

TERMS OF REFERENCE

Long Term Agreement (LTA)

**for supply and provision
of various standardized sanitary products and supplies
as well as replacement of damaged sanitary equipment during the Contract period
(on a call-off basis, if and when required)**

for the Vienna International Centre



VIENNA INTERNATIONAL CENTRE,

WAGRAMERSTRASSE 5, 1220 WIEN

June 2019

1. INTRODUCTION

In the course of ongoing modernization and improvement of the sanitary facilities in the Vienna International Centre (VIC), the Buildings Management Services Division (BMS) of UNIDO intends to introduce and implement standardized sanitary products and supplies in the respective areas.

The Vienna International Centre (VIC) is located in a building complex with a total net surface area of approx. 292,500 m². The building complex is comprised of 8 main buildings and two park decks as well as various small annex buildings. The complex has a very high number of daily visitors and occupants (approximately 7,000), who are working or visiting these buildings and its common facilities (e.g. Cafeteria etc.). Two buildings contain primarily conference facilities as well as delegate lounges and conference offices. Approximately 450 numerous sanitary facilities/rooms of different sizes are available and distributed in the buildings.

The Building Management Services Division is seeking to standardize its sanitary items (i.e. all products from one producer). Offers should be submitted as per Annex 1 of this TOR. Maintenance, replacement and repair of the dispensers should also be quoted for individual items as per list in Annex 1.

Due to the extraordinary large number of daily occupants, the aim of this standardization is further to reduce the requirements for cleaning, refilling and maintenance necessities by introducing large size paper towel dispensers, which will be installed in all 450 sanitary rooms. The dispensers shall meet the requirements for high-traffic sanitary areas and provide for a fast and easy refilling by cleaning staff. This shall ensure a more effective and efficient operation.

The materials/supplies/parts for the sanitary areas are currently procured through a series of individual repetitive procurement actions. It is intended to conclude Long Terms Agreements (LTAs) for a period of three and more years which ensure stable supply of recurring items of required quality and would be beneficial for BMS.

Please note that the VIC is a smoke free environment. Therefore, all persons, from contractors, sub-contractors etc., have to refrain from smoking while on the premises.

2. SUBJECT OF THE TECHNICAL SPECIFICATION

This Technical Specification is for the purchase of various materials (hereinafter referred to as the “Items”) listed in the “Annex 1” hereto and to be supplied in accordance with their technical descriptions, terms and requirements specified below for maintenance and operation of the technical installations of the VIC.

**For testing purposes, UNIDO reserves the right to request free-of-charge
samples of offered products!**

3. QUALITY & ENVIRONMENTAL STANDARDS

All offered Items shall correspond to the requirements of the International, and/or European Union (EU) and/or equivalent national standards currently in force as concerns their quality, durability, hygienic and environmental characteristics.

4. SUCCESSOR ITEMS

The Contractor may provide successor types of the Items listed in Annex 1. In the event of any changes related to the design, model, technical or other characteristics, affecting the Items specified in Annex 1, the Contractor shall offer equivalent or better specifications for any Items ordered pursuant to this Agreement. In such case the Contractor shall provide to UNIDO technical characteristics (e.g. data sheets) of the successor items for its review and acceptance.

5. OFFER

Partial offers are not allowed.

To participate in the tender, it is mandatory to quote for all items listed Annex 1.

6. GUARANTEE (if AND WHERE APPLICABLE)

The Contractor shall guarantee that the Items supplied shall be new and free from defects in workmanship, materials and design. The Contractor shall commit that in case it has been selected, it will replace at its own expense and as soon as practicable any of the Items which prove to be defective. These requirements will be incorporated in any contract resulting from UNIDO's Invitation to Bid. The Contractor must fulfil respective industry guarantee standards for consumable items, faultless delivery and the usual durability/shelf life.

7. IT AND LOGISTICAL INFRASTRUCTURE

The Bidder shall have sufficient IT and Logistical Infrastructure required for storage and delivery of the required articles and, preferably, the capacity of maintaining electronic catalogues.

8. PRICE GUARANTEE

The Contractor guarantees validity of unit prices for at least one (1) year, with a possibility of one-time yearly price adjustments after the first year of the Contract up to the maximum amount of increase in the annual price index published by Statistik Austria/WKO. The unit price includes all relevant costs e.g. free house delivery.

9. DELIVERY

a) Delivery Period

Delivery period shall be normally two weeks from the date of the UNIDO's call-off order.

In case of urgent deliveries as so stated in the UNIDO's call-off order, the Items shall be delivered to UNIDO within 48 hours from the date of the call-off order.

b) Place of Delivery

The Items shall be delivered to the following address (free-house delivery, unloaded in the Receiving Area):

UNIDO Receiving Area
Vienna International Center
Wagramer Strasse 5
A - 1220 Vienna

Deliveries are only possible via GATE 5 from 10:00 to 12:00
Leonhard Bernstein-Straße => Drive direction Austria Center

c) Packing Requirements

The Contractor shall pack the Items with sound materials and with every care, in accordance with the normal commercial standards of export packing for this type of items. Such packing materials used must be adequate to safeguard the Items while in transit.

10. ANNEXES

Annex 1 List of the Items (Detailed Items Description)

Company's Stamp and Signature:

Date:

ANNEX 1

Technical Specifications

The required items are listed below (due to large numbers and for ecological reasons **no battery-powered devices** are tendered / accepted):

1. **Paper Towel Dispensers**

Large size dispensers for high-traffic sanitary areas

Fast and easy refilling for cleaning staff with reduced maintenance requirements

Preferred size (for mounting and fitting purposes):

- Length: max. 370 mm
- Width: max. 110 mm
- Height: max. 750 mm

Mounting Type: Wall mounted

Finish Color: White

Capacity: minimum 2000 individual pre-cut sheets/plies

2. **Paper for Paper Towel Dispensers**

Paper type: Folded paper towel

Single ply/individual sheets (pre-cut)

Preferred size: to fit within the parameter proposed under item 1 above!

Color: White

Certification: ISO 14001; ISO 9001; FSC or FSC Mix; Virgin fiber

3. **Trash Bin for used Paper**

Capacity: 50L

Mounting Type: Wall mounted/open top

Preferred size (for mounting and fitting purposes):

- Height: max. 650 mm
- Width: max. 400 mm
- Depth: max. 300 mm

Finish Color: White

4. Sanitary bags for Trash Bin for used Paper

Sanitary bags: Type MaterBi or equivalent:

Capacity: 60 Liters/single bag

Certificates: Bio combustible

5. Liquid Soap Dispensers

Liquid soap system: spray system

Preferred size (for mounting and fitting purposes):

- Height: max. 300 mm
- Width: max. 120 mm
- Depth: max. 120 mm

Finish Color: White

6. Mild Liquid Soap for Dispensers

Mild liquid soap; Fresh scent fragrance

Size: 1 liter (volume)

Certificates: EU – Ecolabel