

RFQ-HCR-SYR-24-61

Rehabilitation Services for the Cadastral office in Lattakia

Annex 1

STATEMENT OF WORK

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STATEMENT OF WORK

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BACKGROUND

- The project involves the rehabilitation of the Lattakia cadastral building according to the specified annexes, including:
 - Renovating and outfitting the ground floor to establish a one-window service area.
 - Replacing damaged water tanks.
 - Insulating the roof in damaged areas.
- The Contractor is responsible for providing all necessary shop drawings, materials, labour, transportation, equipment, required tests, as-built drawings, handover, and warranty certificates.
- All delivered materials must be sampled and tested, with results submitted to the UNHCR project supervisor before delivery to the site.

SCOPE OF WORK

The scope of work is the rehabilitation of Lattakia cadastral building as per the attached drawings, bill of quantity, technical specifications, and the instruction of the UNHCR project supervisor. The works include and are not limited to the below:

- Given that the centre is currently operational, it is crucial that the contractor's work does not disrupt its functionality during the implementation phase, especially since the centre provides access to personal documentation and HLP rights. In close coordination with the UNHCR project supervisor, the contractor at his own cost should work with local authorities to install temporary partitions, ensuring safe access to the remaining floors and isolating the ground floor work area. The contractor at his own cost must also coordinate to cut off/connect electricity on the ground floor without affecting the connection on other floors, ensuring continuity of services. This applies to all networks, including electrical, water, sewage, and phone systems. No costs will be paid for temporary protection partition as well as for cut-off/connect electricity and other networks.
- After the award, the contractor should inspect the project location to determine the appropriate design for installing all items listed in the BoQ. The contractor must submit shop drawings and a detailed technical project timeline for approval by the UNHCR project supervisor before proceeding with physical implementation, the timeline should not be longer than 75 days.
- The physical implementation involves removing existing walls and other elements, such as doors and electrical cables, to create open office spaces as per the design drawings, as required by the UNHCR project supervisor.
- The contractor must assign a project manager/ expert civil or architect-engineer to coordinate with project parties and oversee the implementation. The contractor's engineer must be approved by the UNHCR project supervisor.
- The contractor is responsible for providing all necessary materials, tools, equipment, labour, and transportation required to complete the project.
- Each stage of the project requires approval from the UNHCR project supervisor before proceeding to the next stage. The selected contractor must ensure having adequate resources for designing, supervising, testing, and implementing the works.

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- The contractor must submit samples of all materials, requests for approval of subcontractors (if any), and details of the supervision team, and obtain written approval from the UNHCR project supervisor before proceeding.
- All measurements must be taken on-site using geometrical / engineering methods and should align with the measurement units specified in the BoQ, subject to approval by the UNHCR project supervisor.
- For all electrical, phone and network works, the contractor is responsible for providing and installing all necessary wires and cables according to the instructions of the UNHCR project supervisor. No costs will be paid for cabling or wiring, regardless of what is required to complete the work.
- For all plumbing works including water and sewage networks and all its accessories, the contractor is responsible for providing and installing all necessary pipes and accessories according to the instructions of the UNHCR project supervisor. No costs will be paid for piping or its accessories, regardless of what is required to complete the work.
- Given that the centre is currently operational, a site visit is mandatory for all bidders. Offers from those who do not comply with this requirement will not be considered.

General Requirements

- **Within 2 days** of receiving the Notice to Proceed, the contractor must visit the project site, coordinate with the local authority, gather the necessary information to develop an implementation plan and begin drafting the required shop drawings.
- **Within 7 days** of receiving the Notice to Proceed, the contractor must provide UNHCR with detailed shop drawings, a comprehensive project timeline, the method of installation, and samples of all materials as requested by the UNHCR project supervisor.
- The contractor is responsible for legally disposing of construction debris.
- During the implementation phase, the contractor must take extra care to avoid damaging the existing structure.

PERIOD OF PERFORMANCE

- The maximum project duration is set at **75 calendar days**.
- During the implementation phase, and in case the period exceeds the 75 days, then Liquidated damages for each day of delay as per the procurement rules will be applied.

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WORK REQUIREMENTS

The following tasks will ensure the successful completion of this project:

Kick-off Phase:

- Gather requirements and establish metrics in coordination with the local authority and the UNHCR project supervisor.
- Create and present a detailed project plan, including a time schedule for all requested works.
- Develop and submit detailed shop drawings.

Implementation Phase:

- The contractor will implement the project according to UNHCR standards and specifications.
- The contractor will commence work after receiving approval from the UNHCR project supervisor.
- The contractor will submit daily and weekly written reports.
- All interactions with UNHCR should be conducted through the UNHCR project supervisor during the implementation period.

Project Closure:

- The contractor will submit all documentation, including as-built drawings and warranty certificates for all completed works, in accordance with the approved project plan.
- The contractor will submit an initial project closure report to the UNHCR project supervisor for review and approval.
- The project will be handed over to the UNHCR project supervisor to ensure that all work and equipment are functioning correctly and meet the technical specifications. The handover report must be signed and approved by the UNHCR project supervisor.
- Upon completion of the work, the contractor shall clean the site and restore the surface to its original condition.
- All shipping materials and construction debris must be disposed of legally outside the project locations.

ACCEPTANCE CRITERIA

- The acceptance of the project will be subject to the UNHCR project supervisor.
- Once the project tasks have been completed, the project will enter the closure stage. During this stage of the project, the contractor will provide his project closure report, as-built drawings, and warranty certificates to the UNHCR project supervisor for his approval.
- The acceptance of this documentation by the UNHCR project supervisor means an acknowledgement of acceptance of the project deliverables, and that the contractor complied with its obligations.

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OTHER REQUIREMENTS

- The Contractor shall provide and maintain the work environment and procedures which will include:
 - Safeguard the public and government personnel, properties, materials, supplies, and equipment exposed to contractor activities.
 - Avoid interruptions of government operations and delays in project completion dates.
- For these purposes on contracts for construction or dismantling, demolition, or removal the contractor shall:
 - Provide appropriate safety barricades, signs, and signal lights wherever needed.
 - Ensure that any additional measures that UNHCR determines to be reasonably necessary for the purposes are taken.
 - Whenever UNHCR becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or government personnel, the UNHCR project supervisor shall notify the Contractor and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, UNHCR may issue an order stopping all or part of the work until satisfactory corrective action has been taken.
 - The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

Guarantee and warranty

- The warranty period for contracted materials is six months starting from the end of acceptance.
- Defect materials or equipment which need maintenance only the one will prove that its flaw is because of poorly manufactured or badly installed, not because of misuse.

RESPONSIBILITIES AND PROJECT MANAGEMENT

- **UNHCR** will assign a project supervisor to ensure quality assurance goals are met. The contractor shall always provide the UNHCR project supervisor access to the site.
- **Point of Contact.** The UNHCR project supervisor shall be the main point of contact for this project. The Contractor shall report to the UNHCR project supervisor,

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- **Contractor Representative.** The Contractor shall provide an expert engineer on-site during all working hours with the authority to make all decisions on behalf of the contractor and subcontractors. Remote project management is not an option. This individual shall keep a detailed photographic and written history of the project and shall update the UNHCR project supervisor daily and weekly.
- **Site Security.** The Contractor is responsible for on-site security as necessary to ensure no unauthorized access to their work sites. The Contractor is 100% responsible for securing his working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct.
- **Contractor's Temporary Work Centre.** On completion of the contract, all facilities shall be removed from the mobilization area within the last day of final acceptance by the Contractor and shall be disposed of in accordance with applicable host government laws and regulations. The site shall be cleared of construction debris and other materials and the area restored as it was before the project. The Contractor is responsible for maintaining this area in a clear orderly manner.
- **Health and Safety.** The Contractor shall be solely responsible for risk assessments, and managing health, and safety issues associated with this project. The contractor must provide needed electricity and water for all related work items at his own cost. The Contractor must provide drinking water to all workers at the job site. Based on hazard assessments, the Contractor shall provide all his labourers and staff with personal protective equipment (PPE) that will protect the staff from hazards in addition to general safety measurements during implementation.
- **Progress Payments.** 10% of the payment will not be released until the completion of works, as per the below details.
Interim payments will be made based on the progress of works certified by the UNHCR Engineer, with a 10% deduction for retention. 5% deducted retention will be retained by UNHCR upon taking over the works (when the facility is put into service), and the remaining 5% will be paid to the Contractor at the end of the Defect of Liability Period only when the Contractor corrects all the observed defects during the period of 6-Months from the day of handover.