STATEMENT OF WORK

Construction of New Kindergarten Center in Azraq Camp.

Brief

UNICEF aims to achieve universalization of access to kindergarten 2 (KG2) services throughout the Kingdom of Jordan, and starting with the Syrian refugee camps of Azraq, Zaatari and Emirati Jordanian. Due to an increase in the number of children and a change in the distribution of the population in Azraq Refugee Camp, UNICEF needs to build an additional KG2 site in the village 2 of Azraq, with the capacity to host up to 8 classrooms (6 to be installed as part of the scope of this contract and 2 as potential expansion). Upon completion, the KG2 will be inspected and handed over to the Ministry of Education who will deploy administrative and teaching personnel to the facility.

In this context, UNICEF is looking for an experienced contractor that will ensure the construction of a KG2 site which is in line with UNICEF’s and the MOE’s quality standards, and that provides the child-friendly and safe environment that young children need to learn and develop.

The work is located in the village 2 of Azraq Refugee Camp as per the following Coordinates: PLEASE REFER TO ANNEX 3

The Project shall include the following works (With reference to BOQs and Technical Specifications):

1. Mobilization including handing over of the site to the contractor, implementation of all safety measures, preparation of time schedule, permits submittals, material approval before starting the works, etc.
2. Removal of all inner site obstructions and ground levelling, in addition to disposal of waste materials to an approved dumping location.
3. Base course, prime coat and basalt aggregate layer.
4. Site Fencing and gates.
5. Construction of Shaded area.
6. Supply and installation of 6 classrooms: prefabricated units with dimensions of 6x7.5m.
7. Supply and installation of 1 administrative unit: prefabricated unit with dimension 3x6m.
8. Supply and installation of 2 WASH units: ablution prefabricated units with dimension 3.x6m.
9. Supply and installation 13 Metal ramps, 2 water tanks, and 2 water tank stands.

Scope of works – Specific tasks:

To achieve the project objectives, the main activities that should be achieved in the targeted location include, but are not limited to, the following:

- Mobilization activities (safety measures, updating time schedule, permits to be prepared by the contractor and send them to UNICEF to submit and grant them for machineries, equipment, staff and materials).
- Provision of original certificates for materials and equipment to be used in the project, and submission of samples for (but not limited to) flooring, sanitary fixtures, PVC, conduits etc. for approval by UNICEF.
- Ground levelling and removal of site obstructions and barriers from the targeted site.
- Base course layer in addition to prime coat and basalt aggregate layer to be supplied and applied.
- Installation of a new chain link fence to cover the site boundaries, taking into consideration that the work will cover installing barbed wires to cover the entire site premise’s fence.
- Supply and installation of 6 prefabricated classroom units (6x7.5m) including all relevant structural and electrical works inside the units.
- Supply and installation of 1 prefabricated administrative unit (3x6m) including all relevant structural and electrical works inside the unit.
- Supply and installation of 2 WASH prefabricated units (3x6m) including all relevant structural and electrical and mechanical works inside the units.
- Construction of one steel shaded area as per dimensions and specification listed in the BoQ and technical specification document, noting that the design should provide evidence of compliance with all relevant quality and safety standards.
- Preparation and hand out of detailed Shop Drawings and As-Made Drawings including all layouts of the lines and exact levels of the executed works.
• Project Handover.

The Scope of Works shall be completed in accordance with the Drawings and as detailed in the Bill of Quantities, Technical Specification and General Conditions of Contract.

All works shall be carried out according to the BOQs and specifications, and under the supervision and as directed by UNICEF’ Engineers. The contractor shall coordinate with UNICEF on all the required activities and works.

**The selected contractor will conduct the construction of the said works by considering, but not limited to, the following:**

- Mobilization of all equipment, materials and man powers required to complete the Works.
- All necessary temporary works required to provide access to the site, secure storage of materials and to facilitate works in a safe manner.
- All necessary site preparation works.
- All necessary safety signs.
- The mentioned works must be done with respect to the norm sequence of activities and needed intersections with reference to specifications to complete the works with the required quality.
- Clean the places and transport the debris safely and litter collected to the approved dumpsite.
- Coordinate all works with UNICEF, to realize high quality of implemented works and prevent any interruption of school’s services.
- Repair any damage of any service at full satisfaction of relevant Service Authorities.
- Comply with UNICEF’s Prevention of Sexual Exploitation and Child Safeguarding Standard, and comply with all relevant Government regulations, including related to COVID-19.

**Expected Deliverables:**

1. The contractor shall designate a Project Engineer to coordinate with UNICEF engineer.
2. The contractor will report to UNICEF and comply with the contract’s conditions and requirements.
3. Before commencement of the implementation, the contractor shall provide UNICEF with a detailed updated work plan including a schedule of works, safety plan and quality assurance plan. Additionally, the contractor shall prepare and provide a draft and final management plan specifying the tasks, sub tasks and approaches to be used.
4. Progress technical reports of implementation are provided upon request during implementation period (daily, weekly, monthly and upon request).
5. Testing and commissioning in accordance with relevant standards and as per the Specifications and Performance Requirements of the Tender Documents.

**The Scope of Works shall also be deemed to include anything that is not listed here but may reasonably be inferred to be necessary for the completion of the Works.**

**Supervision:**

The contractor will be supervised by UNICEF designated engineers. All work under this project shall be supervised and monitored by the Field Education Engineer, who will act as the primary technical representative of UNICEF. Final inspection and acceptance of all work delivered shall be performed on site. The contractor shall be fully responsible for poor quality workmanship, defects...etc. and bear the cost and replace/take corrective action without delay.

**Quality Assurance:**

The Contractor shall, before start of construction, provide to UNICEF their Quality Control Plan, the contractor shall prepare a draft and final version of Quality Control Plan specifying the tasks, sub tasks and approaches to be used to ensure adequate quality and integrity of work developed. The plan shall be as per requirements of the Contract, and describing the methods intended to be used for quality control of materials, plants and workmanship used in the Works. In addition, the contractor shall take the required tests for quality assurance,, including but not limited to, base course tests, concrete strength tests., etc. and provide samples when needed, according to UNICEF’s supervision.

**NON-CONFORMING PRODUCTS**
Non-conforming products will be rejected. Defects or poor workmanship or inferior quality or any deviation for the design and requirements shall be corrected by the contractor, within 5 workdays of the rejection notice. If these cannot be corrected within 5 workdays, the contractor will immediately notify the UNICEF Engineers of the reason for the delay in writing and provide a proposed corrective action plan within estimated workdays. Failure to do so, the contract will be liable to penalties.

**Project duration:**

The project starting date shall be 01/11/2020 and the end date will be 31/01/2021

*UNICEF has the right to cancel one of the proposed packages based on the available budget and submitted price offers.*

**Payment term:**

Payments shall be done as per actual work done certified by UNICEF field representative and UNICEF designated engineers.

Payment schedule will be based on the completion of works in the site each phase:

Payment 1: Upon completion of earthwork, fence and gates.
Payment 2: Upon complete all works and successful site handover. Payment will be made only upon UNICEF’s acceptance of the work performed. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be affected by bank transfer in the currency of billing.

**Payment conditions**

The payment will be made after examining completed work, ensuring that the work was completed in compliance with the contract, agreed BOQ, agreed technical specifications and drawings and satisfying approved quality control plan. The payment will also made according to the payment schedule and unit prices as stated in the BOQ.

In case of variation order requested by the Contractor or UNICEF, the contractor shall send to UNICEF in written the new price (VO’s price if it is needed a new price) according to unite prices as stated in the BOQ. The price of any variation order will be added to the final payment (payment 2).

**General Acceptance Criteria**

The main criteria of accepting accomplished work is:

- Adhering to all contract’s documents, but not limited to: SOW, BOQ, Specifications, Drawings and any other related document: addendums, supplementary contracts...etc.
- Adhering to agreed schedule and/or timeline, after the contractor awarded the contract, the revised schedule and timeline shall be approved and baselined.
- Committing to agreed quality control plan in all project’s levels and stages.

**Evaluation process and Method:**

The evaluation is carried out by UNICEF in accordance with UNICEF’s regulations, rules and practices and all determinations are made in UNICEF’s sole discretion. After the opening of Bids, UNICEF will carry out the following steps in the following order:

First, UNICEF will evaluate each Bid for compliance with the mandatory requirements of this ITBS. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this ITBS, including provision of all required information, may result in a response or Bid being disqualified from further consideration.
Second, UNICEF will evaluate Bids for compliance with the technical requirements stated in this ITBS and undertake a commercial evaluation.

UNICEF will then (subject to the various rights of UNICEF) award the contract to the vendor(s) providing the lowest priced technically compliant Bid(s)

**Minimum requirements:**

- The company is expected to have solid experience in the relevant field with minimum no. of 5 similar projects
- Locally registered construction company with valid and renewed construction classification certificate from Jordanian Construction Contractors Association in “Buildings Field, Specialization 1- Buildings Construction And 2- Steel Structure and 3- Prefab Buildings”. In addition to valid and renewed Register of Commerce and valid Profession Practicing License in the required field.
- Previous working experience in refugee camps context
- Previous experience in working with UN agencies
- Proven and demonstrated ability to complete the deliverables
- Provide list of construction/ maintenance equipment proposed to carry out the activities
- Provide work plan, time schedule, safety plan and materials time schedule as well as Quality Control Plan
- Provide evidence on the volume and number of projects for each of the last three years similar work
- Provide audited financial statement for 2018 and 2019 from a financial institution

**CONDITIONS**
The contractor shall be responsible and accountable to ensure that the behavior of its employees (including truck drivers, sub-contractors etc) on site will be at all times is in line with Jordanian laws and agreed rules and regulations for working in Azraq camp and are in full compliance with UNICEF code of conduct.

The contractor should submit a performance bond to UNICEF (10% of contract value) as performance assurance and satisfactory implementation of the tasks here in this tender. UNICEF reserves the right to cash the bond if the contractor fails to perform the tasks in timely and satisfactory manner.

The contractor shall confirm in writing in his offer the ability to mobilize and commence the work within **Two Weeks** from the date of signing the contract. If the contractor fails to mobilize within the stated period, then the contract will be terminated, and UNICEF will not be responsible for any legal or financial expenses incurred due to contract termination.