



PROJECT 150311

TERMS OF REFERENCE

**REHABILITATION WORKS FOR THE WOOD
WORKING SHOP AT THE ZGHARTA TECHNICAL
INSTITUTE**

**LOCATED IN ZGHARTA - TRIPOLI
LEBANON**

19 DECEMBER 2016

1.0 BACKGROUND

The proposed project is to expand access of youth and SME's to new production techniques for the furniture sector in Lebanon.

2.0 OBJECTIVE OF THE CONTRACT

The objective of this contract to be awarded is to complete a general rehabilitation of the carpentry workshop of the Zgharta Technical Institute.

3.0 SCOPE OF WORK

The Contractor is responsible for all work at the Zgharta Technical Institute. The Contractor is to supply the design, materials, labour, and equipment necessary to execute all works that are subject to this contract; including the development of all engineering activities needed for preparing the site and execution of all works as indicated in the attached Bill of Quantities (BoQ) and drawings.

The contractor will perform the works as outlined in the BOQ including all the required finishes and to the direction and approval of the UNIDO project coordinator. All works should comply with the descriptions in the BOQ and drawings to meet the following main completion status:

| <u>Facility</u> | <u>Place of activity</u> | <u>Activities</u> |
|----------------------|--|---|
| Zgharta Institute | Construction of wall (interior/exterior) | - Install wall as specified at zones 2 & 3 - Install wall as specified at zones 2 & 4 - Carefully demolish wall b/w machines and benches |
| | Doors | - Install door at zones 1 & 3 complete - Shifting of door to wall b/w benches and zone 1 |
| | Concreting | - Form and construct concrete bases for machines as specified - Form and construct concrete bases for extractor area as specified - Construct concrete manhole covering as specified |
| | Flooring | - Polish/grinding floor as specified - Apply floor paint (Epoxy) to specified floor areas |
| | Walls and Ceiling finished painting | - Apply paint to all specified walls and ceiling surfaces |
| | Electrical Works | - Install PVC piping as specified - Replace socket box (double) - Install external connection box (round shape) - Install PVC "T" connector as specified - Install PVC elbow as specified - Put in wall mounting clips - Install PVC sleeves as specified - Install cable NYAM (grey) as specified - Install cable NYAM (red) as specified - Install circuit breaker 1P x 10Amp as specified - Provide and install cable tray 100mm - Provide cable 4 x 6mm ² |

The work site is located at the Zgharta Technical Institute – Tripoli – Lebanon.

4.0 PERIOD OF PERFORMANCE

The Contractor shall initiate work on the site no later than **1 week** after signing the contract. The Contractor is to accomplish the construction within **30 calendar days** after signature of the contract.

5.0 SITE VISIT

Prior to submitting a completed Bidder's proposal document, the Contractor, at his own responsibility, is encouraged to visit and inspect the site and to satisfy himself/herself in all matters relating to: the nature of the work; materials necessary for the completion of the works; the completeness of the BOQ to achieve the requirement stated under paragraph 3; the means of access to the site; and any other issues which could influence or affect the completion of the works - outlined in the BoQ - within the proposed fee and within the proposed time.

The invitees are given the possibility to visit the site at their own expense to view the site in its original state. The person to contact for this site visit is N.CHAHNI@unido.org to arrange all coordination times for any and all planned site visits.

6.0 PROPOSAL FORMULATION AND COST BREAKDOWN

- 6.1 **Project Schedule:** The bidder's proposal shall contain a general project schedule outlining planned activities and related timeframe for the completion of those activities within the 30 calendar days.
- 6.2 **Qualifications of Proposed Staff:** The proposal shall contain details of qualifications of key staff that will be assigned to manage/supervise the rehabilitation works covered by this contract. In particular, Bidders must provide the CVs of key site supervisors and foremen that clearly demonstrate that they have more than 5 years of direct and relevant experience working on similar type rehabilitation and/or construction projects.
- 6.3 **Reference Letters:** The proposal shall contain a minimum of two (2) reference letters obtained by the contractor for work performed on past construction projects, which demonstrate successful completion and hand-over of similar rehabilitation/construction projects in Lebanon.

7.0 GENERAL REQUIREMENTS

- 7.1 All work shall meet the standards specified herein and shall conform to approved and accepted standards for the industry and comply with all applicable building and safety codes in Lebanon.
- 7.2 Specifications are provided to establish minimum design and construction standards.
- 7.3 The design and selection of materials for exterior work shall be appropriate for the environmental conditions of 40 degrees centigrade ambient temperature, high solar exposure, and heavy rain.
- 7.4 Materials available in the local market or in the regional economy will be utilized as required as long as they are compliant with the technical specifications identified in the Bill of Quantities (BoQ) document. All materials should be the best quality available within the local market.
- 7.5 All materials must be approved by the UNIDO Site Engineer or his authorized representative as part of the submittal process. All materials used will be approved by the assembled project monitoring committee assigned by UNDO to ensure compliance with the BoQ.
- 7.6 Where required, all procured equipment must be installed and commissioned in accordance with all manufactures: (i) conditions of use, (ii) installation and operational guidelines, and (iii) all applicable safety codes.
- 7.7 During and at completion of work, debris shall not be allowed to spread unnecessarily into adjacent areas or to accumulate in the work area itself. All such debris, excess and discarded construction materials shall be cleaned up and removed at the completion of the job and/or at the

end of each workday. Final payment will be dependent on the removal of all construction debris, demolition debris and rubbish with proper disposal off-site.

- 7.8 UNIDO and project counterpart officials may inspect the site at various points in the construction process to ensure that work is being conducted in accordance with the BoQ.
- 7.9 The Contractor is required to provide a supervisor to supervise all construction/rehabilitation works. This supervisor is required to be present, on site, during all working hours and will also be responsible for compiling daily construction reports (with photos).
- 7.10 UNIDO may, AT ANY TIME, suspend work on the project, if necessary. A Suspension of Work Notice may be issued for, but not limited to, non-compliance with any of the above specified requirements or procedures. Contractor consideration for any suspension or stoppage of work shall be evaluated based on the appropriate contract clause.

8.0 PROJECT MOBILIZATION

- 8.1 The Contractor shall start work at the site no later than 1 week after signing the contract.
- 8.2 Prior to commencement of the work, the Contractor and any subcontractors, whose presence is necessary or requested, shall meet in conference with UNIDO's Site Engineer to discuss and develop a mutual understanding relative to the details of the administration and execution of this contract. This will include but not limited to the following:
- Official project hand-over sheet from the UNIDO site engineer to the Contractor (receiving the site)
 - Updated project schedule to reflect the start date
 - List of project supervisors and foremen with full contact details
 - Establish daily progress reporting system
 - Security requirements and other risks
 - Other aspects of this project that warrant clarification and understanding

9.0 REPORTING

The Contractor shall submit the following reports on the progress of the work to UNIDO, to be reviewed and approved. The daily reports should only be submitted to the designated site-engineer or project coordinator:

1. **Final Progress Report:** The progress report shall be submitted to UNIDO electronically and in one hard copy, not later than two (2) weeks after completion of the work. It shall include a statement listing the construction activities performed, photographs showing before and after details and copy of the acceptance certificate of the work.

10.0 COORDINATION WITH UNIDO TECHNICAL TEAM

- 10.1 The Contractor shall be required to organize weekly meetings as required by UNIDO's Site Engineer. The Contractor will be required to maintain a working phone number and an e-mail address for daily contact with the UNIDO Site Engineer and the project's Project Coordinator. The Contractor will be required to be available for communication at the listed phone number and e-mail address for the entire time of contract.

11.0 SAFETY AND SECURITY

- 11.1 UNIDO places a very high priority on the safety and security of workers at project-linked work site(s). One area that UNIDO will monitor closely is the efforts made by the Contractor to insure the safety of workers at the work site covered by this contract. The Contractor shall be solely responsible for risk assessments and managing health and safety issues associated with this project. Based on these risk assessments, Contractors shall provide to each employee Personal Protective Equipment (PPE) that will protect the employee from work related hazards. At a

minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. Rubber boots should be worn when working around concrete placement. Other PPE such as gloves and dust masks are also recommended. These items must be provided at the Contractor's expense.

12.0 QUALITY CONTROL

- 12.1 The Contractor is responsible for quality control and shall establish and maintain an effective quality control plan. The quality control system shall consist of plans, procedures, and organization necessary to produce a product, which complies with the contract requirements. The Contractor's site supervisor will be held responsible for the quality of work on the job. The site supervisor is the individual with the responsibility for the overall management of the project on behalf of the Contractor.

13.0 WORKMANSHIP GUARANTEES AND WARRANTY COVERAGE

- 13.1 The Contractor shall guarantee the quality and completeness of all his work, supplies and services specified in this ToR.
- 13.2 Mechanical, electrical, performance and safety guarantees for the equipment supplied, and processes/technologies transferred should be provided for six (6) months after obtaining the acceptance certificate for installed and commissioned equipment.
- 13.3 The Contractor is responsible for the correction of Defective Materials and Workmanship for six (6) months after the date of the Certificate of Acceptance of the Work and receipt of the signed project completion letter.
- 13.4 Any Work found to be defective or non-conforming to the Contractor shall correct it as soon as possible after receipt of written notice from UNIDO to do so.

14.0 PROJECT COMPLETION, ACCEPTANCE & SITE RECEIVING/HANDOVER

- 14.1 A Letter of Project Completion, signed by the UNIDO Site Engineer, will be issued to the Contractor after the following tasks have been completed:
- Final inspection of project by the UNIDO Site Engineer, Contractor site supervisor, UNIDO Project Field Coordinator, and authorized official from the Zgharta Technical Institute;
 - Resolution and completion of final rehabilitation punch list items; and
 - Final project termination report

15.0 ATTACHMENTS

Annex 1 Qualification Requirements and Evaluation Criteria

I. QUALIFICATION REQUIREMENTS

OPERATIONAL

- Certificate of Incorporation: The Proposer should be registered as a legal entity authorized to enter into contracts for provision of services and good. As a proof the Proposer should provide a certified copy of Certificate of Incorporation or other documents setting forth the legal basis of your company.

FINANCIAL

- Demonstrate financial capability to carry out the project (i.e. financial statements and bank statement verification that the company accounts are in good standing)

II. EVALUATION CRITERIA

COMMERCIAL

- Acquisition Cost: Total Price;
- Proposed payment Terms in line with UNIDO's payment terms;
- Agreement to the UNIDO contractual terms and conditions

TECHNICAL

- a) The contractor shall submit the Registration certificate which demonstrates the contractor can perform work legally in Lebanon. (Incorporation documents)
- b) Understanding of – and conformity to the scope of services:
 - A detailed project schedule for execution of works
- c) Past experience and references:
 - The contractor shall submit information on a minimum of five (5) contracts completed or substantially completed in the past five (5) years that demonstrate the bidder's ability to complete the work similar to the work outlines in the TOR, including Photographic Report showing before and after pictures of similar projects completed by the contractor
 - Sample quality control and safety plan
- d) Qualifications of key site supervisors and foremen: more than five (5) years of direct and relevant experience working on similar type rehabilitation and/or construction projects

16.0 APPLICATION

Interested applicants should submit their proposals in a sealed envelope by hand to the attention of Ms. Nivine CHAHNI at UNIDO office located in the Ministry of Industry Building, 8th floor, Sami El Solh Street, Adlieh Area, Beirut/Lebanon. Please make a reference of the announcement to “UNIDO – REHABILITATION WORKS FOR THE WOOD WORKING SHOP AT THE ZGHARTA TECHNICAL INSTITUTE”.

Deadline for receiving the proposals: 18th of January 2017

Annex II – Detailed Scope of Work – Carpentry Workshop – Zgharta Technical Institute

Division 1: General Requirements

- 1.0 The intent of this Subcontract is to rehabilitate the carpentry workshop of the Zgharata Technical Institute. The rehabilitation includes debris removal, wall demolition, wall erection, floor repair, coating of floor with epoxy paint, general painting of walls / ceiling and electrical works. Details are outlined in the BOQ and drawings.
- 1.1 The work is taken together as a whole and any item required to interface or is implied by the separate items of work listed below shall be supplied by this contractor to make a complete and habitable product.
- 1.2 The work stipulated in the line items below shall apply all portions of the entire project unless specifically stated otherwise.
- 1.3 **Standard References:**
- 1.4 The Materials and Equipment provided shall be new, good quality of substantial construction and able to perform well in Lebanon.
- 1.5 Work shall be done in a neat, craftsman-like manner using the best trade practice.
- 1.6 Subcontractor will provide an experienced construction manager ON site; full time, everyday work is being performed.
- 1.7 Subcontractor shall provide a detailed construction schedule shall be provided prior to construction and maintained daily progress report throughout the project.
- 1.8 Subcontractor will maintain a safe and clean site during all phases of construction.
- 1.9 Subcontractor will remove all trash accumulated at the site every day prior to the end of the work shift.
- 1.10 Subcontractor will place barricades around the work site during non-working hours to limit access to the site.
- 1.11 Upon completion, the facility shall be left broom clean. All trash and debris shall be removed off site to a legal disposal area.
- 1.12 Subcontractor shall warrant all equipment and workmanship to be free of defects under normal service and use for a period of six (6) months after acceptance of the work by UNIDO. If within this period, any of the equipment or workmanship proves defective, it shall be repaired or replaced by the Subcontractor at no additional cost to the GENERAL UNIDO.

Division 2: SITE WORK

- 2.1 Clear and grub the site. Remove all trash, debris and product of demolition from the site to a legal disposal area.
- 2.2 Furnish and install the appropriate safety equipment, shoring, signs, and barricades.

Division 2.13: SAFETY AND PROTECTIVE EQUIPMENT

- 2.13.1 Subcontractor shall be responsible for the personal safety requirements of its personnel that includes but is not limited to the provision of:
- Following minimum requirements:
 - Safety helmets
 - Sturdy leather boots Close-toed footwear acceptable
 - Eye protection shall be required when performing tasks such as chipping, using a pick axe for digging, drilling or sawing with power hand tools, safety goggles or face shield are required protection.
 - Safety gloves-Leather gloves required.
 - Hearing Protection: Earmuffs or ear plugs required when operating power hand saws and pneumatic or electric chippers.
 - Respiratory Protection: When executing tasks that create volumes of dust/particles, which could be hazardous to breathing, a dust mask will be worn.
 - Subcontractor shall verify that its personnel are properly attired and must wear trousers. Prohibited clothing items include but are not limited to open toed shoes or sandals, shorts or cut-off trousers.

Division 3: CONCRETE

- 3.1 For the slab furnish and install all forms and materials and hard rock concrete. All aggregate shall be approved crushed sized gravel for appropriate concrete strength.
- 3.2 All concrete for pads should use type V sulfate resisting Portland cement. All other concrete should consist of I-II class Portland cement, conforming to ASTM C150.
- 3.3 All concrete sampling and testing shall be performed in accordance with American Concrete Institute standards ACI 318.
- 3.4 All concrete shall be consolidated by vibratory compaction tool of appropriate size and shape.
- 3.5 Concrete will be poured out of a concrete mixer truck. NO HAND FIELD MIXING WILL BE ALLOWED. AN ENGINE DRIVEN CONCRETE MIXER IS REQUIRED ON-SITE.
- 3.6 Reinforcing steel shall be imbedded in concrete to guarantee a strong and sufficient installation and must meet UNIDO approval before pouring.
- 3.7 Concrete slab shall be placed level.