

Terms of Reference (TOR)

Request for Proposals to Establish a Frame Agreement for Provision of Warehouse Services to UNHCR Sulaimaniyah Field Office

Reference No.: UNHCR/IRQ/SUL/SCU/PRO/RFP/2018/002

BACKGROUND

The United Nations High Commissioner for Refugees (UNHCR) Sulaimaniyah Field Office seeks proposals from qualified suppliers to avail storage space for rental of non-food items and emergency relief supplies. The warehouse will need to handle both incoming and outgoing UNHCR supplies and be accessible by the main roads in a convenient part and safe as we want to consider proximity to our office and Arbat camps as well as the road to Erbil and Kalar of Sulaymaniyah.

General information

UNHCR Sulaimaniyah FO is looking for a warehouse, the preferred locations for the warehouse is along main roads including Arbat and Tanjaro roads, however other suitable secure areas within accessibility to main roads in Sulaimaniyah will also be considered.

Cargo to be stored may include: foam mattresses, blankets, plastic sheets, plastic rolls, soap bars, plastic jerry cans, sanitary material, rechargeable fans, stoves, tents, lanterns, plastic water buckets, timber and aluminum kitchen sets, other UNHCR assets and equipment.

Minimum floor space size of the demised premises shall be 2,000 square meters of covered warehouse area, with the option of extending the warehouse capacity as and when required by UNHCR through formal communication and with prior 15 days' notice. The minimum open space required is 1,600 square meters with parking space and area for loading offloading and truck maneuvering.

UNHCR REQUIREMENTS

1. Location and Access:

The storage facilities shall be situated in the territory of the fenced compound and in the proximity of the main road or via a wide access road of minimum 20 meter width and within 100 meter maximum length. The compound shall be one and contiguous with sufficient space for minimum 2 trucks' maneuvering and parking. The storage premises shall not be sited in an area susceptible to flooding and/or landslides. The warehouses must not be located near military quarters or close to hazardous substance manufacturing facilities.

2. Safety Considerations:

The warehouses are to have strong and well-fitted metal gates and other anti-burglary protection elements such as strong metal bars on the windows, operational CCTV equipment with power back-up and digital recording capabilities, lighting the interior yards and barbed wire fences with lighting units that are resistant to weather factors, of a minimal capacity of 250 Watts and should be connected to an independent distribution board in the guard's room. *(Preference may be given to the sheds having secondary exits for evacuation of personnel)*. Layout of the storage compound must allow for limited and controlled access to the area.

3. Fire Prevention:

The facilities must be secured against flammable materials from internal and external fire hazards such as wild fire, loose electrical wires, etc. Availability of regularly maintained fire extinguishers (portable and stationary units) with proximity to the operating water pipe or water tank with fire hoses will be considered an advantage.

4. Facility:

- Structural soundness –
 - The Construction materials used for walls must be non-flammable (insulation constructing material will be considered as plus).
 - Flooring must be made of reinforced concrete (crack-free), floor finishing should be anti-slipping.
 - Doors shall be sliding with clearance height of 5 meters and width of 5 meters.
 - Roof must be leak-proof and is being regularly inspected and maintained.
 - Lighting of storage areas are recommended to be natural through lighting openings and this should have enough space no less than 10% of the façade area. It is also recommended to have natural lighting through the ceiling's openings.
 - Maintain the ventilation of the warehouses by providing industrial exhaust fans or depending on natural ventilation through opposite openings in the warehouse walls.
 - All wires and electrical devices must be secured and correctly installed. An independent storm water drainage network (open channel or pipe lines) is set up and connected to the street level to evacuate the rain water during winter out of the warehouse.
- Functionality - preference will be given to the warehouses with multiple docks/gates for simultaneous IN and OUT goods' handling; availability of strong shelving/racking system will be considered as an advantage; due consideration will also be given to the availability of ramp for simplified mechanical goods' handling;
- Dependable utilities – availability of electrical power grid and back-up power supply (*cost of electricity and generator maintenance and fueling has to be included into the cost of rent*);
- Office space and utility areas - availability of heated and AC office space of minimum 20 square meter for warehouse staff, pipe born water and toilet and sewage facilities for warehouse team and drivers;
- Open accessible and useable space of minimum 1,600 square meters for parking, loading, and offloading of materials. The useable space must be flat, devoid of marshy land or low land prone to flooding. Higher open useable space will be considered as an advantage. UNHCR will not pay additional rental for open space.

5. Lease Terms:

The term of the warehouse lease is for a minimum of two (2) years extendable for a further one (1) additional year. Please propose a fixed rate to remain unchanged throughout the entire validity period of the future contract. The rate has to be inclusive of all stated expenses, including the maintenance.

6. Monthly Rent Amount:

The lease rental amount to be paid to the Contractor will be based on the covered space utilized during the concerned month. The Contractor will be informed on the warehouse covered space requirement on a regular basis when changes occur.

7. Payment Terms:

- UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.
- The rent payment proportionate to the covered space.

8. Main duties and responsibilities of Contractor:

- Maintain unhindered access to UNHCR for the warehouse facilities throughout the contract period. This should be guaranteed with 24 hour availability in case of emergency so UNHCR can respond to a displacement on holidays and over the weekends.
- Entrance access needs to be given to authorized UNHCR partner staff and vehicles in order to report to work daily.
- The Contractor is responsible for appropriate Insurance of the warehouse Building. UNHCR shall arrange the insurance of its Core Relief items/ equipment stored in the warehouses.
- Where damages to existing facility occur, the contractor undertakes to repair them within 48 hours of notification given.
- Obtain all necessary permission from Authorities to carry out the warehouse operations.

Provision of utilities and additional services:

The contractor shall be responsible to provide following utilities and services to UNHCR. The amount of any such utilities/services to be included in the Warehouse rental.

- Adequate inside and outside light and electricity;
- Adequate light in public spaces and stairwells;
- Payment of all utility charges (electricity , water, gas, land line phone) to be made by the Contractor;
- Backup Generator, its maintenance and fuel to be provided by Contractor. The generator to be kept on especially during the night in case of no electric supply from the Government;
- All other facilities and services which it makes available generally to tenants in the building; and
- Cleaning services, adequate to maintain the entrances and common areas of the building in condition and at a standard of cleanliness appropriate for the use for which they are intended by UNHCR.

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