



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

TERMS OF REFERENCE

Supply and Installation of Soundproof Office Pods for Country office Amman

The United Nations High Commissioner for Refugees is looking to acquire the services of a qualified contractor for the purpose of Supply and Installation of the Soundproof Office Pods, at UNHCR office in Amman.

BACKGROUND

UNHCR Branch Office in Amman is in need of the Soundproof Office Pods (type - double) to create a few quiet places for focused and efficient work for staff with busy and shared work environment. The soundproof pods will allow individual meetings, brainstorming sessions, and important one-on-one conversations in private without disturbing other colleagues. The soundproof office Pods are required to be installed in the office building. These pods are considered as “room within a room” with possibility to move them around the office space when required. The specification of double office pods is detailed under Technical Specifications table on the following page.

In addition to the technical specification, the soundproof Office Pods must have the availability of system for booking the pod by using optional calendar integration from the laptop and/or automatic booking system.

QUANTITIES, COLORS AND LOCATION:

- DOUBLE SOUNDPROOF POD x 2

Colours of the interior and exterior of the Pods will be selected by UNHCR before placing an order. All available colors for interior and exterior of the PODs to be submitted to UNHCR for the flexibility of selection.



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TECHNICAL SPECIFICATIONS OF DOUBLE SOUNDPROOF OFFICE POD

MEASUREMENTS	
DOUBLE SOUNDPROOF OFFICE POD	
TECHNICAL SPECIFICATIONS	
Measurements Exterior:	Powder coated deep-drawn steel panels. Width: 220-225cm; Depth: 110-125cm; Height: 220-230cm.
Measurements Interior:	Solid walls and roof. A sandwich element of sheet metal, birch plywood, recycled acoustic foam and acoustic felt. An anti-static and stain resistant low loop pile carpet for interior floor. Width: 200- 210cm; Depth: 110-115m; Height: 200-214cm.
	Single door - 204 cm x 86-100cm (height, width).
	Turntable table : Dimensions : 71 cm x 53 cm x 70 cm (width, depth, height)
	Adjustable seat : 65-80cm (height)
	Carpet: Fabric interior panels and an Anti-static and stain resistant low loop pile carpet for the floor.
	Weight: not more than 650 kg.
Exterior material	Ventilation space: Total airflow is 66 l/s, 140 CFM (237,6 m ³ /h) On standby mode the fans should work on 25 % of the maximum power. (Minimum recommended space for air to circulate); Sides : 5 cm / 1,9 in Above: 15 cm / 5,1 in. Air inlets in the ceiling with invisible sound absorber integrated in the acoustic ceiling. Presence detector for fully automatic lighting and ventilation control.
	Total air flow shall be 29 l/s and with optional carbon activated filter 26 l/s.
	Exterior panels: painted deep-drawn steel panels.
	Glass: Sound control laminated glass (5 + 5 mm) or Minimum Tempered glass.
	Walls & Roof: A sandwich element of sheet metal, birch plywood, recycled acoustic foam and acoustic felt.
	Frame: High gloss frames made from steel & aluminium.
Power:	Solid walls and roof A sandwich element of sheet metal & recycled acoustic foam or min. Using 60% high density PET acoustic panel as sound absorption materials inside the pod.
	Fire retardant: Whole item up to Class B fire-proof.
	Tabletop: laminate on birch plywood with varnish trim.
	Consumption 20 W while in use (Standard configuration). LED lights: 9-11 W. Fans in total: 8,6 W. Other components: 2,1 W in standby mode.
Outlets:	Input: 100–240 VAC, 8.0 A, 50–60 Hz.
	2 power sockets, USB-A+C Wireless charger and LAN port.
Acoustics:	Acoustics Speech level reduction (DS,A) according to ISO 23351-1 testing method: >30 dB
Lighting:	LED lights: 4500k & 500lux
Additional:	Movability kit - installed to the bottom of a pod for moving it withing office space.



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IMPLEMENTATION

The Time schedule and work plan for implementation shall be prepared in coordination with Admin/Technical Unit of UNHCR. The Contractor will have to implement some of the work after working hours (3:00 PM). Time frame for Supply and Installation of the Soundproof Office Pods shall not be more than 120 days+/- from signing the Contract Agreement with the focus on following.

- Supply and installation (including electrical work, to connect the Pods to the electricity and to ensure that all electrical sources are functioning correctly) of the Soundproof Office Pods be on time as per the set schedule.
- Transportation to UNHCR Branch Office Amman shall be contractor's responsibility.
- The price listed in the contract shall include all labour, overhead, and profit charges. UNHCR will pay the Contractor for standard services that have been satisfactorily performed.
- All supplied materials will be inspected, and delivery approved by UNHCR Engineers on the premises.
- The performance period of this contract is from the start date outlined in the contract agreement and continues until completion and project handover.
- Quality of the proposed materials shall be provided with brand/model specification and warranty, detailed product description and specification (as described in the Technical Specifications).
- The vendor shall provide brochures/catalogues, data sheets of the related items where available.
- The vendor shall submit samples and availability of the colors for the interior and exterior materials which will be selected/approved by the UNHCR Engineer.
- The warranty of the materials as well as the maintenance services shall be for a minimum 2 year.
- The handover shall be done once work is completed, certified, and signed by the UNHCR Engineers.