UKRKI RFQ 2023-138

ANNEX A – TERMS OF REFERENCE (TOR)

**Background:**

In reference to the ongoing conflict and subsequent need to ensure support to POC’s and authorities, UNHCR intends to establish a contract for the provision of stainless-steel house chimney kits. The pipes and associated fittings will be for the venting of solid fuel heaters in a house.

Each kit will include the following items and quantities:

|  |  |
| --- | --- |
| Stainless steel chimney bracket diam. 180 mm, thickness 0.5 mm | 5 piece |
| Wall clamp for stainless steel chimney diam. 180 mm offset 0 - 100 mm thickness 0.5 mm | 1 piece |
| Stainless steel chimney cap for the insulated pipe 120/180, 0.5 mm | 1 piece |
| Stainless steel chimney bracket 400 mm thick 2 mm | 1 piece |
| Stainless steel chimney condensation drain diam.180 mm, 0,5 mm | 1 piece |
| Stainless steel unloading platform for double-walled chimney diam. 120/180 | 1 piece |
| Double-walled stainless steel chimney tee in galvanized steel casing 120/180, 0.5 mm | 1 piece |
| Double-walled chimney pipe made of stainless steel in a casing made of galvanized steel 120/180, 0.5mm | 5 pieces |

The total estimated requirement of the stainless-steel chimney kits is 938 kits

The distribution is arranged and further considered by UNHCR via its warehouse (WH) in Kyiv. Therefore, suppliers are to provide price offers covering the delivery of items to UNHCR WH in Kyiv.

**Tasks:**

Bidders are requested to provide unit costs to budget lines in Annex C – Financial Offer.

* **It is mandatory to assemble the kits.**
* **All elements must be assembled into one chimney, all of them must be compatible.**
* **Each kit contains 16 pieces.**
* **The 5 x 1,000 mm chimney pipes are to be wrapped together in cardboard and sealed with plastic stretched packaging wrap – for protection.**
* **The other 11 items should be placed together in a cardboard double walled box. Items should be protected with bubble wrap / cardboard paper where appropriate.**

**Financial Offer:**

The financial offer should be provided on all-inclusive basis, including transport to delivery point: UNHCR WH in Kyiv. Bids are to be prepared in UAH. Please note that UNHCR has tax and duty exemption status in Ukraine, therefore quotations to this bid are to be provided without VAT, however for VAT payer companies registered in Ukraine, the VAT component shall be separately indicated, too.

**UNHCR’s role:**

UNHCR will check the compliance of all items to the agreed specifications as per contractual arrangements, including but not limited to the packing requirements facilitating further sorting and distribution of materials by UNHCR.

**Delivery capacity:**

The maximum accepted delivery lead time is 30 calendar days for the entire quantity of 938 kits, but UNHCR reserves the right to order the total quantity in batches.

**Technical Requirements**

All items are to be provided by the company selected following the bidding process. The compliance of bidders will be evaluated by UNHCR’s technical evaluation committee (TEC) according to the technical requirements, as specified in Annex A1 and Annex A2.

Bid supporting information:

**To support its submission, each bidder is to provide the following supporting information:**

* Turnover for the last 2 years (2020 and 2021)
* Distribution certificates, if applicable / ownership of manufacturing facilities, if applicable
* Experience in similar items and quantities deliveries in the last 4 years (July 2019– July 2023)
* Delivery capacity and lead time.