



STATEMENT OF WORKS (SOW)

Construction Services for Unoccupied/Occupied Refugee Shelters

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UNHCR FO Tyre, Lebanon

1. INTRODUCTION

The aim of this tender is to create a Frame Agreement for small scale constructions works as requested by the Office of the United Nations High Commissioner for Refugees (UNHCR) for specified minor rehabilitation works of unoccupied and occupied shelters for refugees. The selected Contractor will be on stand-by to provide these services within 3 working after being notified by UNHCR.

The Contractor's proposal is to cover the implementation of the specified minor rehabilitation works in all areas of South and Nabatieh Governorates, according to UNHCR's needs.

1.1 General:

Following UNHCR's identification and assessment of unoccupied and occupied Sub-Standard Buildings (SSBs), as well as the signing of a Memorandum of Understanding (MOU) between UNHCR and the Lebanese landlord (Landlord), UNHCR will contact the Contractor to initiate the planning of the rehabilitation works to be completed at each site. The Contractor should be available within 3 working after being notified by UNHCR.

The targeted number of minor rehabilitation works are 70 unoccupied units and 55 occupied units.

UNHCR will cover the costs of the specified minor rehabilitation works to raise the unit condition from substandard into an adequate standard (as described in Section 2), but will not cover additional cosmetic works to the building/units.

Any additional works requested by the Landlord will be paid by the Landlord only after agreement with UNHCR. However, the time needed to complete these additional works shall not exceed a period of one to two weeks beyond the time required to complete the specified minor rehabilitation.

During implementation of the works, the Contractor shall avoid disrupting the activities or the living arrangements already in place in the buildings.

The Contractor shall show the UNHCR representative examples of all materials specified in the Bill of Quantities (BOQ) to be used in the rehabilitation works, and receive approval on the quality before using any materials.

Throughout the course of the works, the Contractor will abide by UNHCR's Guiding Principles on the treatment of Persons of Concern to UNHCR (POCs), including asylum-seekers and refugees.

The Contractor will abide by all terms and conditions, including maintaining confidentiality of information of both landlords and POCs. If the terms and conditions are breached, the contract will be terminated.

1.2 Definitions:

Sub-Standard Building (SSB): A structure that is physically sub-standard, thus not complying with minimum standards, however is adequate for intervention as it is structurally sound. SSB is a general category that includes both residential units such as unfinished/dilapidated/damaged houses, as well as non-residential units, such as converted garages/shops and/or work sites, etc.

Residential Unit: structures originally intended for human habitation (houses, apartments, etc.)

Non-residential Unit: structures not originally intended for human habitation, however it is currently occupied by individual and used as an accommodation

Occupied Unit: A unit (either residential or non-residential) in which individuals are living prior to the start of rehabilitation works.

Unoccupied Unit: A unit (residential) which does not accommodate individuals at the start of the rehabilitation works.

Unit: For the purposes of this Statement of Works, a “unit” is a general term used to refer to any type of unit (Residential, non-residential, occupied, unoccupied) which will require rehabilitation works.

2. SCOPE OF WORKS/TECHNICAL SPECIFICATIONS

The works covered by this agreement consist of:

- Carpentry/PVC Works
- Metal/Aluminium Works
- Block Works (Partitioning)
- Insulation
- Concrete, plastering and tiling works
- Electrical Installation
- Excavation/Preparation
- Sanitary and Plumbing Works

2.1 Carpentry Works

Wooden Doors

Doors shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include labour, material, equipment and tools required in conjunction with the installation of the wooden doors.

Doors type shall be wood doors complete with frame, architrave, ironmongery, hardware & original lock with two (2) keys as specified in the BOQ.

Repair of wooden door of any size and kind, work to include all required materials, lock, wood, glue, hardware, frame repair and architrave complete, painting & suitable lock with two (2) keys to be included.

Plastic Accordion Doors

Plastic Accordion Doors shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include labour, material, equipment and tools required in conjunction with the installation of the plastic accordion doors.

Doors type shall be of good quality, according to existing opening, including suitable frame and lock, as specified in the BOQ.

Glazing

Transparent and non-transparent windows shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include labour, material, equipment and tools required in conjunction with the installation of the windows.

Window type shall be glass of 6 mm (either transparent or non-transparent), and works will include removal of old broken glasses, hard stuck materials of existing naked metallic window's frame, and installation of new frame and window.

MDF Partition

MDF Partitions shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include supply and installation of wooden white 8 cm MDF Partition with two opposite phases (semi water resistance), to be assembled with frame of soft clean wooden sticks not less than 5x5cm for the upper, middle, and corner parts, and 5x5cm wooden sticks to be fixed for the lower parts, suitable screws, steel and plastic attached and pressure nails included, including single layer doors if needed with ironmongery, hinges, hardware & original lock with two keys.

2.2 Metal Works

The contractor's total price for metal works as per BOQ shall include the supply, execution, completion of the installation in accordance with drawings or UNHCR representative instructions and specifications.

Metallic Window/Frame

Metallic frame (steel or aluminum) shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include labour, material, equipment and tools required in conjunction with the installation of the Metallic Windows and Frames.

Window and frame type shall be of good quality and as specified in the BOQ.

Metallic Doors

Metallic Doors shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of metallic (Aluminum and/or steel) doors of any size and kind as specified in the BoQ, and will include all required materials, welding, lock, metal, glass, glue, hardware, frame repair, Yale or FF lock to be included.

Balcony Rails

Balcony Rails shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of complete metallic Balcony Rails (Sedme 2000 or Iron provided with anti-corrosion painting) of approved profile with 10 cm max spacing between vertical bars. Works will include labour, material, equipment and tools required in conjunction with the installation of the Balcony Rails as specified in the BOQ.

External Steel Door

External Steel Door shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of single panel half glazed external steel door. Complete with frame, ironmongery, hardware, obscure glass with wire mesh, handle, external lock, cylinder lock, provided with anti-corrosion painting and two coats final painting. Works will include labour, material, equipment and tools required in conjunction with the installation of the External Steel Door as specified in the BOQ.

Handicapped Grab Bar

A Handicapped grab bar shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of the handicapped grab bar 600 mm long and will include labour, material, equipment and tools required in conjunction with the installation of the Balcony Rails as specified in the BOQ.

Zinc Sheetting

Zinc sheetting shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation roofing with beams (chassis), (all fixation are required) with all required parts. Works will include labour, material, equipment and tools required in conjunction with the installation of the zinc sheetting as specified in the BOQ.

Spanish Burglar Frames

Spanish Burglar Frames shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of steel Spanish Burglar Frames made with max 10 cm spacing and provided with anti-corrosion painting. Works will include labour, material, equipment and tools required in conjunction with the installation of the Spanish Burglar Frames as specified in the BOQ.

2.3 Block Works (Partitioning)

Block Partitions shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation 10/12cm thick, 15 cm thick, 20 cm thick hollow blocks to construct a partition. Works will include labour, material, equipment and tools required in conjunction with the installation of the blocks as specified in the BOQ.

2.4 Insulation

Insulation shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and application of polyethylene PU (Saudi-minimum quality) for all the roof floor, of three common phases, including softening and cleaning of the roof area, carting away debris and dust. Works will include labour, material,

equipment and tools required in conjunction with the application of insulation as specified in the BOQ.

2.5 Concrete Works

Plastering

Plastering shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of Internal Plastering, with spatter dash for the walls, the windows and doors openings edges. Surface should be scrubbed smooth and ready for painting and/or scratching for tiling is allowed. Works will include labour, material, equipment and tools required in conjunction with the application of plastering as specified in the BOQ.

Screed

Screed shall be applied as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation Screed cement coat 250kg/m³ to repair and level damaged floors, including Ø6 @200mm bar steel mesh shape for external and steel mesh for internal areas if needed. Works will include labour, material, equipment and tools required in conjunction with the application of plastering as specified in the BOQ.

Floor Tiling

Ceramic floor tiling shall be installed as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the supply and installation of local ceramic floor tiles for bathrooms and kitchen with 300x300x8mm/450x450x8mm measurement and with cross-type plastic spacers, and white cement for finishing with no skirting at ground level. Works will include labour, material, equipment and tools required in conjunction with the installation of the ceramic floor tiling as specified in the BOQ.

Wall Repair

The repair of minor cracks and openings in walls shall be carried out as necessary in the referred place according to the drawings and agreements with Landlord/UNHCR representative.

Works shall include the repair of minor cracks and openings in walls with application of either:

- Epoxy primer liquid, including cut out the cracks, removal of all dust and debris, application of primer, mesh tape and plaster, and/or
- Cement mortar for openings less than 100 mm length, and with mortar and "blocks/stones" for openings greater than 100 mm up to 300 mm length.

Works will include labour, material, equipment and tools required in conjunction with the repair of the walls as specified in the BOQ.

2.6 Electrical Installation

All supplied materials should be of good quality and free from any defects. The Contractor's total price for electrical works as per BOQ shall include the supply, execution, completion, and testing of the whole electrical fixtures and related system in according with drawings or UNHCR representative instructions and specifications.

Works may include the installation of:

- Complete electrical lighting,
- Electrical chassis box with power socket outlet,
- Main circuit breaker with all necessary wiring including connections to external feeder source,
- Circuit counter 20 A to be fixed in high place closed to the main electric source, and

Works will include labour, material, equipment and tools required in conjunction with the electrical installations as specified in the BOQ.

2.7 Site Works (Excavation/Preparation/Demolition):

Demolition

Reference: demolition and removal of the identified objects will be executed according to the exact plan, submitted to the Contractor, by the UNHCR representative.

Procedures of the demolition and materials removed from the premises should be submitted before beginning of works by the Contractor. The Contractor and/or Landlord shall be responsible for the removal of the materials in a safe way, and disposed of in a designated area.

The work includes demolition and removal of all determined materials. Works may include the demolition of hollow blocks complete with removing all material arising from site and with finished surroundings. No demolition is to start without contacting the landlord/UNHCR representative. All loose material acquired from the demolition, unless otherwise instructed, is to be removed from the property. Waste is to be removed daily, unless otherwise advised.

Landlord assets/materials damaged during the execution of works must be repaired or replaced with new ones by the Contractor.

Site clearance, excavation, and filling

Any areas disturbed by the Contractor are to be restored to its previous condition.

Excavation

The Contractor shall provide all necessary equipment and remove all debris from site to dedicated safe places.

Works may include Excavation in any kind of soil as needed and under any depth according to the direction of the Engineer, including removing exceeding soil or rocks from the site, and backfilling the hole after accomplishing the works, according to Engineer orders and directions.

Backfilling

The Contractor shall backfill holes/pits with approved materials free of any objectionable materials. It will be the Contractor's responsibility to prevent material pollution due to excavation, transporting, loading, unloading, backfilling, and/or any intermediate operation necessary for the execution of the work.

Material shall be placed in successive layers of loose material not more than 30cm in depth for the width as directed by the UNHCR representative. After adjustment of the moisture content to that required to attain maximum density, the loose material shall be compacted to obtain the required density. The borrow material or fill layers shall have a minimum density of 95%.

Water

No separate payment will be considered by the Contractor for the use of water for earthwork operations. All water shall be considered as a subsidiary obligation to the Items in the BOQ.

2.8 Sanitary and Plumbing Works

All supplied materials should be of good quality and free from any defects. The Contractor's total price for sanitary and plumbing works as per BOQ shall include the supply, execution, completion, and testing of the fixtures and related system in according with drawings or UNHCR representative instructions and specifications.

Works may include the removal and/or installation of:

- Water tanks and float valves,
- Arabic and/or European Water Closet, including sewer connection,
- Ceramic and/or stainless steel sinks,
- Copper drinking taps,
- Water/shower mixer,
- Septic tanks, including man hole and septic tank roof,
- Piping,
- Drain taps,
- Trapped Gully,
- Water heater,
- Toilet fan,
- Water pumps,
- Hand-held Bidet, and
- Manholes.

Works will include labour, material, equipment and tools required in conjunction with the electrical installations as specified in the BOQ.

3. INSTRUCTIONS FOR THE TENDERERS

3.1 General Notes:

The potential Bidder shall be aware of the following information and will adhere to the below. Any failure of these requirements may result in disqualification.

3.1.2 Qualification

The Bidder shall submit with the proposal, the locations of its representation throughout Lebanon, especially in South and/or Nabatieh Governorates (if any). The Bidder shall also submit full documentation concerning past experience as prime contractor for similar works in terms of the size, the amount of works performed, and the locations of the works.

The Bidder shall indicate its willingness to abide by UNHCR Guiding Principles in the Treatment of Persons of Concern, and maintain the confidentiality of information of both landlords and POCs Confidentiality in its bid.

3.1.3 Cost proposal

The Bidder shall reflect in its quotation all direct and indirect costs for materials, transportation, manpower, local circumstances. The Bidder shall verify the BOQ and sign off as accepted. Any further claim for missing quantities will not be accepted by UNHCR.

3.1.4 Warranty

All works shall be warranted for 12 months, this liability will cover any and all construction defects arising during the operation period.

3.1.5 Time Schedule

The works covered by this contract shall be completed within the approved estimated time to complete the works as agreed in the MOU between the Landlord/beneficiary and UNHCR representative. Any delay in meeting the agreed works timeline may incur a penalty of 5% of the contract amount of each day overdue.

3.1.6 Handing over procedure

The successful Contractor will provide at least a 3 day notice to the UNHCR representative before the completion date of any rehabilitated unit. The UNHCR representative will inspect the works contract and issue a completion certificate, with associate Punch List to be fixed during the defects liability period.

3.1.7 Coordination

The successful Contractor will coordinate the site activities in conjunction with the UNHCR representative and Landlord/beneficiaries, and he/she shall be responsible for the safety of the site, ensuring whenever possible that the occupants of occupied shelters do not need to relocate during the works.

3.1.8 Material and equipment

The materials supplied by the Contractor are to be approved by the UNHCR representative prior to use/installation and as specified in the BOQ. A technical data sheet will be submitted to UNHCR for the supplied items. Equipment to be used is also subject to a prior approval by the UNHCR representative.

3.1.9 Health and Safety

The successful Contractor will ensure that all works comply with local safety rules. The UNHCR representative has the right to suspend the works at any time that UNHCR considers there are unsafe conditions, without any claim arising by the Contractor.

3.2 Lawful employment

The successful Contractor shall abide by all Lebanese labour laws in relation to all personnel and manpower employed for the completion of the works.

4. TASK AND DUTY DEFINITIONS

UNHCR representative (Engineer): Is the appointed staff by UNHCR who will visit the site works. He/she will monitor all activities and will report to UNHCR as necessary for the work-progress. He/she will control the quality of work performed and has the authority to require any test and/or clarification from the Contractor. He/she has the authority to ascertain the monthly statement of works done by the Contractor. In case of any failure caused by the Contractors in terms of quality performance, the UNHCR representative has the authority to suspend the works without any further claim that may be raised by the Contractor.

The Contractor shall prepare a detailed work plan (Preferably Gantt Chart) upon receiving the list of targeted building and share it with UNHCR before launching the rehabilitation works. This work plan will be monitored and evaluated bilaterally on a regular basis (Weekly, biweekly or monthly).

The successful Contractor will have to provide the list of persons who will need access to the units during the rehabilitation works as well as the vehicle plate numbers which will be involved in the activities.

Within the first week of each month, the Contractor shall prepare and submit a monthly report including all works done. The report shall include the progress of the work on a site/unit level, challenges and lessons learned. The report shall include a justification for any delay and non-compliance.

The Contractor shall be represented by a field engineer to supervise and follow up on the work as well as his/her engagement in the reporting responsibilities.

5. DRAWINGS

Drawings for rehabilitation works will be developed following the identification and assessment of targeted units. These drawings will be done in coordination with the Landlord/beneficiary, the Contractor, and the UNHCR representative. These drawings will be attached to the BOQ as a reference for each unit. These drawings will not be issued for execution rather than cost estimation, the contractor shall be responsible for final measurements before the installation and rehabilitation procedure.