ANNEX B - TERMS OF REFERENCE FOR LONG TERM ARRANGEMENT
LRQS – 2025 - 9201769

Assignment	Installation of Two Cold Rooms for Jordan Ministry of Health
Location	Jordan
Duration	One Month
Start Date	December 2025
Reporting to	Health Officer, UNICEF Jordan Country Office

Background:
Ministry of Health in Jordan has more than 45 Walk-in Cold Rooms where each has an average size of 40m^3 Split Units (WIC). Those rooms are located in the National and Sub-National Vaccines warehouses across the kingdom that ensure safe storage of human vaccines and serums. In expansion to this cold chain storage capacity UNICEF will donate 2 Walk-in Cold Rooms that will require proper installation.

Summary of Assignment:
UNICEF is assisting the Ministry of Health of Jordan of 1 Walk-in Cold Room 40 cbm Split Units (WIC) and 1 Walk-in Cold Room 30m3 Split Units (WIC) in Jordan and subsequent services for installation/commissioning and training services for total of 2 WIC that are stored at the installation sites. Additionally, it is required to dismantle and old freezer room and make an opening in the wall of the building to facilitate installation the cold room.

Scope and Methodology:
The contractor will be responsible for providing Tools, Materials and Labor to ensure proper dismantling of the old freezer room, and opening of the wall, then begin the installation that successful operation of each Cold Room and its accessories. Then the contractor should provide on-site training to MOH staff/health workers on how to operate and do minor preventive maintenance for the and the activation of Remote Temperature Monitoring System (RTMS).

Dismantling Old Freezer Room

1- Dismantling an old none functioning old freezer room and its accessories with the following dimensions in meters: H2.5, D3, 6L.
2- Transfer the old freezer room parts from B1 to B2 floor into the designated storage room to be disposed later
3- Cleaning the site and preparing it for installation of the 30cbm room

Wall Opening

1- The wall is made of bricks
2- Cut into the wall and make an opening of 2 meters wide and 2.5 meters height, to be positioned in middle and matches the door opening of the cold room to be installed
3- Clean up the broken parts and dispose them away from the whole building in proper place
4- Ensure any electricity, water, or drainage passing through the wall are maintained or reconnected if they come in the middle of the opening
5- Repair the broken edges of the wall and floor using layers of matching colors painting and flooring tiles

Installation and commissioning

Installation and commissioning services shall include:

1. Installation of the room: walls, ceiling, duckboards, door, accessories;
2. Electrical works: installation of the electric panels for the refrigeration equipment, the alarm, the lighting and for the accessories;
3. Installation of the 2 refrigeration unit (compressors);
4. Connection of support equipment such as voltage stabilizer;
5. Functionality testing and commissioning in compliance with a WHO checklist/protocol for commissioning.

Attachments:

Enclosed as part of this document, you will find the following that explain all necessary details about the Cold Rooms and their proper installation:

1- Walk-in Cold Room Technical Handbook 40CBM
2- Diagram SPLIT WIC 40m³
3- Diagram 2 of the 40m³ cold room
4- Packing List Cold Room
5- RTMS Installation Instruction packing list
6- RTMS U-Cool Lora
7- Installation Completion Checklist

Each cold room will be installed the preidentified sites inside the national vaccines' warehouses on a leveled cement base and its **2 compressors** will be installed on the outer side of the building wall facing the cold room; either mounted on the wall or anchored to the ground to be accessible for future monitoring and maintenance.

The **voltage stabilizer** should be installed in the Power Room and connected to the electricity grid withing the power box containing circuit breakers.
Then a **3 phase 6x5 wire** with an estimated length of 50 meters should be installed inside a white PVC pipes and cable tray conduit from the voltage stabilizer and connect with the reaching the cold room through a 63A 3-phase Isolator.

Last step, **condensed water drainage** from the internal cooling unit should be connected to the under-floor drainage system in the building and contractor should carry all required work to reach the connection point nearly located at 10m far from the cold room installation site.
Contractor will be responsible for providing a 32A Circuit Breaker, 63A Isolator, 50m 3-Phase Wire, PVC with Cable Tray conduit for electrical wires connections, and all other parts as PVC drainage pipes and parts to condensed water drainage.

Training

At each installation site the contractor is required to deliver training for the users and MOH's cold room technicians (max of 5-10 participants)

The aim of the training is to enable the participating:

- local users to: use equipment, perform standard cleaning and preventive maintenance.
- technicians to install and perform preventive and corrective maintenance for the type of the WICs supplied.

The training must be provided in English and Arabic language and cover the following:

1. Operating procedures and practices in compliance with manufacturer's SOPs.
2. Basic handling and user-level, simple daily, weekly monthly preventive maintenance.
3. Programmable adjustments (set points, etc) on the control panel.
4. Temperature monitoring system operation and data archiving.
5. Alarm features and safe working practices.
6. Preventive maintenance & periodic maintenance checks, including with cooling and electrical systems.
7. Corrective Maintenance (level 1 to 3), diagnostic and repair procedures.
8. Warranty and claims procedure; mechanisms for seeking support.

Training materials in English and Arabic language must be provided to each participant both in printed and electronic copy.

The implementation of this work will be supervised by both UNICEF Health Officer and MOH team.

Duration:

1 Month

Location:

Vaccines & Serums Department, Shafa Badran – Amman near JFDA

Map: https://maps.app.goo.gl/18cSdNUCN8AZ8G9s5

Expected Deliverables:

1- Successful installation and functioning of each Cold Room with all its accessories.
2- MOH's staff trained in usage and minor preventive maintenance for cold rooms
3- Signed proof of service delivery and installation checklist
4- Supply of additional materials required for installation
5- Warranty for Proper Installation

Payment Terms and Conditions:

100% after fulfilment of all outcomes.

Qualifications Criteria (Pass/Fail)

To install cold rooms, a specialized work contractor needs qualifications related to electrical work, refrigeration, and cooling systems. This may include electrician licenses, refrigeration certifications, and experience with cold rooms system installations. Additionally, knowledge of relevant building codes, safety standards, and permit requirements is crucial.

For this purpose, the selected contractor should meet the following minimum requirements:

1) The local Agent must be a local business entity holding necessary Registration documents/Trade License/permits etc. as may be applicable to conduct such business in accordance with local regulations.

2) It is preferred that the Local Agent holds/possesses a valid agreement with its principal (that is the manufacturer/supplier of WICs) to act on behalf of the Principal as Principal's representative, to ensure necessary warranty actions are carried out with regards to the installed WIC

3) The local agent must have proven track record of minimum experience of 3 years in the supply, installation and commissioning, maintenance and servicing of Cold Rooms and other refrigeration equipment.

4) The Local Agent shall have available basic tools and instruments as recommended by the manufacturer/supplier of the WIC to carry out repair work as per manufacturer's guidelines.
5) Firm has a sound financial viability to carry out the civil work without any down/ advance payments.

6) The firm has successfully submitted CVs for key staff, at least 1 electric/ mechanical engineer (min. 3 years) and 1 refrigeration technician (min. 3 years).

Submission Requirements and Checklist

Section	Requirement
Part 1: Mandatory Pass/Fail Criteria	
Legal & Business Registration	Copy of valid Trade License
	Company Registration Certificate
	Any other relevant operational permits
Financial Viability	**Option A**: Audited Financial Statements (last 2–3 years)
	Option B: Bank Reference Letter confirming financial capacity
Principal Authorization (Preferred)	Agreement/ Authorization Letter from manufacturer/supplier confirming representation & warranty support
Demonstrated Experience	Company profile (min. 3 years in cold room installation & maintenance)
	List of at least 3 similar completed projects (with photos, value, client name, contact info)
Part 2: Technical Quote	
Cover Letter	Formal signed letter on company letterhead summarizing solution, qualifications, validity period
Technical Capacity	CVs & certifications for key staff (Engineer & Technician)
	Inventory list of tools, instruments, and essential spare parts

Technical Methodology & Plan	Detailed Work Plan & Methodology
	Proposed Project Timeline (e.g., Gantt chart) with milestones
Training & Support	Draft Training Agenda
	Detailed Warranty Terms & After-Sales Service description
Part 3: Financial Quote	
Pricing	Total Fixed Price (all-inclusive)
	Cost Breakdown (Equipment, Labor, Other costs like transport)