

## ANNEX B: LRPS-2019-9152755

### TERMS OF REFERENCE

#### DESIGN AND INSTALLATION OF FIRE PROTECTION AND SECURITY ALARM SYSTEMS IN SELECTED COLD CHAIN FACILITIES AT REGIONAL AND DISTRICT LEVELS (Turn-Key Project)

#### Assignment Summary Information

<b>Relevant UNICEF outcome/output:</b>	<b>Outcome 3:</b> By 2020 mothers and children, especially the most vulnerable, have access to quality healthcare services (individual and population based), including in emergencies. <b>Output 3.1:</b> By 2020, national authorities have increased capacity to formulate evidence-based regulatory framework and budgets for key maternal, newborn, child and adolescent health packages of interventions
<b>Anticipated start date:</b>	October 2019
<b>Duration:</b>	18 months (from contract start date)
<b>Location:</b>	Bukhara (regional), Andijan, Akgurgan, Urgut, Shahrizabs, Chirokchki, Denau (district)
<b>Estimated total budget:</b>	
<b>Grant reference:</b>	SC160498
<b>Supervisor:</b>	Chief of Child Health

#### Background

Since 2014, Uzbekistan has started its path towards sustainable immunization and self-funded vaccine procurement. During last assessment of existing cold chain facilities and capacity undertaken by Joint Appraisal mission in 2015, it became apparent that the country does not have sufficient storage, particularly at the central level, to store vaccines in amount required for routine immunization of target groups.

Large portion of GAVI Health System Strengthening (HSS) grant is intended for the improvement of infrastructure and upgrade of the cold chain equipment at regional and selected district level cold chain facilities. In line with WHO and UNICEF standards, all cold chain stores must be equipped with fire-fighting and security systems.

For this purpose, UNICEF CO announces the tender for selecting company/ies for the design and installation of fire-fighting and security systems in constructed or renovated cold chain stores, and training of responsible MOH employees on systems' operation and maintenance.

#### Objectives

1. Preparation of preliminary and detail design of projects for installation of fire-fighting and security systems in cold chain facilities at regional and district levels and obtain approval from relevant National Regulatory Authorities for the design and specifications of the systems;
2. Procure and install fire-fighting and security systems in cold chain stores according to design, specifications and approved cost estimates of projects;
3. Train cold chain store managers and relevant technical personnel on operation and maintenance of both systems;

## Timeline & Deliverables

The required fire-fighting and security alarm systems shall be designed and installed at 7 (seven) cold chain facilities at regional and district levels. The company is expected to work in cold chain stores (one or more selected locations) throughout a year period, installing equipment and training staff upon completion of the installation activities.

The selected company shall be responsible for the design, planning, installation, and training within 60 (sixty) days' period for each cold chain store. Companies that have provided quotes for multiple locations must plan to work concurrently at these locations.

#	Tasks	Deliverables	Duration	Payment
1	Develop a layout plan, design specifications of a fire-fighting system according to the national and WHO/UNICEF regulations and as per each cold chain facility layout and requirements: <ul style="list-style-type: none"> <li>- fire-detecting and fire-alarming system with audio and color warning signal connected to security control panel;</li> <li>- automated sprinkler fire-fighting system with an independent/exclusive water tank and pumping system;</li> </ul>	Detail layout plan, design, specifications and BoQs* for fire-fighting systems in all locations.	21 Calendar days	Payment shall be done in several installments -See details in payment schedule below.
2	Develop a layout plan, detail design and specifications of security system including audio warning and video recording according to the national and WHO/UNICEF regulations as per each cold chain facility layout and requirements.	Detail layout plan, design, specifications and BoQs* for security (alarm and video) systems in all selected locations.		
3	Obtain approval from the respective National Regulatory Authorities (NRA)	Detail layout plan, design and specifications for fire-fighting and security systems are endorsed/approved by NRA.	9 Calendar days (excluding installation period)	
4	Procure and install fire-fighting and security systems in selected cold chain stores	Cold chain store/s equipped with functional fire-fighting and security systems	30 Calendar days	
5	Train cold chain store technical staff on the operation of the systems, record and track alarms/video	Training is conducted in each cold chain store.		

\*BOQ must indicate the brand and technical specifications of the equipment including country of origin.

**Detailed List of Deliverables:**

**a- Technical Proposal:** The initial proposal shall include:

- Concept design for each cold chain facility separately with technical proposal in separate sealed envelope (Technical Proposal);
- Proposed timeline for detail design, implementation and training for each cold chain storage facility;
- Approach/method statement to complete all activities in timely manner with good quality as per company's proposal;
- Proposal related to after installation repair, maintenance service of installed equipment and warranty of 12 (twelve) months for free replacement;
- Quality assurance plan to ensure quality of works;
- List of proposed qualified staff for the design, implementation and training stages of the project for both firefighting, detection and alarm system;
- Any additional relevant information which may help the evaluator to fully assess the
- Competency of the company for the job.

**b- Financial Proposal:**

- Scope of works for firefighting and security system including break down of separate cost for design, implementation and training phases for each cold chain facility;
- Detail BOQs for each facility with items of works including quantity and unit price in separate sealed envelope (**Financial proposal**);

**c- Detail design Stage:** after contract award, the selected company/service provider is expected to perform the following:

- Preparation of detail layout plan, design, specifications for each cold chain storage facility;
- Detail scope of works including items of works with quantity and unit price;
- Detail work schedule with breakdown of timeline for detail design, approval from regulatory authorities, mobilization, implementation and training of cold chain store staff in operation and maintenance of the system;

**d- Implementation Stage:**

- Installation of all equipment and accessories according to layout plan, design and specifications within the agreed timeline in the detail work schedule for this component;
- Inspection and rectification of defects, if any, during the joint inspection of completed works/installed components;

**e- Testing & Rectification/Repair**

- The fire department shall perform testing to ensure that the installed system serves the intended purpose;
- Rectification/repair of any defect identified during testing by the regulators/fire department etc.;
- Staff training in proper maintenance and operations of the system;

- Preparation of operation and maintenance manual for staff responsible for the cold chain store operation and maintenance;

f- **Final Completion:** Final inspection of the system and the rectification/repair of defects, issuance of final completion certificate and financial closure of the project;

#### **Management:**

The selected company shall work under the direct supervision of the Chief of Health Section and in close collaboration with UNICEF Operations, construction engineers and MoH specialists.

#### **Resources requirement and Payment Schedule:**

Estimated budget is \_\_\_\_\_ and shall be allocated under GAVI HSS grant (SC160498). The final decision on the selection of the company/service provider shall be based on the "best value for money" principle. Payment shall be processed in several installments (see schedule of payment below) upon successful completion of the deliverables. Payments may be partially or fully withheld in case of unsatisfactory performance of duties or failure to provide the deliverables by the agreed deadlines.

Payment is linked to deliverables and shall be processed at the completion of the respective deliverables and upon certification by authorized UNICEF staff.

- a- 15% payment at the completion of deliverable C detail design above, layout, specifications and cost of project for all cold chain store facilities;
- b- 35% payment at 50% progress;
- c- 45% payment at substantial completion and testing or certification of system by regulatory authorities;
- d- 5% payment at the expiry of the defect's liability period and rectification/repair of defects to the satisfaction of UNICEF.

#### **Required qualifications, Areas of Expertise and Selection Criteria**

##### **Qualifications & Expertise**

The company shall be licensed or recognized by the regulatory authority of the Government of Uzbekistan and duly registered as services provider in the field of design and installation of firefighting, fire alarm and audio/visual surveillance system.

The company shall be able to demonstrate the following expertise and present copies of relevant documents:

- Certificate/license to provide services in firefighting and fire protection system design and installation;
- Professional experience in design and installation of firefighting and fire protection system and provision of training in maintenance and operation of the installed system;
- A proposed staffing plan of key people with the required experience and expertise to perform the assignment, and equipment list attached to the proposal as per assignment requirements;
- Mobility and capacity to perform the tasks at multiple project locations;
- Physical presence in the regions/ areas of operation shall be an added advantage;
- Knowledge and understanding of the UN system shall be a significant asset.

### Selection Criteria

Each bidder who submits a complete set of documents shall go through the selection process, which consists of 2 (two) phases: technical evaluation where bidders shall be assessed based on the technical evaluation criteria and financial criteria as listed below. 70/30 evaluation criteria shall be applied to evaluate the proposals. The maximum score for the technical evaluation is 70 points, and maximum score for the financial evaluation is 30 points. The technical proposal shall be evaluated first based on the set of evaluation criteria. Only proposals meeting the minimum threshold of 49 points out of 70 points for the technical proposal shall be considered for further evaluation. The proposal with the best overall value, comprised of technical compliance and price, shall be recommended for approval. The contract shall be awarded to the bidder that obtains the highest combined technical and financial scores applying the best value for money principle.

### Technical & Financial Evaluation of Bids

#### Evaluation Criteria

		Criteria	
1	Technical Evaluation		Max Points
1.1	Experience as a turn-key services provider delivering similar services to other organizations in Uzbekistan.	a) number of years operating in Uzbekistan (evidence of Registration with the relevant regulatory authorities such as fire department, etc.; <b>(Max-5 points)</b> b) Past performance in the last 5 (five) years providing similar services to other organizations (international organizations and/or commercial entities); <b>(Max-05 points)</b> c) A list of the last 3 (three) projects of similar nature with email and telephone information for the clients; <b>(12 points)</b> d) Corresponding value of similar assignments undertaken in the last 3 (three) years in Uzbekistan; <b>(6 points)</b> e) An affidavit if the company has any litigation cases in the past or currently ongoing; <b>(02 points)</b>	30
1.2	Detailed method statement, work plan, proposed staff to be deployed, equipment proposed and quality control plan	a) Detailed method statement showing the overall approach to be adopted in the execution of the project; <b>(5 points)</b> b) Detailed work schedule from design stage to substantial completion of the works to achieve the stated timelines for the completion of the work; <b>(05 points)</b> c) List of proposed key staff (project manager, design experts in firefighting and fire alarm and surveillance system, site supervisors) and technicians according to the requirements of the project needs and bidder's proposal with their CVs, each having a minimum of 3 (three) years of relevant qualifications, experience and skills required to perform the job; <b>(08 points)</b> d) Detailed list of the equipment to be deployed for the installation and other associated works (owned or leased). The proposed equipment shall be relevant to the project needs to ensure timely completion of the works taking into consideration the possibility to work on multiple project sites; <b>(06 points)</b> e) Detailed quality control plan for the execution of the works addressing handling and installation of	34

		components/materials, workmanship and on-site record keeping tracking daily progress. <b>(10 points)</b>	
1.3	Overall response	Overall quality of the proposal, understanding the scope and objectives of the project requirements. <b>(6 points)</b>	06
	<b>Total of Technical Evaluation</b>		<b>70</b>
	<b>Proposals with a minimum of 49 points (out of 70 points) shall be considered for financial evaluation</b>		
<b>2</b>	<b>Financial Evaluation</b>		
2.1	Price	Bid price	30
		<b>Total Financial Evaluation</b>	<b>30</b>
	<b>Grant Total</b>	<b>100</b>	

Total score allocated for the financial evaluation is 30 points. Maximum points shall be given to the technically qualified bidder offering the lowest price. All other financial proposals shall receive points in reverse proportion to the lowest price submitted; e.g.:

$$\text{Score for price proposal for Bidder} = \frac{\text{Maximum score for financial proposal (30)} * \text{Price of lowest proposal}}{\text{Price of proposal X}}$$

### Procedures and Working Conditions

The company successfully contracted for this assignment is fully responsible for the quality implementation of all tasks for installation and operation of fire-fighting and security systems including training for responsible staff in-situ. The company shall work independently and in close collaboration with responsible UNICEF and Ministry of Health staff.

### Submission:

Interested companies shall apply to UNICEF Uzbekistan country office with a request for construction project layouts and submit technical and financial proposals in separate sealed envelope within **21 calendar days** after receipt of construction layouts and not later than COB of **15** October, 2019. Along with the quotation, the company shall provide the following documents:

- Portfolio of the company;
- License, registration, statute, mission statement;
- Method statement and draft plan of fire-fighting and security systems' installation;
- Proposed schedule for the implementation of all stages of projects;
- Technical specification of equipment and cost estimate basis for total amount;
- Duration and available services of warranty period;
- At a minimum, references for three similar assignment/project successfully implemented;
- CV of the team leader who shall coordinate the assignment;
- CVs of the team assigned to this project.

The set of documents in sealed envelopes shall be signed as "Fire-Fighting and Security Systems' Installation" and shall be addressed to:

UNICEF Uzbekistan

United Nations Children's Fund  
Uzbekistan Country Office  
16 Sharof Rashidov Street  
100029, Tashkent  
Republic of Uzbekistan

Telephone +998 (71) 2339512  
+998 (71) 2339735  
Fax +998 (71) 2321129  
Website: www.unicef.uz  
www.unicef.org

Poytakht Business Center  
16 Sharof Rashidov Street  
100029 Tashkent  
Tel: +998 (71) 233 95 12, 998 (71) 233 97 35  
Fax: 998(71) 232 11 29  
[www.unicef.uz](http://www.unicef.uz)

Interested companies may apply for one or more locations. Companies quoted for multiple locations shall be given a priority.

Quotation/s shall present the cost of work including travel expenses to the construction project sites, if necessary, specialists' fee and all other related cost. UNICEF undertakes no liability for taxes, duty or other contribution payable by the company on payments made under this contract.

### Reservations

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if deliverable(s) incomplete, not finalized or for failure to meet deadlines. UNICEF will reserve copyright of all developed materials and own primary data collected through this assignment. The materials cannot be published or disseminated without prior written permission of UNICEF. UNICEF will be free to adapt and modify them in the future. The contractor must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

UNICEF undertakes no liability for taxes, duty or other contribution payable by the consultant on payments made under this contract.

Prepared by

Endorsed by

Approved by

Amir Afzal      Nargiza Fuzailova  
Construction Expert   Immunization Officer

Sufang Guo  
Chief of Child Health and  
Wellbeing Program

Afshin Parsi  
Deputy Representative

\_\_\_\_\_2019

\_\_\_\_\_2019

\_\_\_\_\_2019

### Attachments:

1. Annex-01 - General Requirements and Specifications for Firefighting and Security Surveillance System