Integrated Border Management (IBM) Kosovo Project

Contract No.: UNOPS-PRPC-IBM-97057-2017-007

Relocation of Power Lines in Bërnjak / Tabalije (Brnjak) CCP

Schedule 2 – Schedule of Works:

ANNEX A – Terms of References

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The Scope of Work, Technical Specifications, Drawings and all other documents forming the RFQ and its schedules, are all deemed to be supplementary to each other and shall be read in conjunction wherever the context requires, when contractors are preparing their bid proposal and as far as it may be practicable to do so.

1. TERMS OF REFERENCE

> *"UNOPS plays a critical role in providing management services for our life-saving, peace building, humanitarian and development operations."*
>
> Ban Ki-moon, United Nations Secretary-General

UNOPS mission is to expand the capacity of the UN system and its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness. UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel. By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

1.2 Requirement Overview

The overall objective of the EU IBM Programme is to support the Kosovo[1] and Serbian authorities to strengthen the rule of law by strengthening integrated border management (IBM) within the EU Acquis. The IBM Programme aims to create the necessary infrastructure, through the construction of three common crossing points (CCPs), for both Kosovo and Serbia's crossing points to be controlled and secured in a way that is compatible with EU IBM standards and norms. In the IBM Kosovo Project three Common Crossing Points (CCPs) will be funded and constructed by the European Union Office in Kosovo (EUOK) through a management agreement with UNOPS who will act as the implementing agent and project manager, the crossing points are located at the following locations:

- Merdarë / Merdare,
- Mutivodë / Mutivode,
- Bërnjak/ Tabalije (Brnjak).

One of the operational procedures of the Bërnjak/ Tabalije (Brnjak) CCP as a part of the implementation of daily control procedures and the security measures will be the Installation of electrical network and systems, including main power, low voltage power for the new constructed CCP. Prior to the commencement of the works for the construction and the electrical installation network for the new CCP, there is a requirement for the relocation of the existing Power Lines.

[1] *All references to Kosovo on this document are made in the context of UN Security Council Resolution 1244 (1999)*

1.3 Project Location and Information

The IBM Kosovo Project Common Crossing Point (IBM CCP) in Bërnjak/ Tabalije (Brnjak) is located in the Municipality of Zubin Potok on the main road between the Kosovo/ Serbia, in the location of the existing crossing.

The new common crossing point (CCP) in Bërnjak/ Tabalije (Brnjak) will be constructed across the layout of the existing smaller one and will consist of the following main works requirements: Perimeter security requirements, Roadworks, Parking for vehicles, Administrative buildings, Structural steel, Public and service buildings for citizens, Installation of electrical network and systems, including main power, low voltage power, CCTV infrastructure, street lighting, communications, Installation of mechanical network and systems for water, firefighting and storm water/ sewerage drainage systems, including the landscaping and planting works.

The selected contractor is responsible for ensuring the Power Lines have been relocated as per the requirements on under this RFQ and all the applicable codes and standards. The existing CCP at Bërnjak/ Tabalije (Brnjak) is currently operational and the contractor should take into account minimal disruption of the CCP operations during the completion of the works under this project.

At no time nor under any circumstances can the contractor request nor cause the closure of the existing crossing point during the completion of the works under this contract.

2. SCOPE OF WORKS

The contractor's scope of work shall include all the required implementation activities to ensure the correct and proper relocation of Power Lines at CCP Bërnjak/ Tabalije (Brnjak) to the acceptance of UNOPS as specified in contract documents.

The project aims to create the necessary infrastructure for Electrical Power Supply at CCP Bërnjak/ Tabalije (Brnjak), which once completed will enable for the commencement of the construction works for the new Kosovo/ Serbia Common Crossing Point, in order to improve the functionality of the CCP to be compatible with EU IBM standards and norms.

2.1 General Description

The contractor is required to provide the relocation of Power Lines at CCP in Bërnjak/ Tabalije (Brnjak).

All Power Lines systems and components shall be designed and manufactured for the use during 24/7 to ensure the safe and secure functionality of the Bërnjak/ Tabalije (Brnjak) CCP. All the goods required to be supplied and installed shall be new, unused, and free from any defects in design, material and workmanship, and fit for purpose, as specified in the Tender Documents.

The relocation of Power Lines specification requirements shall be read in conjunction with the Tender Documents and Drawings, and any discrepancy between the Tender Documents and Drawings and any matter, which requires clarification, shall be referred to the Engineer prior to the commencement of such works.

2.1.1 Power Lines Relocation Scope of Works

The contractor under this ToR is required to carry out the works for the provision of relocation works for the existing Power Lines as described in this document and the drawings provided as Annex B to this RFQ.

The main works the contractor will deliver are as follows:

- Installation of new HV12kV Overhead Power Supply Line including the supply and installation of concrete chambers, cable trench, ground excavation, laying of sand, backfilling of trenches, supply and laying of High Voltage Underground cable and the related works;
- Installation of new Transformer Station Pole Type: TS 10/0.4kV-100kVA including the excavation works, earthing works, supply and installation of metal construction pole, overhead line disconnector, Power Transformer distribution box, Capacitor, cable protection metal pipes and the required material:
- Installation of new HV12kV Overhead Power Supply Line including the excavation works, earthing, supply of concrete angle support pole, supportive flat steel console, isolator support bracket type, galvanized steel support, high voltage cable, with isolators, flat steel console, voltage protection arrestors, supply and install terminal for support, concrete chambers and cable trench lines;
- Installation of new LV 0.4kV Overhead Power Supply Line including the excavation works, earthing works, supply and installation of low voltage concrete angle support pole, concrete foundations, isolator, line carrier isolators, galvanized steel support bracket, over protection arrestors and the terminal support connection of the overhead line;
- Installation of new HV-12kV & LV-0.4kV Power Supply Underground Cable distribution including excavation works, supply and laying of cable trench, sand, backfilling of soil, supply and laying of mechanical protection, PVC tape, High Voltage Underground cable, supply and installation of warning concrete cubes, over voltage surge arrestors, steel pipe for mechanic protection, and the required connection material;
- Dismantling and Removing Works after re-connection/ re-location of Electrical Installations and the required equipment including isolation and removal of existing Transformer Station on the Pole, existing High Voltage Poles, transportation of the demolished material, isolation and safe removal of existing Low Voltage poles and transportation of the demolished material.

After the completion of the works the drawings of the executed Power Line installation situation, shall be prepared and submitted in 5 (five) copies, and shall include all installation drawings. The drawings will be sent to Engineer for approval prior to the Handover of the completed works.

Approval of such drawings by the Engineer does not relieve the Contractor of his responsibility to provide an installation suitable in dimension, construction, function and finish for the purpose intended.

The Tender documents and the Contract Drawings are intended to indicate generally the arrangement of the required Power lines, but the Contractor will be deemed to have included in his Tender anything necessary to leave the relocation-installation complete, as well as in proper

working order to the satisfaction of the Engineer, whether or not such items are mentioned in the Tender document or shown on the Drawings.

NOTE: after the construction of the new infrastructure for electrical supply, the contractor should take care that the connection from the old transformer station to the new one should be conducted in the least time required to avoid any prolonged time without power supply to the existing CCP and the surrounding houses that use the same supply line.

3. TECHNICAL SPECIFICATIONS

3.1 Requirement Description

2[2]. New HV12kV Overhead Power Supply Line	
2.1	Supply and installation of **Type-4 Inspection chambers made by concrete walls & concrete base. As per:** EN standards **requirement.** Price to include: - Cover made by Galvanized Steel 8mm thick made by two frames: 1.Fixed external frame and 2.Removable frame housing tiles filled with (200x100x50)mm cement tiles with - internal dim of the chamber (1,600x1,600x1,450)mm and - dim of cover (700x700x96)mm. Complete as per reference drawing: site plan-Type_4 inspection chamber details (1,600x1,600mm).
2.2	Supply and laying down on the cable trench mentioned above the three (3) parallel lines of Ridgiduct twin wall flexible, cable protection pipes, manufactured from polypropylene conform to **BS EN 61386-24:2010** standard, with **750N** normal duty impact COLOR - RED/BLACK **- HDPE / Φ150mm**
2.3	Machine excavation of the ground for the Cable trench dim: 80x60cm for connection of the new TS to existing **10kV** overhead line according to the given drawing.
2.4	Supply and laying of the sand: under, around and over the feeder cables mentioned above, in total high **h=25cm**, complete according to the drawings
2.5	Backfilling of the trench and transporting of extra soil to an authorized dumpsite. The finished surface shall be levelled
2.6	Supply and laying of the mechanical protection GAL over the cable
2.7	Supply and laying of the warning PVC tape and over the cable
2.8	Supply, and laying down of High Voltage Under Ground cable type : **XHE 49/Al: 3X(1x150/25mm²) /20KV** from last **HV 10kV** overhead Line Pole
	1.To the **New transformer station** as per EN standards requirements, including **20kV** cable heads - type: Raychem on the each end of High Voltage Cable mentioned above
	2.For re-connection of the relocated Overhead **10kV** line to the last current **HV 10kV** overhead line pole outside of the CCP area as per EN Standards requirements, including **20kV** cable heads - type: Raychem on the each end of High Voltage Cable

[2] ***Note:*** *In order to be consistent with the BoQ item numbers, the technical Specifications described below begins from Bil2, therefore the tables indicate items from number 2 as well*

3. New Transformer Station Pole Type: TS 10/0.4kV-100kVA	
3.1	Machine excavation of the ground, for the foundations, concrete HV Pole and for Metal construction Pole for carrying the transformer **TR 10/0.4kV/100kVA**
3.2	Digging oh the trenches in the earth for laying of Transformer Station Grounding for laying of grounding **Fe/Zn** strip conductors dim (**0,8x0,4m**)
3.3	Supply of material and complete the external earthing of the pole type substation **TSB-100kVA** with metal zinged strip conductors type **Fe/Zn 40x4mm** including all necessary fittings as, holders, boxes, Complete as per EN Standards requirements
3.4	Supply of material and erection of Metal construction Pole for carrying the transformer **TR 10/0.4kV/100kVA, h=9m** including concrete of the pole foundations with concrete grade **MB-20**
3.5	Supply and install of HV overhead line disconnector outdoor type **U=12kV/ In=150A** including mechanical handle
3.6	Supply and install of HV fuses outdoor type **U=12 kV/ I=10A**
3.7	Supply and install Outdoor type oil cooled Power transformer with the data as follows: - **U'/U"= 10(20)/0,4kV ; Sn = 100kVA ; F = 50Hz** - Voltage regulation = ± 2,5 %; Dyn5; uk=4% - Complete transformer installed
3.8	Supply and install Outdoor type L. Voltage distribution Box 400/231V conform IEEE standards, including a 30% reserve space provided in D. Box. equipped as follows: - Circuit Breaker type : AS 150 A/3p - Circuit Breaker type : AS 50 A/3p - **Complete DB installed**
3.9	Supply and install of Capacitor **10kV** for compensation as per EN Standards requirements
3.10	Supply and install of vertical metal pipes for protection of cables, as per EN Standards requirements
3.11	Supply of material and complete the internal connections of the **0.4kV** equipment in the pole type substation **TSB-100kVA** including all necessary fittings as, cables, holders, boxes. Complete as per EN Standards requirements

4. New HV12kV Overhead Power Supply Line	
4.1	Machine excavation of the ground, for the foundations, of the concrete **HV 12kV**, Pole type as follows: - **SHB 12/1000 angle type……..1pcs**
4.2	Supply of material and complete the earthing of the pole with metal zinged strip conductors type **Fe/Zn 40x4mm** including all necessary fittings as, holders, boxes, Complete as per EN Standards requirements: - **For SHB 12/1000 angle type……..1pcs**
4.3	Supply and erecting of high voltage concrete angle support pole high **h = 12m**, type **SHB 12/1000** including concrete of the pole foundations with concrete grade **MB-20**
4.4	Supply and install of the galvanized flat steel console type **KÇ-16/30 GZ** for support of HV isolators (one per each pole)
4.5	Supply and install of isolator support bracket type - **NPV 24A** (for VHD Isolators) (one per each pole)
4.6	Supply and installation of galvanized steel support for metal-oxide surge arresters and high voltage cable type of steel bracket - **NOPK-B**
4.7	Supply and install of the High Voltage overhead line carrier isolators type **VHD-15 (17,5kV)** (three per each pole)
4.8	Supply and install of the galvanized flat steel console type **NOPK-B** for over voltage surge arrestors
4.9	Supply and install of the over voltage protection surge arrestors type **ZnO, 12kV 5kA** for protection of HV equipment
4.10	Supply and install of the current terminal for support/ connection of the overhead line
4.11	Supply and installation of **Type-4 Inspection chambers made by concrete walls & concrete base. As per EN Standards requirement.** Price to include: - Cover made by Galvanized Steel 8mm thick made by two frames: 1.Fixed external frame, and 2.Removable frame housing tiles filled with (200x100x50)mm cement tiles with - internal dim of the chamber (1,600x1,600x1,450)mm and - dim of cover (700x700x96)mm Complete as per reference drawing: site plan-Type_4 inspection chamber details (1,600x1,600mm).
4.12	Supply and laying down on the cable trench mentioned above the three (3) parallel lines of Ridgiduct twin wall flexible, cable protection pipes, manufactured from polypropylene conform to **BS EN 61386-24:2010 standard**, with **750N** normal duty impact COLOR - RED/BLACK **- HDPE / Φ150mm**

5. New LV 0.4kV Overhead Power Supply Line	
5.1	Machine excavation of the ground, for the foundations, of the concrete LV 0.4kV Pole type as follows: - **SHB 9/1000 angle type……..1pcs**
5.2	Supply of material and complete the earthing of the pole with metal zinged strip conductors type Fe/Zn 40x4mm including all necessary fittings as, holders, boxes, Complete as per EN Standards requirements: - **For SHB 9/1000 angle type……..1pcs**
5.3	Supply, and laying down of Low Voltage Under Ground cable type: **NAY 4x35 mm2** from last **HV10kV** overhead Line Pole **LV 0.4kV** to the public Consumers
5.4	Supply and erecting of low voltage concrete angle support pole high **h=9m**, type **SHB 9/1000** including concrete of the pole foundations with concrete grade **MB-20**
5.5	Supply and install of the galvanized flat steel console type **KÇ-16/30** for support of LV isolators (one per each pole)
5.6	Supply and install of isolator support bracket type - **NPV 24A** (for VHD Isolators) (one per each pole)
5.7	Supply and install of the Low Voltage overhead line carrier isolators type VHD (three per each pole)
5.8	Supply and installation of galvanized steel support for metal-oxide surge arresters and cable type of steel bracket - **NOPK-B**
5.9	Supply and install of the over voltage protection / surge arrestors type **ZnO, 0.4kV 15kA**
5.10	Supply and install of the current terminal for support / connection of the overhead line

6. New HV-12kV & LV-0.4kV Power Supply Underground Cable distribution	
6.1	Machine excavation of the ground for the Cable trench dim: 80x40cm. 1.For relocation and re-connection part of the Existing **HV 12kV** Overhead line from CCP area as per EN Standards requirements 2.For relocation and re-connection part of the Existing **LV 0.4kV** Overhead line from CCP area as per EN Standards requirements
6.2	Supply and laying down on the cable trench mentioned above the three (3) parallel lines of Ridgiduct twin wall flexible, cable protection pipes, manufactured from polypropylene conform to **BS EN 61386-24:2010 standard**, with **750N** normal duty impact COLOR - RED/BLACK **- HDPE / Φ70mm**
6.3	Supply and laying of the sand: under, around and over the feeder cables mentioned above, in total high h=25cm, complete according to the drawings
6.4	Backfilling of the trench and transporting of extra soil to an authorized dumpsite. The finished surface shall be levelled
6.5	Supply and laying of the mechanical protection GAL over the cable
6.6	Supply and laying of the warning PVC tape and over the cable
6.7	Supply, and laying down of High Voltage Under Ground cable type: **XHE 49/Al: 3X(1x150/25mm²) /20KV** from last **HV10kV** overhead Line Pole: 1. To the existing **Electric Pole 10kV of Public overhead line**, including **20kV** cable heads - type: Raychem on the each end of High Voltage Cable mentioned above 2. For re-connection of the r**elocated Overhead 10kV line** to the last current **HV 10kV** overhead line pole outside of the CCP area including **20kV** cable heads - type: Raychem on the each end of High Voltage Cable
6.8	Supply and installation of warning concrete cubes with warning plates messing for underground cable as per drawings in every 30m of the underground line
6.9	Supply, and installation of the over voltage surge arrestors type **ZnO, 10kV, 10kA** for protect. of HV cable
6.10	Supply, and installation of steel pipe for support and mechanic protection of high voltage cable on the last pole
6.11	Different material for connection, etc.

7. Dismantling and Removing Works after re-connection / re-location of Electrical Installations and Equipment	
7.1	Isolation and safe removal of the existing Transformer Station on the Pole which is currently in the New / Designed CCP Limits and transportation of the demolished material to the authorized place. Complete as per electro energetic permission. In calculation to include preservation for reusing of the demolished material.
7.2	Isolation and safe removal of the existing **HV 10kV** Poles which are currently in the New / Designed CCP Limits and transportation of the demolished material to the authorized place complete as per electro energetic permission. In calculation to include preservation for reusing of the demolished material.
7.3	Isolation and safe removal of the existing **LV 0.4kV** Poles which are currently in the New / Designed CCP Limits and transportation of the demolished material to the authorized place. Complete as per electro energetic permission. In calculation to include preservation for reusing of the demolished material.
7.4	Other not specified works can arise on the site

4. CONTRACTOR' S MANAGEMENT SYSTEMS

4.1 Quality Management System

The contractor shall provide details of their Quality Management System (QMS), reference shall be made to Annex C: Infrastructure Management Systems. The QMS shall detail how contractor will control and monitor the supply and installation work processes, as well as the required quality control inspections and tests.

4.1.1 Quality Management Strategy

The quality management strategy should describe how the quality management systems of the contractor will be applied through the project and details the project's quality objective and targets, as well as the standards, procedures, techniques and tools that will be used. Moreover, it should outline procedures for quality planning, quality controls and assurance, including, but not limited to the following:

- Quality standards;
- Templates and forms;
- Quality methods;
- Roles and responsibilities as well as quality assurance, including independent audits (i.e. what quality records are to be stored including the quality register);
- Quality management reports;
- Planned timescale for quality management activities such as internal audits, etc.

4.1.2 Quality Control Plan

The contractor shall provide the project quality control plan demonstrating the approach to be taken to quality matters during the execution of the works.

The plan should also detail procedures and process for determining any need for corrective action and shall contain clear guidance to identify when a process is non-compliant and the type of corrective action to be taken to regain process control.
The contractors shall maintain quality control records of all internal reviews/ checks as well as inspections and tests performed onsite; these records shall include factual evidence that the required inspections or tests have been performed, including the type and number of inspections or tests involved; results of inspections or tests; nature of defects, deviations, causes for rejection, proposed remedial action and corrective actions taken.
The quality control plan should:

- Nominate Roles and Responsibilities (the nomination of the contractor's quality control roles and their respective responsibilities for a project);
- Schedule of Key Activities (identification of all of the main construction activities emerging from Detailed Design Drawings, grouped according to their similar nature as well as timing of their construction);
- Inspection and Test Plans (identify the items of materials and work to be inspected or tested, by whom and at what stage or frequency, as well as hold points, references to relevant standards, acceptance criteria and the records to be maintained);
- Work Procedures (complete work procedure that summarizes the procedures that have, and should have, taken place up to the particular point in the work process);
- Checklists (to be used for inspection of works and should be referenced at the ITP in the procedure where they are to be used and then attached within the plan);
- Inspection procedures (the daily inspection "daily diary report" and non-conformance issues, tracking actions, field testing requirements, planned use of consultants, weekly meetings);
- Documentation.

4.2 Health and Safety Management System

Reference shall be made to the Annex C: Infrastructure Management System. The contractor's Health and Safety Managements System shall define the techniques and standards it applies during the implementation of the supply and installation works which shall respect the principles of H&S Management responsibility, including preventing or mitigating adverse impacts on the H&S and identifying strategies for improved H&S Management performance.

4.2.1 Health and Safety Management Strategy

The main contractor shall provide a Health and Safety Management Strategy, which it intends to apply and which shall define the H&S techniques and standards to be applied when implementing this project in a manner that ensures that reasonable measures are taken to prevent personal injuries, illnesses and damage to property.

The H&S techniques to be used in the project will include:

- Proactive monitoring - UNOPS PRPC and contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system;
- Regular Inspection – UNOPS together with contractor's personnel will conduct continuous H&S related inspections on project site(s) locations. UNOPS and Contractor will be

responsible for inspecting and ensuring that reasonable measures are taken to prevent personal injuries, illnesses to personnel and prevent damage to property.

The H&S tools to be used in the project will include:

- General H&S Guidelines - UNOPS and if existing Contractor's H&S Guidelines shall be displayed in the office and sites as everyday reminder of H&S Office/ Site Rules to help prevent accidents, improve health, safety and welfare of employees, and the public in the work place through standard procedures, awareness and education, and actively seek reporting of accidents and near misses to improve future practice and behaviour to improve health and safety practices;
- Checklists – Integrated UNOPS and Contractor's forms and templates will be used for gathering and organizing data, derive further analysis, information gathering and organizing needs, and assist in backup or storing purposes.

4.2.2 Health and Safety Management Plan

The contractor shall provide a project H&S Management Plan demonstrating the approach to be taken in relation to H&S matters during the execution of the works.

The H&S Plan should:

- Define scope of works based on detailed design drawings;
- Nominate Health and Safety Roles and Responsibilities;
- Identify main work activities and prepare Schedule of Key Activities;
- Prepare site emergency and evacuation plan;
- Identify and prioritize Risk Assessments;
- Plan regular H&S Toolbox Talks;
- Plan H&S Regular inspections.

4.3 Environmental Management System

Reference shall be made to the Annex C: Infrastructure Management System. The contractor's Environmental Management System shall define the environmental techniques and standards it applies during the implementation of supply and installation works which shall respect the principles of environmental responsibility and sustainability, including preventing or mitigating adverse impacts on the environment and identifying strategies for improved environmental performance.

4.3.1 Environmental Management Strategy

The main contractors, as part of its EMS, shall provide the Environmental Strategy where it will identify techniques and tools to be used during the implementation of this project.

The Environmental technique to be used in the project will include:

- Proactive monitoring - UNOPS and Contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system;

- Regular Inspection – Regular site inspections will be undertaken to ensure that appropriate measures are implemented on-site to control and mitigate the potential environmental impacts of activities.

The Environmental tools to be used in the project will include:

- General Environmental Guidelines - UNOPS and if existing Contractor's Environmental Guidelines shall be displayed as an everyday reminder of Environmental Office/ Site rules to help prevent incidents, mitigate adverse impacts on the environment, raise awareness and education, and actively seek reporting of incidents and near misses to improve future practice and behaviour;
- Checklists – Integrated UNOPS and Contractor's forms and templates will be used for gathering and organizing data, derive further analysis, information gathering and organizing needs, and assist in backup or storing purposes;
- Where applicable the Incident Investigation will be conducted by UNOPS together with Contractor's Engineer to learn from unwanted events, occurrences and incidents so that future recurrence is avoided. The incident investigation will lead to the identification of preventative and corrective actions and opportunities for continuous improvement;
- Toolbox Talks – UNOPS together with Contractor's engineers will conduct regular Toolbox Talks to raise awareness for the requirements of the EMS and to ensure that personnel who have an impact on the environment are competent.

4.3.2 Environmental Management Plan

The contractor, as part of its EMS, shall provide EM Plan demonstrating the approach to be taken to EM matters during the execution of the works.

The EM plan should:

- Define Scope of Works;
- Identify Environmental aspects/ impacts;
- Prepare Register for Environmental Impacts;
- Nominate Environmental Roles and Responsibilities;
- Prepare emergency control procedures and measures;
- Plan regular Environmental Toolbox Talks;
- Plan Environmental regular inspections.