Present  |
| Environmental | Humidity: Up To 95% non-condensing, capable of operating in outdoor or semi-outdoor environment suitable to the local climatic and environmental factors or similar |
| Health and safety | Compliant with USFDA Center for Devices and Radiation Health Standards for Cabinet X-Ray Systems (21-CFR 1020.40)Typical radiation leakage is less than 0.1 mR/hr (Leakage less than 0.5 mR/hr permitted by U.S. Federal Standards) or similarTSA Certified, DFT Compliant, or simiiar |
| Warranty | 12-months warranty on parts, routine maintenance, repair, labor and transportation. |
| Certification | Offer MUST be enclosed certificate of having at least two factory trained engineers for above products; Offers MUST include copy of manufacturer authorization certificate documents. Offers MUST include manufacturer original catalog of offered machine & ISO certificate |
| Installation |  |

**V. Other conditions**

1. All hardware, parts and accessories provided by the supplier or service provider including parts must be new and unused.
2. The hardware must: *a)* be off-the-shelf, i.e. composed of standard equipment requiring no further research or development; *b)* be easily available model that is still in production by the manufacturer at the time of delivery and the manufacturer certifies a minimum five (5) year future in the prudent life cycle at the time of the bid; and *c)* conform to the version of the applicable specification or part number of the manufacturer in effect at the time of delivery.
3. The supplier must deliver, install and make the equipment fully functional to the location(s) designated by UNHCR Egypt no later than the agreed date specified on the Purchase Order. The supplier must pay all costs associated with replacing any items damaged in transit to the final destination. The supplier acknowledges that no item will be considered delivered no later than the date specified on the Purchase Order if it is damaged and not ready for UNHCR Egypt to begin its acceptance procedures. The supplier must package the equipment according to industry standards and include a packing slip and other requisite documentation with each shipment. The supplier must arrange for any rigging and drayage necessary to deliver the equipment. All costs associated with packaging, shipping, transportation and delivery are included in the price of the lease contract.
4. The supplier must prepare – in close consultation and with approval of UNHCR Egypt – the site where the equipment shall be installed including the appropriate cabling, harnessing, civil works and other pre-installation requirements necessary for the full functioning of the equipment. These site preparation works shall not interfere with the activities of UNHCR Egypt and be done with appropriate safety considerations in line with occupational health and safety standards.
5. The supplier must provide all materials required to complete the assembly, installation, integration, interconnection, and configuration of the equipment in the location(s) specified in the contract including provision and setting-up of all the required connections to the power supply and any other necessary utilities, cables, as well as any other accessories or supplies.
6. The supplier must leave all work areas clean and tidy at the end of each workday including removing and disposing of all packing materials, debris and hazards.
7. Supplier must make available training material in both Arabic and English, with the supplier taking responsibility to train operators of the leased equipment. The hard copy of the training materials shall be made available to the Field Security Unit of UNHCR Egypt to allow the ability for future in-house training.

**VI. Post-procurement**

Parts for repair should available locally. Maintenance after warranty period should accessible.

**VII. Documentation and License**

Interested companies shall have at least 5-years’ experience in supplying and maintaining X-ray and other screening systems for government offices, diplomatic embassies, international organizations or large corporations with the appropriate license and authorization to operate legally and engage in the provision of security and electronic services in Egypt. Furthermore, companies shall also present documentation indicating that they are authorized or trained to install and maintain the camera brand(s) they intend to utilize for this project and extend the required warranty.