***Annex 3***

TERMS OF REFERENCE

***Provision of Renovation of the UN Women New office premise in Kyiv, Ukraine***

**BACKGROUND**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women work in Ukraine focuses on supporting the government and civil society in advancing gender equality and implementation of the national and international commitments on gender equality and women’s human rights. UN Women Ukraine implements interventions towards the realization of following strategic goals: elimination of violence against women and girls; implementation of women, peace and security agenda and gender responsive governance. UN Women works closely with the UN Country Team in integration of women’s rights and gender equality in all spheres of UN work.

**PURPOSE**

The UN Women Kyiv office requires the provision of services to renovate the new office space. The New office space (644 sqm) is located on **7th floor of the Business Summit, 9B Hrushevsky Mykhailo street, Kyiv, 01021 Ukraine**. The building is owned by AIS-SP LLC(National State Registry of Ukrainian Enterprises and Organizations (EDRPOU).

Overall objectives of the renovation:

* Create designated working areas for all the personnel
* Facilitate inter-personal communications and collaboration in the office
* Comply with all the requirements on the office space as detailed in the Bill of Quantity and office flooring plan

**SPECIFIC TASKS, EXPECTED DELIVERABLES AND TIMEFRAME**

**Supply, deliver, and install the interior works – labour and materials to be supplied by the vendor – BILL OF QUANTITIES (Annex 1), Flooring Plan and design (Appendix 2) and Elevation Drawing (Annext 4) are attached.**

Below details are for guidance only, and subject to changes, project timeline and agreement with UN Women. The renovation plan is subject to the approval of AIS-SP LLC (National State Registry of Ukrainian Enterprises and Organizations (EDRPOU).

All the partition walls should be in compliance with the local fire safety regulations including the ceiling sprinklers and other fire safety measures. In addition, all the materials should be fire-retardant as specified in the Annex 2 of the BoQ.

To minimize noise disturbance to other tenants in the building, the renovation work which makes more noise can be only carried out in the evenings and at weekends unless explicitly agreed with and permitted by the Business Summit in advance.

As the 7th floor is currently empty, the renovation work can be carried out in **in all 7 days** of the week 24 hrs. The work include painting, lighting, partitiion, electrical fittings. For more detailed information about specific tasks, refer to **BILL OF QUANTITIES (Annex 1), and Flooring Plan and Design (Annex II):**

# Expected Outputs / Deliverables:

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Activities/ Tasks** | **Target Dates** |
| **Project implementation plan and the landlord’s approval** | Provide the final office renovation requirements, implementation plan, and timeline with a detailed plan, and fire protection in compliance with local building code in consultation with UN Women personnel. Obtain the landlord (AIS-SP LLC Busines Summit’s approval). | 12th December 2023 |
| **Supply and**  **installation of the new partition walls, doors, painting, lighting, electrical fittings and other works/supplies as detailed in BoQ as Annex 2** | Supply and installation of the new partition walls, doors, painting, lighting, electrical fittings and other works/supplies as detailed in BoQ as Annex 2 per the agreed floor plan and drawing under the supervision of UN Women personnel. | 07th January 2024 |
| **Finalization** | Finalization of the renovation work to resolve any remaining issues raised by the architect and UN  Women staff, and clean up | 10th January 2024 |

***\*Payment will be made upon submission of the project completion with the approval of the UN Women Ukraine Office except 5% of the total amount of the contract which will be retained and paid only after 6 months of the project completion provided there is no default found in the completed work and goods delivered.***

***Site visit (optional):*** All interested bidding companies are invited to participate in a site visit scheduled for November 28th at 10:00 am. We request that all representatives of the bidders gather at the main reception of Business Summit, 9B Hrushevsky Mykhailo street, Kyiv, 01021 Ukraine, 10 minutes before 10:00 am for registration. The joint site visit will commence at the specified date and time.

If any companies encounter difficulties finding the office or have questions regarding the site visit, please feel free to contact us at +380504720889 or via email at [svitlana.kanivets@unwomen.org](mailto:svitlana.kanivets@unwomen.org)

# ROLES AND RESPONSIBILITIES OF THE PARTIES:

UN Women will offer technical guidance where feasible. The organization has supplied the preliminary bill of quantities and calculations. However, it is the responsibility of the service provider to conduct their own calculations, ensuring the inclusion of accurate measurements and all associated costs, including VAT. The service provider must then provide a lump-sum fixed prices for all the work. UN Women will not assume any responsibility for miscalculations or omissions.

The service provider is obligated to bear all associated costs and work independently to successfully execute the project. Additionally, the service provider will assume responsibility for all costs related to the provision of services and goods, encompassing logistics arrangements for shipping and the removal of construction materials.

The offeror company is required to complete the entire project in 30 calendar days from the date the contract is signed.

# INTELLECTUAL PROPERTY:

All information pertaining to this project (logos) belonging to UN Women, which the vendor may come into contact under this assignment shall remain the property of UN Women who shall have exclusive rights over their use. Except for purposes of this project, the information shall not be disclosed to the public nor used in whatever without written permission of UN Women in line with the national and International Copyright Laws applicable.

# COMMUNICATION AND REPORTING OBLIGATIONS:

The service provider will report to the Administrative Associate and Operations Manager at the UN Women office in Kyiv.

# LIQUIDATED DAMAGES:

In the event that the service provider delays its obligations under the above schedule as specified in Annex 1 of the total contract value per week of delay in the contract performance shall be paid to UN Women or deducted from the payment. The maximum deduction is 6% of the total contract value (3 weeks) after which UN Women may terminate the contract.

# PERFORMANCE SECURITY: The UN Women office will disburse 95% of the total contract amount upon the satisfactory completion of services and goods at the contract's conclusion, marked by the signing of the acceptance act. The remaining 5% of the total contract value will be disbursed six months after the completion of the project, provided there is no default in the work and goods supplied. In the event that a default is identified even after the project's completion within a 6-month period, the retained 5% will be utilized to cover applicable costs for recovery purposes.

# SUBMISSION OF Bids:

Submission package includes:

* Company profile
* Company registration
* Construction work license
* Safety management plan
* Quality management plan
* CVs for the team members especially Key Personnel (at least an engineer and project manager)
* Minimum ​3​ years of relevant experience in projects with a similar nature
* 2 previous work contract including the value of projects performed for the last 5 years with similar nature and complexity
* No bid security is required. However, the UN Women office will withhold 5% of the total contract value upon project completion, and this amount will not be disbursed for a period of 6 months.
* **Financial Proposal/Bill of Quantities which shall be quoted in UAH** (including workmanship, quality of material and professional fees for the key personnel). **The quotation shall specify a total lump sum amount including VAT** with breaking down the costs both for goods and services and other related cost, commercial general liability insurance, and worker’s compensation insurance, etc.

# EVALUATION METHOD AND CRITERIA:

Proposal/Quotations will be evaluated based on UN Women **Lowest-Price Technically Compliant methodology**. The contract will be awarded to the service provider who meets the requirements and provides the lowest price.

# ANNEXIES:

1. Bill of Quantities (BoQ)
2. Drawing, design and flooring plan
3. Elevation Drawing