

Terms of Reference - Non-LTA

1. IDENTIFICATION

Title of TOR	Renovation of new office block on old cafeteria space, at 3 rd floor of UNICEF PCO
Start date	28/11/2023
End date	30/02/2024

2. BACKGROUND AND OBJECTIVES:

UNICEF Country Office is recruiting new staff members as per new Country Programmed. To create space inside building the current cafeteria needs to be moved in lawn area, to have more space for offices.

3. SCOPE OF WORK:

The scope of work broadly includes the following the details of which is provided in the form of bills of quantities.:

- CIVIL WORKS
- ARCHITECTURALL WORKS
- MECHANICAL WORKS
- PLUMBING & SANITARY WORKS
- ELECTRICAL WORKS

The contractor will ensure the following:

Pre-Construction

- Site visit by the company at their own arrangement to examine and assess the site condition
- Pre-construction meeting with UNICEF
- The company might be required to provide the brief working design and how construction will be carried out including expected time frame for the construction.
- Preparation of construction workplans
- Identification of materials and manpower needed
- Storage of materials and supply plan
- Maintaining pollution free environment/ avoid contamination
- Site barrier and adequate safety provision.

Construction

- Deploy the qualified and experienced team member for each site
- Strictly follow the drawings, specifications and BoQs/Scope of work
- Construction activities to start as planned for Renovation of office building at 3rd floor, UNICEF PCO, Street No. 05, Diplomatic Enclave, Sector G-5 Islamabad, Civil works, Architectural works, Plumbing and Sanitary works and Electrical works
- Construction activities shall be monitored daily by Vendor and UNICEF focal points and ensure that quality standards and timelines are maintained.

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- Reporting weekly basis for the progress, quality of works and other issues including display of work progress chart at site
- Substantial completion

The company must deploy a qualified Site Manager, who shall maintain communication with the designated representative (s) of UNICEF on site (i.e., UNICEF technical staff, or consultant engineering firm) to coordinate the performance of the works. The Site Manager will be responsible for the following:

- Manage the overall work schedule and work schedules of individual staff on site
- Report on progress to UNICEF’s designated representative (s).
- Document and report on progress of works on daily and / or weekly basis in the daily site diary record
- Document and report progress of works on monthly basis.
- Monitor and manage corrective and preventive services on site.
- Monitor and inspect activities and personnel on site.
- Implement controls determined in the site management plan.
- Ensure safety of workers on site
- Facilitate monitoring teams on site and update them on the progress
- Coordinate with the relevant authorities as per needs of the project, when required.
- Document progress through providing status reports with photographs, diagrams
- Support implementation of changes in plans as required
- Site cleaning and removal of routine debris from office and diplomatic enclave area.

Post Construction

- Site clean-up from office and diplomatic enclave and de-mobilization.
- Address issues found during the construction implementation period and fix it before the handing-over ceremony
- Hand-over of as-built BoQs, drawings, warranty, and guarantee certificates for equipment
- Regular maintenance support during the defect liability period (if any)
- Final completion certificates submission.

A detailed bill of quantities, Technical Specification and Scope of Work is attached as an Annex to the document which further provides the itemized details of the quantities of work and specifications which is associated to this scope.

4. WORKING LOCATIONS:

UNICEF Islamabad Office

5. POTENTIAL CONTRACTORS SHOULD SUBMIT BIDDING DOCUMENTATION CONSISTING OF

- TECHNICAL PROPOSAL (A)
- FINANCIAL PROPOSAL (B)

Technical Criteria: total 70 points

Financial Criteria: total 30 points

5.1 Technical Proposal Evaluation Criteria

TERMS OF REFERENCE

Criteria	Benchmarks	Points
Organizational Strength	<p>Minimum 3 contracts of similar works executed in the past five years</p> <p>Three (3) references clearly stating that project has been successfully completed</p>	10
PEC Registration	The firm should be Registered with PEC for the year June 2023 to June 2024 with minimum C5 category	10
Personnel Strength	Deployment plan of human resource for the projects. Clear definition of roles and responsibilities.	5
	<p>Construction & Engineering Design Team</p> <ol style="list-style-type: none"> 1. 1Project Manager with minimum 8 years' experience 2.5 marks 2. Civil Site Engineer with minimum 5 years' experience 2.5 marks 3. Electrical Engineer with minimum 5 years' experience 2.5 marks 4. Expert and Experience Plumber 	10
	The Bids of contractor should be evaluated against the UNICEF Engineers estimate, plus + or minus -, 10% of every items vs UNICEF engineers estimate shall have a score of 100% an aggregate average score for the different trades of work	20
Safety and health Policy of the firm	Clearly define associated risks that you foresee and mitigation measures.	3
Work schedule	Contractors need to give a plan that shows how they will do the work. This plan should say when each part of the work will start and finish. It should also tell how long the whole project will take.	5
Detailed methodology	The contractor needs to give us a clear plan that explains how they will do the work. This plan should describe all the steps they will take	4

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	from getting ready to start, doing the actual work, and finishing it.	
Quality control plans.	Quality control plans. Approach to material sampling, testing. Price control plans. <ul style="list-style-type: none"> • Detailed quality control plan to be used in the execution of the works, addressing handling of materials, workmanship 	3
Total point of Technical Proposal		70

5.2 Financial Proposal Evaluation Criteria

The financial proposal has 30 points, and the bidder with the lowest rate gets all 30 points.

6 DELIVERABLES AND MILESTONE PAYMENTS:

Contractor’s payments will be based on the completed and certified documents of the work done. Payments will be made on the basis of tasks successfully completed as per the given specifications, standard, timelines and in accordance with the progress reports submitted, duly verified by UNICEF teams or its representatives in the field.

Payment will be based on milestones following physical progress as well acceptance from monitoring consultant and certification by UNICEF technical supervisors or alternatively 95% of the payment will be released after substantial completion of each unit.

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Deliverable	Scope of Deliverable (Details in BoQ)	Payment (of total budget)	Note
1	Upon 50% completion of works and submitting the progress report with measurement sheet, cost abstract approved and verified	45%	Payment will be made upon receiving a site progress report showing photos. Then, at least 20% of the total contracted price will be paid.
2	Upon 100% completion of works, final progress report, measurement sheet, cost abstract and signing of the provisional acceptance of works	45%	Payment will be made following certification from the technical supervisor that 50% of the construction activities is completed
3	Satisfactory completion of reparation and replacement of all defects in the defect list during the defect liability period	10%	Payment will be made 6 months after the substantial completion of all sites, and upon satisfactory completion of reparation and replacement of all defects in the defect list during the defect liability period.

Timeframe

October 30,2023 to December 30, 2023 (2 month)

DLP and Warranty Periods:

- Defect Liability Period (**DLP**) = **6 months** from the date of substantial completion & handover of the project. Contractor will have to furnish a performance bank guarantee For the entire duration of the contract.
- 10% of the total contract value will be retained as retention money and will be released after the expiry of the DLP period.

7 MANAGEMENT OVERSIGHT:

Monitoring of the project will be undertaken by the Construction team focusing mainly on the following

- Inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; Certify payments and assist UNICEF in the control of variation orders.
- Document project records that provide the necessary evidentiary and analyses in case of claims and disputes.
- Ensure that works are executed in accordance with local Bylaws, national and international health and safety standards, quality standards and signed contract.
- Issue the Certificates of Partial, Substantial and Final Completion of works.
- Prepare weekly / monthly progress reports and final narrative reports.
- Pictorial evidence of different stages of the projects are to be maintained by the implementers and submitted to UNICEF along with the final/ completion report of the project.

LIST OF APPROVED MANUFACTURERS (CIVIL WORKS)

TERMS OF REFERENCE

(To be signed by the Bidder)

The Contractor should note that only material from those manufacturers specified in the list of approved manufacturers shall be allowed to be used on this Project. The Contractor shall submit literature/catalogue/samples etc. of all the items from each of the specified manufacturers to the Engineer who shall then decide and approve the sample and the manufacturers. Where the item involves any finishes such as paints, external coating, etc. the Contractor shall erect mock-up samples of the specified manufacturers for the selection and approval of the Engineer.

Onus lies with the Contractor for establishing the genuineness of any material/product/item for its make and origin as specified below:

S. No.	Materials	Manufacturers
1	Ceramic Tiles	Stile/ Shabbir, Master or Equ.
2	Porcelain Tiles	Stile/ Shabbir, Master or Equ.
3	Paints & Varnish	ICI, Berger, Nippon
4	Door Locks/Door closers	USA/ West European / Japanese Origin or Equ.
5	Anti-Termite	Termidor, Biflex, Mirage, Tenekil, Termicure, Front Line Plus (Global Group)
6	Imported Tiles (Ceramic/Porcelain)	RAK, Malaysian, China or approved equivalent
7	Aluminum Sections	Chawla, prime, Etihad Aluminum or approved equivalent
8	Precast Concrete Interlock Pavers	Tuff Pavers, Izhar, Envi Crete, Concrete Concept, Concrete Wizard or Equa:
9	Chequered Tiles	Grand Works, Concrete Wizard, Envi Crete or approved equivalent
10	False Ceiling including Suspension System	Daiken (Japan), Dampa (Denmark) & OWA (Germany), or United, Arish gypsum board or Equivalent best quality.
11	Bricks for Facing/ Exposed Surfaces	33 trade, PR-1 mark or approved equivalent
12	Lamination Board	Formite, ZRK or approved equivalent.

Authorized Signature & Official Seal: _____

Name: _____

Date: _____

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Appendix-N to Bid

LIST OF APPROVED MANUFACTURERS (PLUMBING)

(To be signed by the Bidder)

S. N	ITEM	MANUFACTURER
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TERMS OF REFERENCE

1	G.I. PIPE	i.	M/S INTERNATIONAL INDUSTRIES LIMITED
		II.	M/S JAMAL PIPE INDUSTRIES (PVT) LIMITED
		iii.	M/S BASHIR PIPE INDUSTRIES (PVT.) LIMITED
2	G.I. PIPE FITTINGS	i.	M/S. HE CHINA
		ii.	M/S. TG CHINA
3	M.S. PIPES & FITTINGS	i.	M/S JAMAL PIPE INDUSTRIES (PVT) LIMITED
		ii.	M/S HAFFAZ.
4	SANITARY FIXTURES	i.	MASTER & FAISAL
		ii.	M/S ASIAN STANDARD (CHINA)
		iii.	M/S. PORTA (CHINA) M/S I.C.L.
5	SANITARY FITTINGS	i.	M/S MASTER, Faisal. Dur.
		ii.	M/S SONEX
6	VALVES	i.	M/S SCON or approved equivalent
7	WATER COOLER	i.	M/S MECCO
		ii.	M/S CARAVELL
		iii.	M/S COMFORT
8	FIRE EXTINGUISHERS	i.	M/S HASEEN HABIB CORPORATION (Pvt.)Ltd
		ii.	City Fire & Safety Services
9	UPVC PIPE AND FITTINGS	i.	M/S DADEX ENTERNIT Ltd.
		ii.	M/S Turkplast
		iii.	M/S Master Pvt ltd or equ:
10	PPR PIPE & FITTINGS	i.	M/S DADEX
		ii.	M/S MASTER PVT LTD.
		iii.	M/S TURKPLAST
11	WATER FILTERS	i.	M/S SO-SAFE
		ii.	M/S AQUA SAFE
12	EPOXY PAINT (ANTIBACTERIAL, ANTIMICROBIAL) LIQUID STAINLESS PAINT	I.	SILVER BULET AM(BURKE) OR EQU. (IMPORTED)

Authorized Signature & Official Seal: _____

Name: _____ Date: _____

