

TERMS OF REFERENCE
Minor Repairing Activities at UNICEF Office premises

1. Summary

Title	Provide Minor Repairing Activities at UNICEF Office premises at 9 Downie
Purpose	The main objectives of this assignment are to carry out minor repair tasks at the UNICEF office premises. The scope of work includes, but is not limited to: • Repairing roofs. • Repairing and enhancing the capacity of existing rainwater gutters. • Supplying and installing ceramic tiles in Two offices. • Painting works. • Completing other miscellaneous tasks detailed in Annex 1 of the Bill of Quantities (BOQ).
Location	UNICEF Zimbabwe country office building in 9 Downie Avenue, Harare
Duration	15 Days
Reporting to	Construction Manager

2. Background

- 3.** UNICEF recently relocated its office to a new premises, where significant rehabilitation work has already been completed to ensure the space meets operational needs. However, several minor repair and improvement tasks remain to be addressed to finalize the transition. These activities aim to enhance functionality, safety, and accessibility within the new office space.

4. Justification

After settling in and commencing operations, some minor additional repair items have emerged. These issues were identified through staff feedback and during facility testing. Addressing these items is essential to enhance and upgrade the office environment.

The work items are categorized as follows:

Critical Items: Repairs essential for safety and functionality, such as ramps and water drainage gutters.

Operational Items: Improvements that impact daily workflow, including lighting, flooring, and other functional aspects.

Cosmetic Items: Aesthetic enhancements, such as wall painting and minor finishing touches.

A structured approach to addressing these repairs and upgrades will ensure they are prioritized effectively, resulting in a safe, functional, and comfortable workspace

5. Scope of Work

Details in the Bills of Quantities (Annex 1)

6. Payment Terms

The total contract value will be paid within thirty days from satisfactory completion of deliverables and after submission of an invoice.

7. Technical Evaluation (70%)

A minimum score of 50 points is required to be deemed technically qualified.

#	TECHNICAL EVALUATION CRITERIA	REQUIRED SUPPORTING DOCUMENTS	Notes	Rating scale
1	No years of experience	Reports and documents /contracts	5 years 3 years Less than 3 years	25 15 10
2	Previous similar experience during the last 5 years	Project documents /contracts	10 projects 5 projects Less than 5 projects	20 10 5
3	Qualification of Staff - Structural Engineer (8 Points) - Architect (6 Points) - Electro/mechanical Engineer(4 points) - Project manager (2 points)	CVS , experience and Education certificates	Minimum of 5 years of experience of each staff member of the required team	25

Annex 1 : Bills of Quantities

#	Work description	Unit of Measurement	Quantity	Unit Price USD\$	Total USD\$
1	Location :Block3 : Office No 2				
1.1	supply and implement wall painting in two offices (one in Block 3 and one in Block 5	square meter	76		
1.2	Supply and install ceramic tiles in two offices (one in Block 3 and one in Block 5	square meter	21		
2	Location: t Block 1 , Block 3, Block 4, Block 5 , Block 6 ,sky office and guard room				
2.1	Repairing the existing rain water drainage gutter considering increasing their capacity 1. Cleaning and Maintenance including Repairing or Replacing Damaged Sections 2. Install mesh or screen guards over the gutter. 3. Add additional downspouts 4. Properly secure Block 1 gutter	Lum Sum	1		
3	Locations : New prefab offices (Block 2 , 8 and sky office)				
3.2	Install additional fire exit doors	No	2		
4	Location: Main Building (ICT Office)				
4,1	1. Install glass window with wider opening for improved aeration. 2. Fix the ICT door lock and door, as its difficult to lock/unlock as well as to open and close. 3. Fix the Server Room door, it's difficult to lock/unlock, one has to pull it firmly to lock/unlock.	Lum Sum	1		
5	Location: Main Gate (Car entrance)				
5.1	Conduct necessary removal of the existing tiles in the ground to maintain the required space for entrance path , work includes all required finishes	Lum Sum	1		
6	Extension of walk way cover from Block 1 to Block 2 to the main building	Lum Sum			
7	Supply and install a bifold door for the main entrance of male toilets in Block 1 and 4	No	2		
8	Supply and install Wall and floor tiling of water treatment room	Square Meter			
9	Location: Guard Room				

10	<u>For the objective of enhancing visitor interaction by redesigning the windows to be more accessible and communicative.</u> <u>Ensure modifications improve security, efficiency, and user-friendliness.</u> Structural Modifications: Adjust window height, size, and placement for easier access. Material Selection: Use durable, secure, and weather-resistant materials. Accessibility Improvements: Incorporate ergonomic design for comfortable use by guards and visitors. Communication Enhancement: Consider adding intercoms, pass-through trays, or transparent panels for better interaction. Security Considerations: Ensure the redesign does not compromise safety protocols. Compliance & Approvals: Adhere to building codes, accessibility standards, and security regulations.	Lump Sum	1		
11	Location: WASH offices				
11.1	Dismantle the internal partitions in the WASH offices to create a more open and collaborative workspace while preserving existing wiring and services. The scope of work includes a structural inspection to ensure the office's safety and integrity, as well as the supply and installation of any necessary ceiling supports.	Lum Sum	1		