

Rehabilitation of Bartella Civil ID affairs at Nineveh Governorate: Scope of Work (SOW)

Bartilla sub district is in Al-Hamdaniyah district, which is located to the East of Mosul. The rehabilitation and upgrade works aim at establishing the required infrastructure services needed for the issuance of civil documentation. The completion of this rehabilitation project will have a great impact on the returnee community and the recovery of the Mosul infrastructure.

The work activities include, but not limited to:

- Remove all the old tiles in the building, where the waste should be transported to the place as selected by the authority; supply materials and pave the floor of the building by porcelain; provide materials and the floor by SR concrete class C20 (1:2:4) 10 cm thickness.
- Glass window: supply and install frame and glass thickness (6mm) and must be opened from 8 place in front of each counter
- Replace the bench: remove the old bench and transfer the waste materials to the place as selected by the authority and supply new materials form good quality; remove the old ceiling and transfer the waste materials to the place as selected by the authority; and provide materials and fix plastic false ceiling tiles with (60x60) cm for the Building.
- Remove the old wooden doors and transfer the waste materials to the place as selected by the authority; provide and install wooden doors with wooden frame,
- Painting: supply and apply water emulsion paint acrylic base, three finishing coats in addition to the under coat, emulsion paint on plastered surface.
- Install benches in waiting areas with dimensions (2 M * 0.6cm W * 1.1cm H)*
- Provide and put best type of river sand (15 cm thickness) for the garden, includes laying and dividing the garden to different lines and other.
- Supply and install furniture for the office with all needs.
- Computers: Supply and install 15 computers DELL or HP desktop (OptiPlex 3020) computers of Specification.
- Supply and install the electricity works for the office.
- Provide fire extinguishers (9Lts) with good quality
- Sanitary works.
- Remove the old gate in building and transfer the waste materials to the place as selected by the authority, supply new gate.
- Sunshade: Supply materials, tools and manpower to install steel sunshade for the waiting area, and for path way.
- Install benches in waiting areas in civil affairs.

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 hour's 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 by 60 Days the envisaged completion time for this project.

Related Services

Delivery Terms of the Construction Materials	Bartilla sub district/Al-Hamdaniyah district/ Nineveh Governorate
Exact Address of project site	Coordinates: 36°21'9.37"N, 43°22'48.24"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 60 Days Upon Site take over.
Payment Terms	<p>Payment to the Contractor shall be made as follows:</p> <p>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> <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>