

**Rehabilitation main office of Mosul Civil ID affairs at Nineveh
Governorate:
Scope of Works (SOW)**

- Civil affairs is very important responsibility concern, recognize to issuance the documentation (ID, Iraqi nationality, residents, the National unified card and passport) to all Iraqi citizens.
Main office of Mosul Civil ID affairs is located north of Iraq inside East of Mosul. The completion of this rehabilitation project will have a great impact on the returnee community and the recovery of the Mosul infrastructure. This also will support and improve the needed of the passport office because in the past they travel to Baghdad and Erbil to get the passport and they succeeded to activate and them managed the issuance of passport.
- The work activities include, but are not limited to:

Civil ID main office in Mosul:

- (Establish Prefab hall for National Union card) and rehabilitation Civil affair office at Mosul:
Supplying materials and installation caravan from the sandwich panel cabinet dimension (20.5*18.4 * 3.3)M high min. form false ceiling to the floor, caravan including electrical works for main Hall, Provide materials and fixing false ceiling, Construction and work of marble counters number (30) D (1.5*.8*.9)M with the facade of glass thickness 8mm glass for the partition, in the main hall, Supply and install Supply a waiting Chairs, stainless steel , Supply and install office desk 120 cm, Supply rotary chairs, Supply materials and installing the cabinet prefab for (Male/Female) WC ,Supply and install steel cabinet (two doors)and Rehabilitation of latrines M.T., Supply materials, tools and manpower to install steel sunshade for the waiting area part (1)/ passports and sunshade for the waiting area part (1)/ national card area
- Installing of Benches in waiting areas in civil affairs/Mosul.

General Terms and Conditions:

- The contractor should submit to UNHCR's Supervisor Engineer samples/certificates of origin and technical specifications of the materials to be used prior to the commencement of the work. UNHCR's Supervisor Engineer reserves the right to reject any material that is not in conformity with the specifications. Rejected materials should be replaced by the contractor without charging additional cost to UNHCR. The work should be carried out as instructed by UNHCR and in coordination with the local government authorities according to Iraq General Technical Specifications (IGTS).

Additionally, UNHCR's Supervisor Engineer can request lab tests, and Certificates of Origin & Quality to ensure the adherence of materials to agreed-upon terms and conditions.

- The quality of the work and the materials supplied by the contractor will be inspected by UNHCR's engineers and the local Government engineers. The work must be done in compliance with the engineering specifications/standards.
- All electrical materials (equipment and accessories) should be warranted for a minimum of 3 years from the date of installation to cover for failures caused by faulty design, materials and workmanship.
- The contractor shall install one steel sign board of 1.2m x 1.8 m with at each jobsite for project visibility purposes.
- All the mentioned quantities in the Bill of Quantity (BOQ) are estimated and are subject to actual measurements after completion of the project.
- The contractor shall appoint a qualified site engineer and surveyor, each with five years of relevant professional experience, to work as part of the project-based personnel, and who should remain on the sites full time during the working hours contract period.
- Any damage caused by the contractor to the existing pipeline, electric poles, cables, streets and sewerage channels during the implementation of the project in the area should be immediately repaired / compensated by the contractor at no additional cost to UNHCR.
- The contractor should remove all debris and site waste after completion of works to dumping sites that are approved by the Nineveh Municipality.

The awarded contractor will be required to complete all works as per the Bill of Quantities and Technical Specifications on or 80 Days the envisaged completion time for this project.

Related Services

Delivery Terms of the Construction Materials	Mosul district east of Mosul/ Nineveh Governorate
Exact Address of project site	Coordinates: 36°20'42.48"N, 43° 8'53.55"E
Testing Requirements	All construction materials should be tested according to construction work specifications (Iraq General Technical Specifications)
Technical Support Requirements	In accordance with the enclosed Bill of Quantity
Duration of Contract	All works should be completed within 80 Days Upon Site take over
Payment Terms	Payment to the Contractor shall be made as follows: a) First interim payment of 30% after completing at least 30% of the total scope of work based on the BOQ. UNHCR engineers will determine the percentage of work executed.

	<p>b) Second progress payment of 40% after completing at least 60% of the total scope of work on the contracted BOQs. UNHCR engineers will determine the percentage of work executed.</p> <p>c) Third progress payment of 20% after completing 100% of the total scope of works on the contracted BOQ. UNHCR engineers will determine the percentage of work executed.</p> <p>d) First and final retention payment of 10% after completion of 6 months defect free liability period/inspection of works by the contractor/UNHCR Engineer issuance of certificate of handover</p>
Conditions for Release of Payment	<p>For interim payments:</p> <p>1) Approved Requests for Inspections from the supervision engineer.</p> <p>2) Approved detailed quantity sheets (take-off sheets) from the supervision engineer.</p> <p>3) Approval from UNHCR's Representative on the whole process.</p>