**ITB Scope of the Works (SoW) and Work Schedules Template**

**eSourcing Reference:** **ITB/2021/20050**

**GENERAL INFORMATION**

**Works Description:** Rehabilitation and Construction of One-Stop-Shop (OSS) Infrastructure Facilities;

**Project Location:** Kule Refugee Camp, Ngueyyiel Refugee Camp, Pungindo Agnuak Refugee Camp, Pungindo Nuer Refugee Camp and Tierkidi Refugee Camp -Gambella Regional State, Ethiopia

**No of Project Sites:** 5 Sites

**Construction Duration:** 120 Calendar Days (4 months) for the Whole Works;

**DNP Period:** 12 Months

**Design Review Unique ID:** L22635555

**Type of Competition:** Open International Tender

**Type of the Contract:** Short Form Construction Contract

**Expected Start Date:** 10th July 2021

**Partner:** United Nations High Commissioner for Refugees (UNHCR)

**Implementing Agency:** United Nations Office for Project Services (UNOPS)

**Project Purpose:** Upgrader/Rehabilitate the existing Facilities of the OSS Registration Model towards operational and functional Infrastructure Facilities meeting the Local Construction Practice and relevant standards for construction of infrastructure projects in Ethiopia.

**Project Output:** Rehabilitation of OSS Registration Model; Rehabilitation of existing staff and guest toilets; Construction of new Guard house; External works such as walkways, power and water supply.

**PART I: SCHEDULE OF WORKS**

1. **PROJECT BACKGROUND**

UNHCR, the UN Refugee Agency, together with UNICEF, Vital Events Registration Agency (VERA) and the Agency for Refugees and Returnees Affairs (ARRA) has identified 27 centers to establish One-Stop-Shop (OSS) Registration Model located at different parts of the country; where the refugees can access services such as the registration of births, marriages, divorces, and deaths and receive protection referrals and civil documentation. These services will also be available to people from the local communities surrounding the camp. The establishment of the UNHCR centers, also known as a One-Stop-Shop (OSS), marks the beginning of a process that will lead to a government-owned digitalized and harmonized model for refugees’ assistance that will also serve local communities. The initiative is in line with the Global Compact on Refugees which promotes the provision of common services and infrastructure for both refugees and local communities. The list of 27 OSS sites are depicted under the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Ser. No | UNHCR Sub-Office | Refugee Camp/Site | GPS Coordinates  ( One - Stop Shop registration center) |
| 1 | Shire | Mai-Aini Camp | 13°39 ̍28.4 ̍ ̍N 38 °09 ̍26.86 ̍ ̍E |
| 2 | Adi Harush Camp | 13°58 ̍85.9 ̍ ̍N 38 °13 ̍30.42 ̍ ̍E |
| 3 | Shimelba Camp | 14°10 ̍25.0 ̍ ̍N 37°43 ̍17.3 ̍ ̍E |
| 4 | Hitsats Camp | 14°06 ̍14.2 ̍ ̍N 37°57 ̍41.6 ̍ ̍E |
| 5 | Aysaita Camp | 13°58 ̍85.9 ̍ ̍N 38 °13 ̍30.42 ̍ ̍E |
| 6 | Barahle Camp | 13°58 ̍85.9 ̍ ̍N 38 °13 ̍30.42 ̍ ̍E |
|  | | | |
| 7 | Gambella | Pugnido Camp (Nuer Site) | 7042’78.8’' N, 34014’94.7' E |
| 8 | Pugnido Camp (Agnuak) | 7038’99.6’' N, 34016’0.34’' E |
| 9 | Kule Camp | 8.284897 N, 34.25206 E |
| 10 | Jewi Camp | 8.145354 N, 34.711963 E |
| 11 | Okugo Camp | 6.494384 N, 35.128506 E |
| 12 | Tierkidi Camp | 8.275372 N, 34.274078 E |
| 13 | Pugnido II Camp | 7042’19.8’’N, 34014’43.9’' E |
| 14 | Ngueyyiel Camp | 8.303518 N, 34.324561 E |
|  | | | |
| 15 | Asosa | Sherkole Camp | N 10.371960, E 034.611790 |
| 16 | Bambasi Camp | N 09.778400, E 034.779110 |
| 17 | Tongo Camp | N 09.380600,E 034.421350 |
| 18 | Tsore Camp | N 10.2374080, E 034.6116290 |
| 19 | Gure-Shembola Camp | N 09.524010, E 034.496870 |
|  | | | |
| 20 | Jigjiga | Kebribeyah Camp | 9.091817 N, 43.176103 E |
| 21 | Aw-barre Camp | 9.788279 N, 43.232779 E |
| 22 | Sheder Camp | 9.699634 N, 43.132174 E |
|  | | | |
| 23 | Melkadida | Bokolmanyo Camp | 4.541028 N, 41.533141 E |
| 24 | Melkadida Camp | 4.522819 N, 41.723127 E |
| 25 | Kobe Camp | 4.480976 N, 41.748822 E |
| 26 | Hilaweyn Camp | 4.363201 N, 41.863665 E |
| 27 | Buramino Camp | 4.301314 N, 41.914823 E |

**Table-1: List of OSS Sites for Rehabilitation/ Construction**

Given the context described above, UNHCR embarked on the construction of OSS registration facilities in all refugee camps. In 2018, UNHCR funded the construction of 16 OSS structures with the aim to have functional infrastructures at the end of 2018. Currently the construction of 16 OSS centers that include facilities such as registration offices, waiting area, reception, archives, litigation/protection room, and server room including toilets have not been fully completed. 11 further OSS facilities are under preparation to start construction very soon. There exists the need to rehabilitate and complete these facilities to the required standard and allow the next phase of the registration process to commence soon.

Among the 27 OSS selected sites, this tender would specifically refer to the rehabilitation and completion of the five sites highlighted in table 1 above, all located in Gambella Regional State: Namely; Pungindo Camp Nuer Site, Pungindo Camp Agnuak Site, Kule Camp, Tierkidi Camp and Ngueyyiel Refugee Camp.

1. **GENERAL DESCRIPTION OF THE WORKS**

The work includes the rehabilitation of a One-Stop Shop (OSS) Registration Model, staff and guest toilets in Pungindo Camp Nuer Site, Pungindo Camp Agnuak Site, Kule Camp, Tierkidi Camp and Ngueyyiel Refugee Camp, all located in Gambella Region, Ethiopia.

1. **Existing Condition of the sites**

**Buildings**: In all the five sites, literally complete infrastructure in terms of the registration building unit and toilets, sound structural integrity but poor workmanship of finishing works seeking for immediate rehabilitation work. Besides, the Window/door facilities installed on the building are extremely in poor condition and non-operational. The following table shows the situation of the infrastructure facilities in the Pungindo Nuer OSS Center, Pungindo Agnuak OSS Center, Kule OSS Center, Tierkidi OSS Center and Ngueyyiel OSS Centers.

|  |  |  |
| --- | --- | --- |
| Ser No. | Description | Condition |
| 1 | Foundation | Strip foundation constructed from stone masonry and reinforced concrete ground beam for all the buildings. No settlement and no major crack observed, hence the foundation system is intact and stable. The masonry wall above NGL is pointed with cement sand mortar in fair condition. |
| 2 | Structural Framing Systems | The Super structural framing system constructed from reinforced concrete columns and top ring beams support loads from roof cover and transfer to the ground. The structural integrity of the system is observed sound with no sign of cracks, distortion, fatigue and deflection. |
| 3 | Internal and External Walls | The internal and external walls are made of ordinary hollow blocks. All internal walls are plastered and painted without applying a final gypsum coat hence making the surface rough/uneven. In some instances, the surface of the wall misses the plumb with irregularities seeking for rehabilitation works. There exist missed partition walls internally reducing the total number of rooms required as per the proposal. The External HCB wall surface for all blocks are cement-sand plastered and a final layer of cement- sand rendering applied but with poor workmanship. Paints in some areas are observed faint and dilapidated. |
| 4 | Window/Doors | Windows are made from LTZ metal profile with mosquito nets. most of these nets are already torn apart from the window frame. The doors are also made from LTZ metal profile and a ribbed metal sheet plate welded on the frames. In most cases, the door height does not extend up to the floor level. The metal sheet and the LTZ framing are poor quality of material (size and thickness) and poor workmanship. It is highly recommended to replace by quality LTZ metal door/windows with proper door handle and lock. |
| 5 | Chip wood Ceiling | Painted chip wood celling installed for the rooms and verandah. However poor workmanship with uneven joints, irregular surface and some areas damaged by water leakages. The Chip wood ceiling needs critical repair works including new paints. |
| 6 | Roof Cover | Corrugated Iron Sheet cover is fixed over the eucalyptus wooden truss system. CIS sheet cover are painted but faded. Roof water leakages has been noticed on the ceiling. The whole roof cover needs to be inspected for the presence of holes and laps should also be checked for any leakage. Damaged roof cover has to be replaced with a new one. Repainting of roof cover for the registration room is needed as most of it is already faded away. Galvanized metal sheet gutter and PVC downpipes in most cases are detached from the wall or missed requiring immediate renovation work. |
| 7 | Floor finishing | The floor finishing for the registration model is smooth cement screed in fair condition. However, some areas need patch repair and paint to harmonize. The floor finish for the toilets is ceramic tile in poor condition. In most cases need patch repair and replacement. |
| 8 | Pavement/ splash apron | There is concrete pavement around the building. However, the side ditches are blocked due to debris and soils. Needs cleaning and opening of holes to discharge storm water and avoid accumulation of water. |
| 9 | Access to the building | Ramps are constructed at some location of the registration center and toilets. The width of the ramp is sufficient enough for the movement of wheel chairs. However, stairs are not constructed at front side of the registration center where there is a level difference of 40cm on average between the NGL and the ground floor slab. Stair and ramp access to be revisited during the rehabilitation tasks. |
| 10 | Water Supply System/Plumbing /Fixtures | The sanitary fixtures (WC and HWB) has been fixed (poor quality) and the piping system installation is also found in poor condition requiring in most cases full replacement. No toilet paper holder, mirror and soap holder are fixed in the toilets. |
| 11 | Waste Water Drainage System/Piping, manholes, septic fixtures/ | 3mx6m septic tank is constructed. Waste water is collected through the buried pipe and collected into the septic tank. But some of the pipes are damaged as they are not properly buried and covered in the ground. There are manholes with their cover near to the toilets and not placed properly. Replace the damaged PVC pipes that are buried in the ground. The pipes should be placed on sand bedding and covered with sand and backfill at the top. |
| 12 | Electrical System/ wires, boards/ sockets and lightings | All the electrical line/wire for light, switch and socket has been installed (not tested). However, fixtures such as lighting lamps, sockets and boards are partially installed. Need to be inspected when the system is connected to electric power. Remaining light fittings, sockets and switches needs to be fixed and checked. |
| 13 | Extract Fan | Extract fans are partially fixed. Not tested due to lack of power. |
| 14 | Tel/Data System | No telephone/Data system installed in the building. |
| 15 | Fire Control/ Fire Hydrant, Hose Reel and Extinguishers | No firefighting system. Fire extinguisher needs to be fixed at a visible and accessible place. Details including expiry and production dates has to be posted for future action. |
| 16 | Means of Exit | There are enough exit / entrance doors at registration center as per the drawing. The dimension of the door opening allows the movement of PWD |

**Fig: Tierkidi OSS Center: Registration Model**

**Fig: Toilet Fixture and Chip Wood Ceiling**

**External Facilities:**

Interior walkways, parking and circulation.

Interior covered walkway between the toilets and registration unit has been constructed and in fair condition for the OSS centers. Open structure made of concrete post covered with metal sheeting and wooden truss, and concrete floor in fair condition.

**Fig: Covered Walkway (Tierkidi OSS) Fig: Covered walkway (Kule OSS)**

Elevated Water Tanker Seat

A stone masonry walls of height 1.5m has been constructed in all the OSS for a seat of 5-10 m3 elevated water tanker (EWT). However, the elevated water tanker has not been in a position except for the Ngueyyiel OSS site in Gambella region, where a 10m3 concrete is placed for steady water supply to the toilets. The foundation for the EWT in good condition and structural found intact. Elevated water Tanker of capacity 10 m3 need to be supplied and installed with proper piping connection works to the toilets.

**Fig: EWT (Ngueyyiel OSS) Fig : EWT Seat**

Septic Tank System:

All the OSS centres are provided with 3.0m x 6.0m (25 m3 capacity) septic tank system connected to the staff and guest toilets. But some of the pipes are damaged as they were not properly buried and covered in the ground. There are manholes with their cover near to the toilets. Repair work is required for the piping and connections to the toilet.

Fencing and Gate: No fence and gate

**Utility Connection:**

Water Supply

The five OSS centers has the potential to be connected with a water source from the existing piping system with borehole serving the community as main source of water. It would be important to note that all the OSS site requires a water reservoir of about 5m3 – 10 m3 capacity. The foundation seats for the Elevated water tanker are constructed and all are found in fair condition.

Power Supply

None of the OSS sites have the opportunity to tap power from a grid system. The existing UN, Government and NGOs are dependent mainly on generator power source. A renewable source of energy such as solar shall be considered for the OSS centers. Otherwise the only source of power for the OSS sites would remain generator. UNHCR has planned to provide power source from PV Solar system. Contractors, however would be required to bring their own generators for power supply during renovation works.

ICT Connection

ICT is the most important facility to be provided at each OSS centers. The ICT cabling and connections shall be planned and come as an independent infrastructure within of the scope of works of this project.

1. **Proposed Rehabilitation Works**

The proposed rehabilitation work envisaged under this contract for Pungindi Nuer-OSS, Punginso Agnuak-OSS, Kule-OSS, Tierkidi-OSS and Ngueyyiel -OSS would include the activities as shown hereunder:

|  |  |  |
| --- | --- | --- |
| Ser No. | Description of Facilities | Proposed Rehabilitation |
| **1** | **Block Work** |  |
| 1.1 | Partition Wall | Construction of missing partition walls made of 150mm think Hollow Concrete Block |
| **2** | **Roofing Work** |  |
| 2.1 | Corrugated Iron sheet | Inspect leakage areas, repair and fix joints and loose nails, remove and replace damaged CIS sheets. |
| 2.2 | Gutter and Down pipes | Repair and fix roof gutter and down pipes for the Office building. Supply and fix roof gutter and down pipes for the toilets. |
| 2.3 | Fascia board | Repair, supply and fix wooden fascia board |
| **3** | **Ramp Access** |  |
| 3.1 | Concrete Ramp | Provide concrete ramp for PWD access to the buildings and toilet (Tsore Camp) |
| 3.2 | Hand rails for Ramp | Provide hand rails made of circular tubular steel for the ramps. |
| **4** | **Metal Door and Windows** |  |
| 4.1 | Metal door and windows | Remove the existing door and windows, Supply and fix complete metal door and windows for the registration building and toilets. |
| **5** | **Glazing Works** |  |
| 5.1 | Glazing works | Replace, supply and fix damaged 4 mm thick glazing for door and windows. |
| **6** | **Finishing Works** |  |
| 6.1 | Internal wall finish | Apply gypsum coat for internal plastered walls to make smooth and even surfaces |
| 6.2 | External wall finish | Three coats of plastering in cement sand plaster (1:3) to external surface. |
| 6.3 | Floor Finish – Office Building | * 50 mm thick cement screed backing to receive ceramic tile flooring * Supply and fix floor finish made ceramic/PVC/Terrazzo tiles for the office building, including skirtings. |
| 6.4 | Floor & wall Finish - Toilets | Supply and fix ceramic floor and wall tiles for the toilets. |
| 6.5 | Window sill | Supply and fix terrazzo window sill |
| 6.6 | Chip Wood Ceiling | Inspect, repair and fix damaged chip wood to ensure intact and smooth surface to receive paints. |
| 6.7 | Pavement work | Provide concrete pavement around the building |
| 6.8 | Painting Work | * Internal gypsum wall finish; * Chip wood ceiling * External rendered wall surfaces |
| **7** | **Sanitary/Mechanical Works** |  |
| 7.1 | Piping works | Replace, supply and fix existing piping works for water supply and waste water system. |
| 7.2 | Manholes | Repair existing manholes and ensure properly covered with concrete |
| 7.3 | Vent pipes | Install vent pipes to manholes and septic tank |
| 7.4 | Sanitary fixture: Hand wash basin | Remove and replace the existing hand wash basin with standard type fixture |
| 7.5 | Sanitary Fixture: Squatting pan | Remove and replace the existing squatting pan with standard type fixture |
| 7.6 | Elevated Water Tanker | Supply and install Elevated water tanker with complete piping connection works. |
| 7.7 | Storm water Drainage | Ensure the rainwater through downpipes and surface water collected properly and channeled away from the buildings. |
| 7.8 | Fire Fighting System | * Provide and install fire extinguishers; * Supply and fix smoke detectors. |
| **8** | **Electrical Works** |  |
| 8.1 | External Power Connection |  |
| 8.1.1 | Main Distribution Board | Flush mounted Distribution Board in steel sheet enclosure, MDB with lockable door and including bus bars. |
| 8.1.2 | Manholes | Construct electrical manhole for connection to the buildings |
| 8.1.3 | Power cables | Supply and install power cable between the source and MDB. |
| 8.1.4 | Earthing | Provide earthing at the MDB |
| 8.2 | Internal cables and wiring | Supply and install all internal wiring for lighting and power sockets and ceiling fan |
| 8.3 | Lighting, ceiling fan and sockets fittings | Supply and fix missing lighting and power socket fixtures. |
| 8.4 | Tel/Data/TV System | Supply and install cabling and fixtures for Tel/Data and TV System |

Additional Facilities for all the three OSS Centers

|  |  |  |
| --- | --- | --- |
| Ser No. | Facility | Description of Work |
| **1** | **Guard House** | 3.0m x 3.0m guard house made of strip masonry foundation, HCB walls and covered with steel sheets. Metal LTZ door and windows. |
| **2** | **Outdoor waiting area /Open Shelter/** | About 50 m2 open shelter annexed to the building made of steel columns and steel sheet with 1.0m high HCB wall, and concrete paved floor.. |
| **3** | **Landscaping** |  |
| 3.1 | Walkway | Paving concrete and curb stone along the walkway |
| 3.2 | Greenery | Level the site and plant greeneries. |
| **4** | **Generator Shed** | Construct simple generator shed made of metal sheet and louvers for ventilation |
| **5** | **Perimeter Fence & Gate** |  |
| 5.1 | Perimeter Fence | * Construction of perimeter fence using steel post and CIS sheet |
| 5.2 | Gate | * Supply and fix main gate made of metal grill and sheet |

1. **TECHNICAL SPECIFICATIONS**

Details the works description and technical requirements including a detailed description of all the work to be performed by the Contractor, including temporary work and the Employer’s technical requirements and references to this contract, drawings and BoQ included separately and form part of this contract.

For further specifications and details, please refer to the following technical specifications compiled and documents separately and remain part of the SoW.

* Technical Specification for Civil Works – Section A;
* Technical Specifications for Electrical Works – Section –B;
* Technical Specifications for Sanitary Works – Section -C

1. **DRAWINGS**

The respective sites are provided with the following drawings:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Annexure** | **Drawing Description (Title)** | **Drawing Number** | **Date** | **Revision Number** |
| **A. Architectural Drawings** | | | | | |
| 1 | AR | Existing Site Plan | AR 01/16 | 02/05/21 | Rev-0 |
| 2 | AR | Proposed Site Plan | AR 02/16 | 02/05/21 | Rev-0 |
| 3 | AR | Existing Floor Plan – Registration Model | AR 03/16 | 02/05/21 | Rev-0 |
| 4 | AR | Existing Floor Plans – Staff & Guest Toilets | AR 04/16 | 02/05/21 | Rev-0 |
| 5 | AR | Proposed Ground Floor Plan – Registration Model | AR 05/16 | 02/05/21 | Rev-0 |
| 6 | AR | Roof Plan – Registration Model | AR 06/16 | 02/05/21 | Rev-0 |
| 7 | AR | Sections & Elevations – Registration Model | AR 07/16 | 02/05/21 | Rev-0 |
| 8 | AR | Elevations – Registration Model | AR 08/16 | 02/05/21 | Rev-0 |
| 9 | AR | Door/Window and Metal Partitioning Schedule | AR 09/16 | 02/05/21 | Rev-0 |
| 10 | AR | Guest Toilets Plans | AR 10/16 | 02/05/21 | Rev-0 |
| 11 | AR | Staff Toilet Plans | AR 11/16 | 02/05/21 | Rev-0 |
| 12 | AR | Proposed Guard Post Block | AR 12/16 | 02/05/21 | Rev-0 |
| 13 | AR | External Gate and Fence Details | AR 13/16 | 02/05/21 | Rev-0 |
| 14 | ST | Guard Post Structural Details | ST 14/16 | 02/05/21 | Rev-0 |
| 15 | AR | Generator House | AR 15/16 | 02/05/21 | Rev-0 |
| 16 | AR | Water Reservoir Plan and Hand wash trough Details | AR 16/16 | 02/05/21 | Rev-0 |
| **B. Electrical Drawings** | | | | | |
| 17 | EL | Lighting System – Registration Model | EL 01/05 | 02/05/21 | Rev-0 |
| 18 | EL | Socket Outlet and Fan Layout | EL 02/05 | 02/05/21 | Rev-0 |
| 19 | EL | Data and Telephone Layout | EL 03/05 | 02/05/21 | Rev-0 |
| 20 | EL | Distribution Board Schedule | EL 04/05 | 02/05/21 | Rev-0 |
| 21 | EL | Earthing Detail | EL 05/05 | 02/05/21 | Rev-0 |

1. **STANDARDS AND PROCEDURES**

The quality of all materials and workmanship used in the execution of the works shall comply with the requirements of the most recent issues of the following standards:

Ethiopian Building Code Standards:

* ES EN 1990:2015 Basis of Structural Design
* ES EN 1991:2015 Action on Structures (Part 1; 1.1, 1.4)
* ES EN 1992:2015 Design of Concrete Structures (Part 1; 1.1 and 1.2)
* ES EN 1998:2015 Design of Structures for Earthquake Resistance (Part 1 and 5)
* ES EN 1993:2015 Design of Steel Structures (Part 1.1)
* The UNOPS Planning and Design Manual
* UNOPS Environmental Management System Handbook 2014, Guidelines and Policies, which can be downloaded from UNOPS website:
* Environmental Management Plan - EMP (to be attached with this Tender)
* Local and International Practice for Quality Management;
* UNOPS Occupational Health and Safety Requirements

1. **PROGRAMME REQUIREMENTS**

The successful bidder will be expected to submit a contract programme in accordance with Sub-Clause 7.2.

The Contract Programme must be in such form and detail as the Employer’s Representative requires and must contain as a minimum:

1. The order in which the Contractor proposes to carry out the Works;
2. The time limits within which submission of any Contractor’s documents are required under the Contract.

The Contract Programme must be prepared in sufficient detail to ensure the adequate planning, execution and monitoring of the Works. The networked activities must be detailed enough to provide a meaningful measurement tool for progress of works.

The Contract Programme must be resource loaded and include material, plant and labour. The labour resource assignment must be further broken down to clearly identify types (trade and/or discipline) and number of resources allocated to an activity.

The Contract Programme must be accompanied by and/or detail:

1. A programme narrative that describes the inclusions and assumptions made in preparing the Contract Programme;
2. A general description of the arrangements and methods which the Contractor proposes to adopt for carrying out the Works;
3. The critical path for the Works and a complete critical path analysis for the execution of the Works which must show clearly the links between activities and the float times available within the Contract Programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity;
4. The Preliminary Programme may be prepared in MS Excel or MS Project. The Outline Statement of Proposed methods demonstrates the Bidder’s capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicates the approach that the Bidder intends to use in order to execute those components.
5. Details, and durations on Site, of the resources proposed to achieve the Contract Programme;
6. A manpower (resource) histogram detailing cumulative and monthly volumes by trade for the duration of the Works;
7. A detailed cash flow estimate, in quarterly periods, of all payments to which the Contractor may be entitled under the Contract;
8. A schedule of all submittals and material procurement activities, including time for submittals, re-submittals and reviews and time for any fabrication and delivery of manufactured products and samples. The interdependence of design, procurement and construction activities must be included in this schedule.
9. **TESTING**

The Basic Test requirements are given under the following table. However, the Contractor need to conduct other relevant tests as necessary and required by the UNOPS Project Manager.

|  |  |  |
| --- | --- | --- |
| No | Description of test | Required result |
| 1 | Compactions | 95% Standard Proctor Test |
| 2 | Cement: | Ordinal Portland Cement - ASTM C150-74 |
| 3 | Concrete Aggregates: Sand and Gravel  Gradation | ASTM C33 |
| 4 | Concrete: Compressive Strength and Slump Test | Euro-Code: 25 Mpa Cube Crushing strength: Slump Test- ASTM C143 |
| 5 | Reinforcement Bar: Yield Strength | 460 Mpa |
| 6 | Roof Steel Structure - Hollow Sections: Yield Strength and Ultimate Strength | Yield: 275 Mpa  Ultime: 350 Mpa |

1. **REPORTING REQUIREMENTS**

Monthly, Quarterly and Final Report with the following minimum information:

1. Executive Summary of construction activities during the month;
2. Background information of the construction work;
3. Detail work executed during the month;
4. Resource supply: Materials, workmen, equipment and tools;
5. Quality supervision and procedures made in the execution of the works;
6. Approvals made to construction resources on the basis of submittals, mock ups, tests, certificates, product catalogues etc...
7. Any changes, work orders and variations issued;
8. Any challenges and/or compensation events or unforeseeable obstructions;
9. Any defectives works identified during supervision and proposal for rectifications;
10. Detail work Plan for the next month as distinguished by weekly plans;
11. Pictures of the works at each stage
12. **DOCUMENTATION**

The contractor shall keep and make available as required the below documents:

* Drawings and specifications of works
* Instructions given by the engineer on the site book
* Any official letters/e-mail communications between UNOPS and the contractor
* Work plan
* Monthly reports
* Financial updates: Payments made and the outstanding balances;
* Claims and Variations
* Handover Certificates.

1. **TIMING AND CONSTRUCTION MILESTONES**

The Contractor must comply with the following timing requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Construction Milestones** | **Duration (approx.)** | **Remarks (if any)** |
| 1 | Mobilization | 14 Calendar days | Contractor to mobilize immediately after signing of agreement. UNOPS shall issue a letter of intent to the successful bidder and shall be taken adequate to initiate contractor mobilization. |
| 2 | Rehabilitation of registration model, staff and guest toilets including construction of guard post | 90 Calendar Days | Rehabilitation works at the five sites to take place concurrently. |
| 3 | External works: walkways and circulation, water supply and fencing works | 30 calendar Days | - |
| 4 | Commissioning for Handover: Testing, commissioning and site clearing works | 7 calendar days |  |
| **Total Calendar Days** | | **4 Months** |  |

1. **Mobilization Period:** mobilization shall commence within **14 days** after signing of the contract. It shall include the following activities during this time:

* Site Possession;
* Setting out
* Submission of Work Program;
* Submission of Safety and Health (H&S) and Environment Management Plans;
* Arrangement and submission of Bank Guarantee (BG) for Performance;
* Site Preparations such as site office, storage areas, access to the workmen and equipment etc;
* Resource Mobilization to the site; and
* Issuance of the necessary Insurances to the works, personnel, equipment and third-party all according to the contract.

1. **Rehabilitation/ Construction of the Whole Works:**

* Concrete Columns and Ring beams;
* Roof steel structure such as trusses, purlin and rafter made of hollow sections'
* Roof steel sheet work;
* walls;
* Finishing works such as plastering, painting, ceiling and tiling works;
* Electrical Installation works
* Plumbing works

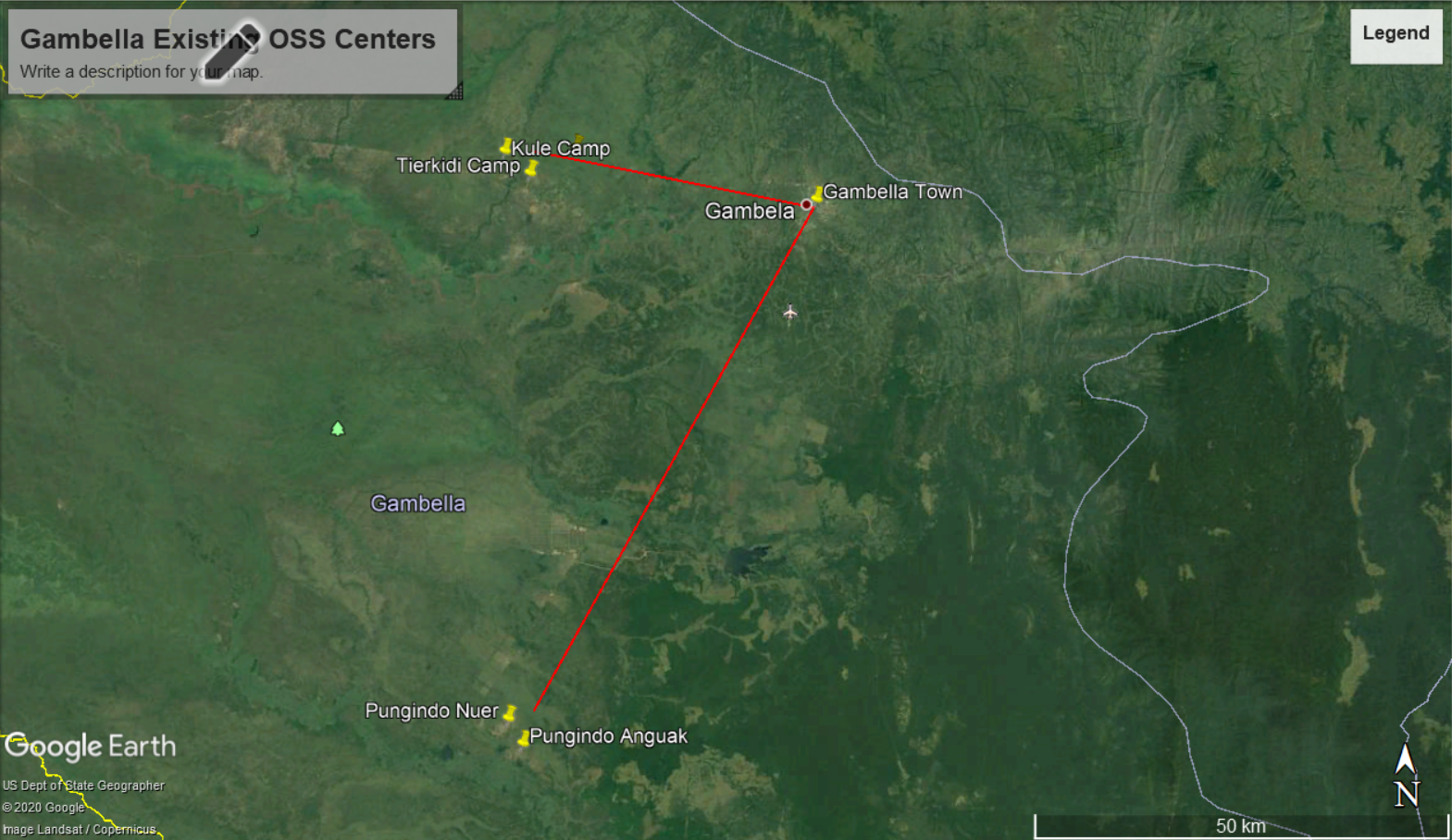
1. **Defects Notification Period (DNP)**: **12 Months** **(Ensure that this won’t exceed the period in respective ProDoc Agreement)**

* A snagging list identification and updating;
* Rectification of the snagging list;
* Technical and Financial Closure of the project; and
* Final Handover.

**PART II: SCHEDULE OF SITE**

1. **DESCRIPTION OF THE SITE**

Five OSS sites have been identified in the Gambella Region for rehabilitation of the existing infrastructure. The sites are clustered in to two areas as shown on below figure. Three of the OSS sites that include Ngueyyiel Camp, Tierkidi Camp and Kule Camp are located proximate to Itang town between 38 Km and 45 Km west of Gambella town. The two OSS sites that comprise Pungindo Agnuak Camp and Pungindo Nuer Camp are located proximate to Pungindo town about 110 Km and 127 Km South-West of Gambella town respectively.



**Fig: Location of OSS sites in Gambella Region from Gambella Town**

The **Pungindo Nuer camp** is located at a distance of 127km from Gambella town. The main road is under construction. Generally, the neighborhood is characterized by farming area. The land and its vicinity is not historical, cultural and archeological significant. Government, NGO offices Clinic, schools, banks, hotels, church and residences are found in the town. There is also a military base at a distance of 4km from Pungido town. No fire brigade exists in the town. The site is flat land. It does not require major excavation/backfill work to level the ground. The area is covered by grasses, shrubs and trees. From visual inspection, it is found out that the top layer of the soil is black cotton soil for at least a depth of 0.5m – 1.5m.

The **Pungindo Agnuak camp** is located at a distance of 110km from Gambella town. The road is under construction. Generally, the neighborhood is characterized by farming area. The land and its vicinity is not historical, cultural and archeological significant. Government, NGO offices Clinic, schools, banks, hotels, church and residences are found in the town. The site is flat land. It does not require major excavation/backfill work to level the ground. The area is covered by grasses and shrubs.

**The Kule camp** is located at a distance of 41km from Gambella town along Itang route. The Itang route is asphalt road. However, the route to Kule branches to the right and the road is gravel road. Generally, the neighborhood is characterized by grass land. The land and its vicinity is not historical, cultural and archeological significant. Government, NGO offices Clinic, schools, banks, church and residences are found nearby. The site is flat land. It does not require major excavation/backfill work to level the ground. But the area is covered by grasses, shrubs and trees. The top layer of the soil is clay soil for at least a depth of 0.5m-1m. The second layer is composed of stiff red clay soil.

**The Tierkidi camp** is located at a distance of 38km from Gambella town approximately along Itang route. The Itang route is asphalt road. However, the route to Tierkidi branches to the right and the road is gravel road. Generally, the neighborhood is characterized by grass land. The land and its vicinity is not historical, cultural and archeological significant. Government, NGO offices Clinic, schools, banks, church and residences are found nearby. The site is flat land. It does not require major excavation/backfill work to level the ground. The area is covered by grasses, shrubs and trees. The top layer of the soil is clay soil for at least a depth of 0.5-1m. The second layer is composed of stiff red clay soil

**The Ngueyyiel camp** is located at a distance of 42km from Gambella town along Itang route. The Itang route is asphalt road. However, the route to Ngueyyiel camp branches to the right and it is gravel road. In general, the neighborhood of the project site is characterized by grass land. The land and its vicinity is not historical, cultural and archeological significant. Government, NGO offices Clinic, schools, church and residences are found nearby. The site is more of flat land. It does not require major excavation/backfill work to level the ground. But the area is covered by grasses, shrubs and trees. The soil type is similar to Kule and Tierkidi camps. That is, the top layer of the soil is clay soil for at least a depth of 0.5m-1m. The second layer is composed of stiff red clay soil.

1. **ACCESS AND ACCESS RESTRICTIONS**

* The three sites are currently accessed from the main asphalt road along the Itang route. The other two sites can be accessed through a road currently under construction.
* No access restriction to the site. However, the sites and their surroundings are managed by ARRA (Agency for Refugees and Returnees Affairs. Although there exists no significant concern in accessing the site, ARRA has stringent security requirement to be examined and considered prior to accessing the site. UNOPS and UNHCR will be continually in contact with ARRA and support the Contractor in securing timely access permit to the site.

1. **OTHER SITES**

The sites for the rehabilitation of the OSS centers are located within the respective refugee Camps under the possession of UNHCR Sub-offices and ARRA. The sites will be readily handed over without any restrictions to the Contractor upon mobilization to the site.

1. **CONTRACTOR'S SITE FACILITIES**

''Location of Contractor's Site Facilities to be discussed and agreed upon during mobilization period''.

1. **SITE VISIT / INSPECTION**

UNOPS Ethiopia Office **WILL NOT** conduct group site visit. However, prospect Bidders/Contractors are highly encouraged to visit the sites by their own before submitting the bid. Hence site visit is not a compulsory requirement for evaluation.

1. **ABBREVIATIONS**

The following abbreviations have been used in the Bills of Quantities:

***For example:***

|  |  |
| --- | --- |
| **Abb.** | **Descriptions** |
| **kg** | kilogram |
| **t** | tonne |
| **m** | meter |
| **m2** | square meter |
| **m3** | cubic meter |
| **mm** | millimeter |
| **Nr.** | Number |
| **ETB** | Ethiopian Birr |
| **uPVC** | unplasticized poly vinyl chloride |
| **HDPE** | high density polyethylene |
| **GMS** | galvanized mild steel |
| **LS** | Lump Sum |
| **PS** | Provisional Sum |

**PART III: ORGANIZATION, KEY PERSONNEL AND EQUIPMENT REQUIREMENTS**

1. **ORGANIZATIONAL REQUIREMENTS AND KEY PERSONNEL**

The prospective Contractor/Bidder is expected to meet the following minimum organizational requirements:

* Bidder Should submit renewed Business License for **2021 GC (2013 EC)** and Tax Registration/VAT Certificate(s);
* Bidder must be registered in Federal Republic of Ethiopia by authorized Government Entity to be engaged in Construction Works
* Bidder should be **GC/BC FROM GRADE ONE to SIX CATEGORY** certified by Construction Minister, Construction Companies **Certificate of Competence (CoC)** that clearly indicate the LEVEL;
* Bidder has a minimum of **five (5)** years of practical experience in construction and satisfactorily completed at least **three (3)** similar construction projects in the last **three (3) years**.
* The Bidder shall demonstrate through past projects its ability to complete high quality works and attach **at least three (3) letters** **of reference** **and/or Completion** Certificates from previous employers; preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc.;
* It should demonstrate its capabilities and understanding of the Scope of Works (SOWs), Bill of Quantities (BoQ) and Drawings in its technical proposal;
* **Financial capability – Sales Turnover:** Bidders should have average annual sales turnover of minimum **ETB 15 Million** in the last **two (2) years**; and
* Prospect Contractor/Bidder must demonstrate financial capacity through provision of the past **TWO RECENT AUDITED FINANCIAL STATEMENTS (2019 GC and 2020 GC / 2011 EC and 2012 EC) or latest statement**

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

|  |  |  |
| --- | --- | --- |
| **No.** | **Position Description** | **No. of persons** |
| 1 | **Project Manager:**  **Minimum Educational Qualification:**   * A **Master’s** degree in Civil Engineering, Construction Management or Project Management. * A **Bachelor’s** degree with an additional 2 years of relevant work experience (a total of 7 years’ experience) may be accepted in lieu of the education requirements outlined above.   **Work Experience**   * **At least 5 years** of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. * **At least 1 year** of experience in project management and supervision in areas outside of Addis Ababa is an asset.   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** |
| 2 | **Site Engineer:**  **Minimum Educational Qualification:**   * A Bachelor's Degree in Civil Engineering or Construction Management. * A combination of Diploma Certificate with additional 2 years of relevant work experience (6 years in total) may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * **At least 4 years** of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. * **At least 1 year** of experience in project management and supervision in areas outside of Addis Ababa is an asset.   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** |
| 3 | **Sanitary Engineer:**  **Minimum Educational Qualification:**   * **Bachelor's Degree** in Civil or sanitary or mechanical Engineering from an accredited university or equivalent. * A combination of Diploma Certificate with additional 2 years of relevant work experience (7 years in total) may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * **At least 5 years** of progressively responsible experience in plumbing works and sanitary fixture installation   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** |
| 4 | **Electrical Engineer:**  **Minimum Educational Qualification:**   * **A** **Bachelor's Degree** in Electrical Engineering from an accredited university or equivalent. * A combination of Diploma Certificate with additional 2 years of relevant work experience (7 years in total) may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * **At least 5 years** of progressively responsible experience in electrical engineering with strong knowledge of design, installation, operation and monitoring of electrical power supply and distribution systems. Photovoltaic System (Solar Energy), is preferred   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** |
| 5 | **Lead General Foreman:**  The Contractor shall provide CVs of the General Foreman to be deployed on site for construction:   * Site Foreman with **a minimum of 8 years of experience** | **5** |

1. **ESSENTIAL EQUIPMENT / MACHINERIES REQUIREMENTS**

A Bidder/Contractor must avail at least the following construction related equipment and/or machineries in order to successfully carry out the construction project in the specified sites.

* Ensure YOU have attached **Certificates of Ownership for those assets/machineries owned** or duly signed Equipment Lease Agreement
* Cash Receipt for the Purchase for those Equipment/Assets in case Authorized Government Office DOES NOT ISSUE FORMAL OWNERSHIP CERTIFICATE

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Assets/Machineries** | **Remarks if any** | |
| **Total** |  | |
| 1 | Concrete mixer (350 litre) | 3 | ***Certificates of ownership, Purchase Receipt or Equipment Lease/Rent Agreement need to be attached when submitting*** | |
| 2 | Dump trucks: 10- 14m3 capacity | 1 | ***“ “ “*** | |
| 3 | 4 WD Pickup (5 seats) | 1 | ***“ “ “*** | |
| 4 | Plate compactor  Minimum plate size of 400mm x 400mm and weight min 50 Kg. | 2 | ***“ “ “*** | |
| 5 | Concrete vibrator  Hose size of 80mm - 100mm | 5 | ***“ “ “*** | |
| 6 | 2000 ltr Water Tanker | 5 | ***“ “ “*** | |
| 7 | Diesel Generator Minimum size of 10 KVA. | 1 | ***“ “ “*** | |

1. **INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

UNOPS will be responsible for the entire project management. Hence, UNOPS will assign a Project Manager who will be responsible to coordinate the overall management of this project. In addition, UNOPS will assign a Site Engineer that will be responsible to monitor the day-to-day activities on each site. She/he will be responsible to ensure that the Contractors implement according to the agreed quality criteria and timeline.

Contractor is required to develop and submit work plan every two weeks in line with the approved overall work plan and work schedule. Similarly, the Contractor is expected to submit progress report every two weeks.

In addition, the Contractor will provide progress report when deemed necessary upon the request of UNOPS. The contractor will also facilitate site visit upon the request of UNOPS by availing the necessary Health and Safety (H&S) measures.

1. **PAYMENT MODALITY AND AUTHORITY**

Prospective Contractor/Bidder shall be paid on Measure and Pay modality and only after Approving Authority of the project confirms the successful completion as per respective Bill of Quantities (BoQs) set for the site in this ITB.

1. **INSURANCE POLICY REQUIREMENTS**

Prospect Bidders/Contractors are required to specify and attach the following insurance policies along the Returnable Bidding Document:

1. Construction All Risks Insurance covering 100% of contract value
2. Workers’ Compensation/Employer’s Liability Insurance
3. **INSTRUCTION WHEN SUBMITTING PRICED BOQ ALONG RETURNABLE BID SCHEDULE**

Prospect bidders/Contractors are strongly advised to follow the below instructions when filling out Bill of Quantities (BoQ);

1. You are not allowed to change any item descriptions on this BOQ. Failure to abide by it will result to automatic disqualification of your bid.
2. You are only required to fill in the cells under the column “Rate/Unit Price” corresponding to works description in the currency indicated on BoQs
3. Upon filling in the Rate and/or Unit Price, all other calculations will be done automatically, meaning you do not have to temple with any other cell within this spread sheet.
4. The summary sheet will also be fill in automatically; you do not have to temple with it.
5. At the bottom of the BoQ sheet, you are also required to sign in the space left for it to authenticate the submission.
6. UNOPS has a factor in the various percentages, which cannot be changed. They are fixed and base on your total price, these will be calculated automatically.
7. Please note that this BoQ forms is part of the “Returnable Bid Schedules” and as such should be returned (**BOTH THE PRINTED AND DULY SIGNED FORM; and the Excel Soft Copies for Arithmetic check**) along with all other documents when submitting your tender.
8. Attached are all returnable schedules to be appropriately filled in and returned along with your submission.
9. **IMPORTANT INSTRUCTIONS**

* Bidders hereby strongly advised to thoroughly read and comply with requirements under "**ITB SCOPE OF WORKS and Technical Specs**" attached hereto when submitting bids.
* Bidders are advised to ensure **signed and bare corporate seal “Returnable Bid Schedules” are** **uploaded/submitted on e-sourcing portal on or before submission deadline**.
* **BIDDERS ARE STRONGLY ADVISED TO PROVIDE VERY DETAIL AS WELL AS PROFESSIONALLY PREPARED PRELIMINARY WORK PROGRAMME; STATEMENT OF PROPOSED METHODS; H&S, ENVIRONMENT and QUALITY MANAGEMENT SYSTEM; and OTHER REQUESTED INFORMATION SPECIFIED UNDER EACH SCHEDULE. IF ANY OF THESE COMPULSORY TECHNICAL PROPOSAL DETAILS IS/ARE MISSED, YOUR BID IS SUBJECT TO “NOT SUBSTANTIALLY COMPLIANT” HENCE BE REJECTED IN DUE COURSE OF BID EVALUATION.**
* **Bidders MUST ENSURE PROPOSED KEY PERSONNEL match UNOPS educational, work experience and language requirements and attach their respective CV, Educational testimonials and work experience supporting documents.**
* Bidders **MUST ENSURE** to upload Renewed Business Registration/License; Certificate of Incorporation; VAT/Tax Certificate; Certificate of Competence (CoC) for GC/BC Six (6) and above by Authorized Government Entity; Audited Financial Statements of the past two (2); duly signed Certificates of Satisfactory Completion from respective Clients, and any other Supporting Documents.
* Bidders are strongly advised to submit the **Excel Sheets for “PRICED BoQ Returnable Price Schedule 4” along the pdf format**.
* UNOPS will negotiate with bidders, if the quoted amount is exceeding the Engineer Estimate (EE) as well as prevailing market materials, labor, and construction equipment lease prices which is prepared as per the prevailing market price.
* The evaluation criteria reflect the information being requested in the **Returnable Bid Schedules**. Some of the Returnable Bid Schedules are marked as “**Pass** / **Fail**”, whereas evaluation criteria for some of the schedules are marked as “**To be checked by UNOPS and clarified if necessary**”. If a bid fails a “**Pass** / **Fail**” criteria they are ineligible and require no further evaluation. Non-compliance with “**To be checked by UNOPS and clarified if necessary**” evaluation criteria, such as those established under schedules **3, 7, 10,11,12, 13, 15 and 16 (Measured Price)** **3, 7, 10,11,12, 13, 15 and 16**, **(Short Form)** **1, 2, 8,10, 11 and 12** **(Minor Works)** may be rectified by the bidders prior to their (non) selection. If the bidders are failed to provide the clarification within the stipulated time by UNOPS, then these bids shall be failed in the solicitation process. Missing historical documents in the ‘Pass / Fail’ allocating schedules may also be requested from the bidders by UNOPS at its own discretion through bid clarification process.
* Bidders are STRONGLY ADVISED to **UPDATE** their respective **UNGM CONTACT EMAIL PROFILE** to be **CORPORATE EMAIL ACCOUNT** instead of commercial email such as ***gmail.com, yahoo.com, Hotmail.com, . . .***
* Bidders are STRONGLY ADVISED to **CORPORATE EMAIL ACCOUNT of their referees (clients to whom a bidder managed their construction projects which could be either completed or underway)** instead of commercial email
* Bidders are strongly advised to meet the submission deadline and avoid IT related glitch while **submitting bids at last hour**.

1. **POST QUALIFICATION ACTIONS**

UNOPS has the right to carry out reference checks with a recommended Bidder/Contractor regarding:

* Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
* Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
* Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
* Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
* Physical inspection of the bidder’s plant, factory, branches or other places where business transpires, with or without notice to the bidder; and/or
* Testing and sampling of completed Works and ancillary services similar to the requirements of UNOPS, where available.

1. **ANNEXES TO THE SCOPE OF WORKS (SOW)**

Detail drawings, Technical Specifications (TS), Bill of Quantities (BoQs), Construction Contract Agreement and are attached as Annexures for reference.