



SCOPE OF WORK AND TERM OF REFERENCE

Please change the format as we did for the additional fence.

This document shall be read and understood in conjunction with the BoQ. and design drawings provided. The vendor shall consult the supervising UNDP Engineer where clarification is required.

1 PROJECTLOCATION

The location for the supply is at Ngarannam, Mafa LGA, Borno State (Lat: 11.916924°; Long: 13.573721°) Health Clinic.

2 SCOPE OF WORK

The scope of work consists of supply, assemblage, installation, testing, and commissioning of 135KVA Generator as detailed in the BoQ at the Health Clinic. The Contractor shall supply and install the generator inside the existing generator house and connect the generator to the clinic building using the specified cables.

This work will include:

- i. All the civil works needed to connect the generator to the Main Distribution Board, MDP of the clinic building
- ii. Provision of lighting arrestor and earthing systems which should be placed at the roof top of the generator house and grounded not less than 1000mm.
- iii. Provide necessary accessories for operating and functioning of the generator as will be directed by UNDP supervising Engineer.
- iv. Testing and commissioning of generator ensuring all lighting points in each buildings are tested

3 TERM OF REFERENCE

The vendor is expected to carry out the following activities in line with the generator supplied:

- 1.1 Intended Generator make & model to be supplied based on specifications in BoQ with pictorial sample-guide MUST be submitted alongside the technical document, discussed, and agreed with UNDP before supply to site.
- 1.2 Supplying and conveyance of Generator to site, the use of PPE, safety caution tapes and symbols are mandatory. Hence, health and safety of material and personnel should be of high priority. Safety first!
- 1.3 The use of appropriate tools, equipment and personnel/expert for transportation, conveyance within Mafa, assemblage, installation, testing, & commissioning



- 1.4 All works shall follow a sequence and employ methods that will have the least negative impact on the built environment of the clinic building nor the natural environment, public and private property, pedestrian, and vehicular traffic.
- 1.5 Be available for joint inspection with UNDP Technical team for commissioning and certification.
- 1.6 Provide a warranty not less than 2-years in accordance with the manufacturer's specifications.

4 DELIVERY PERIOD:

The delivery period for all the items mentioned in the scope of works, BoQs is **Six (6) Weeks as per the below schedule.**

Table 1: Contract/PO Duration

Activity	Duration /Time	Responsible Unit/Reporting
Signing the contract/PO	Within 1-week of awarding the contract	Procurement/Vendor
Handing over the site	Within 1-week after signed contract	Engineering Team/Govt. Partner
Mobilization/Commencement Date	Within 2weeks after site handover	Contractor and engineering team
Contract Duration	6 weeks from site handover date	Contractor/Supervising Engineer
Practical completion, Inspection, Handover and Closing	Within 1 week after the substantial completion.	Contractor, UNDP engineering team and Government partners.

5 CONDITIONS OF PAYMENT:

Payment is a one-off which is detailed in Table 2 below.

Table 2: Payment Conditions

Milestone No.	Milestone's Description and Required Activities & Documentations	Payment Amount (%)	Completion Date
Milestone No. 1	<p><u>NOTE: Achievement of a milestone is considered complete ONLY when the under listed sub-activities are COMPLETED and Verified.</u></p> <ul style="list-style-type: none"> • Signing and Submission of Contract/PO, entry meeting, site take-over • Supply, transportation, assemblage, installation, testing, and commissioning of supplied generator according to the BOQ • Inspection and certification of 100% completion rate as detailed in the BoQ by UNDP supervising Engineer • Submit list of workers (not less than 5 with at least 1 female) and 100% payment Invoice (hardcopy) 	100%	(Within 6 weeks of Contract duration)



	<ul style="list-style-type: none"> • Submit project completion report 		
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6 Construction Key Equipment/Machinery Proposed

The contractor shall provide the following as mentioned the table below:

Table 3: Table Showing Equipment proposed for project

S/N	EQUIPMENT	QUANTITY
1	Volt-ohm-Ampere Meter	1
2	Hand-held drill with bits	1

7 Contractor Key Personnel

The following personnel shall be provided for this works only without duplication of personnel in another contract with UNDP.

- a. **One (1) Project Manager (Full time available in the site):** A minimum of 7 years work experience in the managing supply and installation of generators and electrical materials projects must have handled at least 3 projects of similar nature and complexity equivalent to this assignment. Minimum a bachelor’s degree in electrical engineering and COREN Registered. Furthermore, project manager MUST be readily available on site when required within the shortest notice. CV and certificates should be provided in the attached UNDP format attached in the ITB document.
- b. **One (01) Foreman (Full time available in the site):** A Qualified Foreman with 5 years of experience in generator and electrical installation works, should have minimum of Diploma in Electrical Engineering with CV and certificates provided in the attached UNDP format attached in the ITB document.

8 Company Previous Experience & Financial Standing

Minimum 5 years of relevant experience (Generator & Electrical Supplies and Installations).
 Evidence of Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years with one (1) of PO **exceeding NGN 15,000,000.**
 Statement of Satisfactory Performance/Completion Certificate or substantial completion Certificate from the Top three (3) Clients in terms of Contract Value for similar assignments over the last 5 years.
 Please submit Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past three years [2018 onwards].
 Bidders having completed and certified Audited Financial Statements for 2021 can also submit to be considered for evaluation.

Minimum annual turnover of **NGN 30,000,000** in the last 3 years (2018 onwards).

9 General Requirements

9.1 Reports, Meetings and Work-Plan (Time-schedule)

The contractor is expected to submit weekly progress report, mentioning in his report the following:

- The activities which have been done during that week,
- The materials provided to the site.
- The weather conditions,
- The challenges and delay in the project.
- The number of labours for each day of the week.
- Progress of work related to the quantities.
- Photographs showing progress of works.

There will weekly meeting between UNDP engineer and the contractor.

The contractor is expected to follow submitted and approved work schedule (work-plan) and changes should be communicated and approved by Supervising Engineer before proceeding. The contractor must submit the milestone progress report with each request for milestone payment.

9.2 Health and Safety

The contractor is fully responsible for the safety of operations in the site.

Contractor must follow the below:

1. Provide his staff with PPE, helmet, vest, and safety shoes.
2. Provide the project site and the holes with safety tape.
3. Provide first Aid kit to the site.

9.3 COVID 19

Complying with Covid-19 protection measures on site is mandatory and the Contractor will have to their work in such a way that workflow is not disrupted in the process of adhering to the measures. The contractor must provide his staff with face masks and keep the social distance at work.

The Contractor will observe and follow safety guidelines on the construction site as instructed by the engineer or any party designated by UNDP Nigeria.

10 SITE LOCATION MAP

SUPPLY, ASSEMBLAGE AND COMMISSIONING OF 135KVA CAPACITY GENERATOR SET AT HEALTH CLINIC, NGARANNAM, MAFA LGA BORNO STATE



Figure 1: Global layout of Ngarannam showing location of Health Facility