

## **Annex A: Statement of Works and Specification for the office interior Repainting and Renovation works at the UNHCR Representation Office Abuja - Nigeria**

The Office of the United Nations High Commissioner for Refugees (UNHCR) the UN Refugee Agency, established on December 14, 1950, by the United Nations General Assembly, leads international action to protect people forced to flee because of conflict and persecution. We deliver life-saving assistance like shelter, water and other basic necessities; help safeguard fundamental human rights; and develop solutions that ensure people have a safe place to call home where they can build a better future.

In a bid toward creating an inspiring environment that aligns with UNHCR's vision, and enhances the work of the Agency, the services of experienced and capable civil/construction engineering companies and contractors registered in Nigeria are sought to provide quality renovation and repainting works at the Abuja Representation office comprising 4 duplexes and 3 bungalows. We hereby request price quotations for the Renovation and Repainting works to be implemented at the Abuja Representation Office (RO) as specified in Annex - A (Statement of Works and Specifications).

### **Scope of Work**

- The contractor shall provide all necessary equipment, tools, and materials required to complete the interior painting works.
  - The contractor shall prepare the surface to be painted, including cleaning, sanding, pathing, and priming if necessary.
  - The contractor shall apply at least two coats of paint to achieve satisfactory coverage and appearance.
  - The contractor shall ensure proper protection of furniture, floors, and other items from paint splash or damage during the painting process.
  - The contractor shall clean up and remove any debris or waste generated during the interior painting works.
  - Detailed description (with area size) of areas/rooms to be painted or renovated.
  - Specific tasks required (eg. Surface preparation, priming, repairs, painting)
  - Any specialized work required (eg. Decorative finishing etc)
1. Materials and Specifications:
    - 2 coats of plastic emulsion paint or readymade enamel paint of approved colour over 1 coat of primer painting over properly cleaned surface including scaffolding all complete.
    - All materials, labour, curing, tools & machinery, transportation, scaffolding, ladders and all incidental and operational costs, at all heights required to be included.
  2. Site conditions:
    - Access points and restrictions: UNHCR shall provide access to the property during agreed-upon working hours to facilitate the completion of painting works.
    - Any hazardous material present (eg. Lead paint, asbestor)
    - Working hours and restrictions

3. Timeline:

- Start and end dates of the project.
- Milestones or key dates for completion of specific tasks

4. Quality Standards

- Expected quality of workmanship
- Compliance with industry standards and regulations.

5. Prior to submitting your quotes, a physical site visit to the office and obtaining security clearance are mandatory prerequisites for accessing the facility.

- Companies interested in participating in this RFQ are kindly required to indicate their interest in obtaining security clearance on or before the close of business (5 pm) on Thursday 19th September 2024 to participate in a mandatory site visit to be conducted on Friday, the 20th September 2024 before the submission of quotes.
- To obtain security clearance in preparation for the site visit, kindly send an email providing the Name, Surname, and ID card details of your representative(s) to [Mgbangso@unhcr.org](mailto:Mgbangso@unhcr.org); copying [Nigabsupply@unhcr.org](mailto:Nigabsupply@unhcr.org); [Ohai@unhcr.org](mailto:Ohai@unhcr.org); and [Adimoha@unhcr.org](mailto:Adimoha@unhcr.org); on or before the close of business (5 pm) on Thursday 19<sup>th</sup> September 2024.

**Failure to participate in this site inspection will result in the rejection of your quote.**

6. Evaluation Criteria:

**Technical Qualification Documents to Be Submitted with your Quotes – PASS/FAIL:**

The firm should submit the following to UNHCR to be considered for the assignment.

- ✓ **Mandatory** Site Visit
- ✓ Company profile for civil works, introducing the company history, three (3) similar past project with date, contract amount, scope of works completed, clients and contact details etc.
- ✓ Registration of company forms, CAC, etc.
- ✓ Tax Clearance Certificates FIRS 2021, 2022, 2023
- ✓ Please submit financial proposal comprising cost for implementation of the inspection which should be clearly itemized.
- ✓ Compliance with any applicable laws and regulations for the works
- ✓ Any relevant information
- ✓ Delivery of Works/Work plan schedule- 10 days

7. Communication and Clarifications:

- Method of communication: by email
- Point of contact for questions or clarifications: Contact Vincent Mgbangson [Mgbangso@unhcr.org](mailto:Mgbangso@unhcr.org)

- **Deadline for indication of interest to participate in the Site inspection and tender: 5 P.m. Thursday, 19<sup>th</sup> of September 2024.**
- **Deadline for submission of (post-site inspection) questions: 5 P.m. Monday, 23<sup>rd</sup> of September 2024**
- **Deadline for submission of Quotes: 1 P.m. Thursday, 26<sup>th</sup> of September 2024.**