**REQUEST FOR QUOTATION: No. UKRKI/RFQ/2024-007**

**REQUEST FOR QUOTATION FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A DOOR ACCESS CONTROL SYSTEM – UNHCR CHERNIVTSI FIELD UNIT OFFICE**

**ANNEX A – TERMS OF REFERENCE (TOR)**

The United Nations High Commissioner for Refugees in Ukraine invites qualified Service Providers to offer the Installation and Commissioning of a Door Access Control System at UNHCR Chernivtsi Field Unit office.

The selected vendor shall provide a high-quality Door Access Control System and professional support services to UNHCR office in Chernivtsi in full compliance with these Terms of Reference.

The objective of this Request for Quotation (RFQ) is the purchasing, installation and commissioning of the Door Access Control System for Chernivtsi FU office; and purchasing and installation of automatic door opening and closing system for a parking lot.

**Construction site**

1-E, Pylypa Orlyka Str., Chernivtsi (inner yard of the building).

Bidders are expected to thoroughly review the requirements outlined below and confirm their ability to provide comprehensive services as specified.

Only suppliers who submit proposals for both items 1) procurement, installation, and commissioning of the Door Access Control System for the Chernivtsi FU office; and 2) procurement and installation of an automatic door opening and closing system for a parking lot will be evaluated.

1. **Item 1**
   1. **General Requirements for Door Access Control System**

* Install a new access control system equipped with advanced features designed to prevent and delay any breaches, effectively managing access to the premises.
* Provide supply, support, maintenance, installation, and configuration of the access control System.
* Access control features will include but not limited to:

1. multiple cards per personnel.
2. detailed time specifications.
3. activation / expiration date/time by person.
4. access level disable for immediate lock-down.
5. activating outputs.
6. detailed access and audit logging.

* Provide 20 Access Cards, standard EM-Marine 125 kHz.
  1. **System Requirements:**
* Control access into designated security-controlled doors only by personnel with a valid access card.
* Be scalable, to allow the flexibility to expand as needed by UNHCR.
* Provide a web-based management interface using industry standards.
* Allow for viewing events in real-time and as historical event.
* Allow for grouping of multiple doors into single access-controlled areas.
* Produce a variety of reports, including but not limited to: reports identifying individuals who have not used their access since a given date (last access), individuals with detailed information regarding card reader access, status of each credential issued (active, suspended, etc.), and card reader activity log.
* All inclusive maintenance of the access control system for 1 (one) year.
* Optional: have the ability to perform the most common management tasks from mobile devices.
* Have the possibility of integration between CCTV system with access control system if requested in future.
  1. **Installation needs**
* All cables shall be run within an approved cable management system and shall be neatly dressed and labeled at the point of termination.
* All labels shall be clearly visible without removing wire way covering or wire management device.
* Access Control electromagnetic lock shall be powered by existing power supplies and the vendor should provide battery back-up sufficient for a minimum of four (4) hours of standby at the maximum rated load.
* The door readers should offer physical security in the form of specialty screws to discourage tampering, and hidden wiring, as well as tamper alarms.
* All access cards shall be authenticated against the central and/or local database before granting access.
* All door access activities shall be logged into the central database.
* Any unauthorized attempt or invalid card used shall be reported to the ACCESS CONTROL SYSTEM, including door held and forced opened alarm as priority alarm transaction.
* Perform all necessary tests of system operations and shall monitor systems activity and functionality during the installation.
* Provide complete training with documentations on the configuration, operation, and maintenance of the systems to the required operators assigned by UNHCR.

UNHCR anticipates the following door quantities:

* 2 Doors (2 Interior) to be fully access controlled.

The VENDOR shall submit the following documentation to UNHCR upon completion of the project.

* System brochures/documentation for systems operational & Maintenance/User Manuals.
* Detailed equipment list stating the location, make model, serial numbers, firmware etc.
* Result of system test as per manufacturer standards
* System and Workmanship Warranty
* All inclusive maintenance plan of the access control system for (1) year
* Certification of Parts availability and support for One [1] year
* Training Certification of attendees for operations and maintenance of the system.
  1. **Deliverables**

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| **Description** | **Quantity** | **Location** |
| IP-intercom kit with a call panel, for external installation on an existing doors. The intercom must be compatible with reading access system cards. PoE support. | 2 | According to Document. Entrance doors that are listed. |
| The intercom monitor is compatible with call panels SIP intercom, 7" HD display with the touch screen and call panel, Two-way audio communication according to the SIP protocolPoE support, Wall-mounted option installation in an electrical box | 1 | Office – internal installation. |
| Mechanical door closer and an electromagnetic lock to the entrance doors | 2 | Entrance doors |
| Additional accessories and works: LAN and DC Cabling, Patch Cords, installation accessories. | Set | Locations: All |
| Switch: 8 or more 10/100/1000Base -T ports with PoE capability | 1 | Server rack |
| Router: 5x 10/100/1000 Ethernet ports, Ability to configure any port through WiFi and WAN, additional feature PoE to standard DC powering. | 1 | Server rack |

* 1. **Technical Specification**

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| **1 IP intercom kit with a call panel, for external installation on existing doors** |
| Vandal-resistant body, with a flush button; |
| Wide-angle camera: 110º (H), 58º (V); |
| Ethernet port: RJ45, 10/100Mbps adaptive, with PoE (IEEE802.3af, Power-over-Ethernet); |
| Two-way audio communication over IP networks with Echo Cancellation feature; |
| Complies with SIP standard for easy integration in every SIP capable PBXes |
| Complies with ONVIF standard for easy integration with any network surveillance system; |
| Protocols support: IPv4, HTTP, HTTPS, FTP, SNMP, DNS, NTP, RTSP, RTP, TCP, UDP, ICMP, DHCP, ARP |
| RF card reader: 13.56MHz (with NFC) & 125kHz |
| Camera: 2M pixels, automatic lighting |
| Button: 1 call button |
| Microphone and speaker |

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| **2. The intercom monitor is compatible with call panels SIP intercom** |
| 7-inch capacitive touch screen with energy saving mode  Resolution: 800x480  Contrast ratio: 500:1  Luminance: 220 cd/m2  Viewing Angle: 50° Left, 50° Right, 40° Upper, 50° Lower  Touch Screen: Projected capacitive |
| Microphone and speaker |
| Ethernet port: RJ45, 10/100Mbps adaptive, with PoE (IEEE802.3af, Power-over-Ethernet); |
| Protocols support: IPv4, HTTP, HTTPS, FTP, SNMP, DNS, NTP, RTSP, RTP, TCP, UDP, ICMP, DHCP, ARP |

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| **3 Card programming device** |
| RF card reader: 13.56MHz (with NFC) & 125kHz |
| Ethernet port: RJ45, 10/100Mbps adaptive, with PoE (IEEE802.3af, Power-over-Ethernet); |
| Protocols support: NFC, 125 kHz and 13.52 MHz RFID cards, etc. TCP/IP, Wiegand protocols |

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| **4. Mechanical door closer to the entrance doors** | |
| Closer Type | knee |
| Type of installation | overhead |
| Installation location | inside |
| Width of the door leaf | 1250 mm |
| Weight of the door leaf | 100 kg |
| Maximum opening angle | 180° |
| Closer arrangement | top |
| Closer functions | speed adjustment, force adjustment, catch adjustment |
| Closer class | 5 |
| Body material | stainless steel |

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| **5. Electromagnetic lock to the entrance doors** | |
| Lock type | electric magnetic |
| Type of installation | overhead |
| Installation location | inside |
| Door type | wooden, metal, glass |
| State without power | open (NO) |
| Holding power | 280 kg |
| Way to open | power opening |
| Operating voltage | 12V DC, 24V DC |
| Additional | with lock status sensor |

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| **6. Switch** | |
| **General Requirements** | 8 or more ethernet ports: RJ45, 100/1000Mbps adaptive |
| PoE: IEEE 802.3at / IEEE 802.3af for all ports or for 6 ports minimum |
| PoE budget: 80W or more |
| Protocols: 802.1Q – VLAN, |
| Features: Port isolation, Loop prevention, small dimensions |

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| **7. Router** | |
| **General Requirements** | 5 or more 10/100/1000 Ethernet ports |
| Powering via PoE in additional to standard DC powering. |
| WiFi 6 |
| VLAN support and tagging support for IEEE 802.1Q, |
| Features: Ability to configure any port as WAN, Port isolation, Loop prevention, small dimensions, VPN client and server, DHCP server, firewall |

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| **8. Accessories, supplies and consumables for those installations** |
| Power supplies for the equipment if necessary and no complete ones are available |
| Exit buttons |
| Mounting brackets |
| Cat5e FTP Cable, 0.51mm2, 4 pairs. for connect the equipment with PoE. |
| Plastic cable channels |
| Electrical connections and cables if required |

**1.6 Installation**

1. The selected VENDOR shall perform the installation, testing and commissioning of all equipment. All necessary tests, services, and inspections to ensure the system functions and shall be checked and approved before the acceptance test. The proposal shall include a detailed time schedule not to cause interruptions in the operation of UNHCR.
2. Outdoor cables shall be laid in corrugated pipe or specialized box, in accordance with generally accepted standards. The cable conduits shall be sealed properly at both ends for protection of cables against rodents and inner edge at both ends shall be chamfered to avoid damage to cables during installation.
3. Roughing-ins including supports, boxes, fittings, cover plates, mounting brackets should be provided by the VENDOR.

**1.7 Training and Knowledge Transfer**

* The technical staff shall give the trainees detailed knowledge of the technical functions.

**1.8 Inspection and Testing**

* Before the final acceptance of the work, the VENDOR shall test the system to demonstrate compliance with contract requirements.
* The whole system shall be subjected to complete functional and operational tests.

**1.9 Warranty**

* Upon completion and before final acceptance of the work, the contractor/supplier shall provide UNHCR with a written warranty, stating that all works executed under this project are free from material and manufacturing defects; and
* The warranty for supplied equipment shall have a period of at least one (1) year inclusive labor, transportation and expenses that are needed for the repair/replacement of defective equipment.

**1.10 Maintenance**

* The VENDOR shall provide UNHCR with an annual maintenance plan for the system with detailed indication of the processes and costs. An all-inclusive maintenance for 1 (one) year to be included in the financial offer for both ITEM 1 and ITEM 2.

1. **Item 2**
   1. **General Objectives for automatic door opening and closing system for parking lot**

* The work includes the furnishings of materials, consumable materials, facilities, civil works, labor, tools, equipment, test instruments, apparatus, specialties, and other services necessary to complete the installation and commissioning of the automatic door opening and closing system at the UNHCR Offices mentioned above which should include all peripherals equipment system necessary for the completion of the project.
* The VENDOR will have access to the site seven (7) days a week starting on the date of receipt of the notice to proceed, however, all works should be coordinated with UNHCR on a weekly basis and can be revoked or suspended in case of urgent operational need.
* The VENDOR shall submit the following documentation to UNHCR upon completion of the project:
  + System brochures/documentation for systems operational & Maintenance/User Manuals.
  + Detailed equipment list stating the location, make model, serial numbers, firmware etc.
  + Result of system test as per manufacturer standards
  + System and Workmanship Warranty/Guarantee
  + Maintenance proposals
  + Certification of Parts availability and support for One [1] year
  + Training Certification of attendees for operations and maintenance of the system.
* The System is expected to control access to the gate only by personnel with a valid gate opening remote control.
* Provide the possibility to connect the number of remote access devices to open the gate, 15.
* Automatic locking of the gate when the gate is closed.
* Prevent the gate from closing when a car or other obstacle is in the gate opening.
* Possibility to open the gate in manual or semi-automatic mode in case of malfunction.
* The system should be as vandal resistant as conditions and gates allow.
  1. **The VENDOR shall submit the following to UNHCR upon completion of the project.**
* System brochures/documentation for systems operational & Maintenance/User Manuals.
* Detailed equipment list stating the location, make model, serial numbers, firmware etc.
* Result of system test as per manufacturer standards
* System and Workmanship Warranty/Guarantee
* Maintenance proposals
* Certification of Parts availability and support for One [1] year
* Provide 15 Remote control, compatible with this system.
* Perform all necessary tests of system operations and shall monitor systems activity and functionality during the installation.
* Provide complete training with documentation on the configuration, operation, and maintenance of the systems to the required operators assigned by UNHCR.
  1. **Deliverables**

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| **Description** | **Quantity** | **Location** |
| Drive for wickets or for swing gates. Gates are already installed. | Set | Outdoor, parking |
| Photocells or analogue and necessary accessories | 2 | Outdoor, parking |
| Electrical lock for the gates with accessories. | 1 | Outdoor, parking |
| Cables, accessories, and electrical needs. | Set | Outdoor, parking |
| Remote control, compatible with this system | 15 |  |

* 1. **Technical Specification**

Set of automation garage door and road barriers for swing gates. Gate leaves up to 1,8 m, with remote controls, signal light indicator. LED illumination. Possibility of intensive use. Operating temperature (°C) -20 to +55.

Accessories, materials and consumables for installing the barrier. Must include all necessary cables and materials for its installation and connection. Induction loop controller and compatible cable included.

* 1. **Installation**

The VENDOR shall perform the installation, testing and commissioning of all equipment. All necessary tests, services, and inspections to ensure the system functions and shall be checked and approved before the acceptance test. The proposal shall include a detailed time schedule not to cause interruptions in the operation of UNHCR.

Perform modifications, or correct problems with the gate if required by the system for correct operation.

Outdoor cables shall be laid in corrugated pipe or specialized box, in accordance with generally accepted standards. The cable conduits shall be sealed properly at both ends for protection of cables against rodents and inner edge at both ends shall be chamfered to avoid damage to cables during installation.

Roughing-ins including supports, boxes, fittings, cover plates, mounting brackets should be provided by the VENDOR.

* 1. **Training and Knowledge Transfer**

The technical staff shall give the trainees detailed knowledge of the technical functions.

* 1. **Inspection and Testing**

Before the final acceptance of the work, the VENDOR shall test the system to demonstrate compliance with contract requirements.

The whole system shall be subjected to complete functional and operational tests.

* 1. **Warranty**

Upon completion and before final acceptance of the work, the contractor/supplier shall provide UNHCR with a written guarantee, stating that all works executed under this project are free from material and manufacturing defects; and

The guarantee for supplied equipment shall have a period of at least one (1) year inclusive labor, transportation and expenses that are needed for the repair/replacement of defective equipment.

* 1. **Maintenance**

The VENDOR shall provide UNHCR with an annual maintenance plan for the system with detailed indication of the processes and costs. An all-inclusive maintenance for 1 (one) year to be included in the financial offer for both LOT 1 and LOT 2.