

UKR/ITB/2024-002

ANNEX A – TERMS OF REFERENCE (TOR)

Background:

Reference to the ongoing conflict and subsequent need to ensure support to POC's and authorities, UNHCR intends to establish a framework contract for provision of construction materials. Said contract would serve the purpose of having suppliers ready to provide necessary construction materials for: 1) basic self-made repairs to improve the living conditions of POCs within Ukraine, 2) support to conflict affected areas in need of materials for repair works. To that extent, UNHCR has created a list of basic materials to be costed by suppliers covering:

- Timber
- General construction materials
- Finishing materials
- Sanitary equipment
- Electrical appliances
- Windows

The above-mentioned materials intend to allow small repairs needed by residential buildings, that have suffered little or no structural damage, as to ensure they are ready to accommodate POCs, including during winter season. Furthermore, they will support efforts by authorities in repair/rebuilding areas that have since been made accessible to humanitarian assistance in the context of the ongoing conflict.

Tasks:

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

Materials will be requested per lots, defined as following:

- **LOT 1: Timber**
Rafters, boards, plywood and OSB
- **LOT 2: General construction materials**
Roofing materials (corrugated and flat steel, bituminous slate), bulk materials (bricks, sand, cement, gravel, rebar), insulation (mineral wool and expanded polystyrene), drywall, metal profiles, fixtures, water pipes
- **LOT 3: Finishing materials**
Putty, paint, ceramic tiles, polystyrene panels and doors (external and internal)
- **LOT 4: Sanitary equipment**
WC, shower trays, baths, and washbasins
- **LOT 5: Electrical appliances**
Electric cables, sockets and switches, lights
- **LOT 6: Windows**
PVC windows including transport and delivery.

Each bidder may choose to bid for any lot or for all lots ensuring its ability to provide requested goods delivered to UNHCR Kyiv WH as well as UNHCR Lviv WH and UNHCR Dnipro WH. Only complete Lots (with all the comprised set of items) will be considered. Partially offered Lots will not be considered for award.

Delivery Terms:

The financial offer should be provided on all-inclusive basis, including transport to delivery points as well as FCA delivery terms:

- DAP UNHCR WH, Kyiv city or oblast
- DAP UNHCR WH, Dnipro city or oblast
- DAP UNHCR WH, Lviv city or oblast
- FCA (bidder shall state the location)

Delivery timeline:

UNHCR will consolidate its orders to the extent possible. The average order size is expected to be approx. 5% of the total stipulated estimated quantities in Annex B – **while UNHCR cannot commit to any minimum order quantity and order size can vary significantly upwards or downwards.**

Therefore, bidders shall be able to deliver up to 5% of the total stipulated quantity in Annex B to the UNHCR Warehouse Locations with the following lead time per Lot:

Lot 1: delivery within maximum in 3 weeks from Purchase Order confirmation date;

Lot 2: delivery within maximum in 3 weeks from Purchase Order confirmation date;

Lot 3: delivery within maximum in 3 weeks from Purchase Order confirmation date;

Lot 4: delivery within maximum in 4 weeks from Purchase Order confirmation date;

Lot 5: delivery within maximum in 4 weeks from Purchase Order confirmation date;

Lot 6: delivery within maximum in 3 or 4 weeks (depending on the item – see Annex C) from Purchase Order confirmation date;

Bidders that cannot deliver as per the above schedule following UNHCR’s Purchase Order/request, will not be considered for contract award.

E.g., bidder offered Lot 1. The total estimated quantity of “1.1 Timber board 25x100x4000mm (incl. antiseptic treatment)” is 300,000 pcs. Therefore, the bidder shall be able to deliver 5% of 300,000 pcs = 15,000 pcs in 3 weeks. Bidder to indicate in Annex C its compliance to the above.

Replacement of rejected items:

If any items are rejected by UNHCR following delivery being non-compliant to UNHCR’s tender specifications, the awarded supplier shall replace such rejected items as per the below timeframe:

Lot 1, Lot 2, Lot 3 and Lot 6 sn. 6.2 - non tempered glass: within maximum 2 weeks;

Lot 4, Lot 5 and Lot 6 sn. 6.1 - tempered glass: within maximum 3 weeks.

Packaging requirements

The packaging requirements of items are set in Annex A.1. Bidders are to confirm acceptance of the packaging requirements in Annex C.

Technical Requirements

Construction materials will be provided by the Company identified through this bidding process. The company's technical compliance will be evaluated by a TEC (technical evaluation committee) against the following requirements:

- Compliance with the Mandatory eligibility criteria – Documents to be submitted as listed in Annex C1.
- Compliance of the offered items with UNHCR's product specifications and requirements (as listed in Annex A and Annex C) – to be confirmed by the bidder in Annex C. Product details and specifications are to be added/attached for all items, wherever applicable, by the bidder in Annex C.
- Compliance with the General Requirements, including INCOTERMS, Payment Terms, Delivery Capacity, Replacement capacity, Packaging requirements, etc.
- Experience in the provision of similar items and quantities, with deliveries in the last 4 years (May 2020 – June 2024)