Terms of reference (ToRs) for the procurement of services above the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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0. List of abbreviations

GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
ToR	Terms of Reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development with around 16,400 employees. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. Our business volume exceeds two billion euros. As a public-benefit federal enterprise, GIZ supports the German Government and public and private sector clients in around 130 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainable improve their living conditions

The GIZ Project Office in Baghdad/Al Jadriya requires the provision of construction services which includes welding, electricity earthing, and general constructions activities for its new building.The GIZ Building/Offices is comprised of five storeys (basement, 1st Floor, 2nd Floor and 3th floor, and a 4th floor) in addition to the roof. Each storey is about 520 sqm with the building having approximately a total of 2.600 sqm. A detailed building and office plan is attached to this ToR as (Annex 2 – Office Key Map). The office will be occupied by projects from GIZ. This means most rooms will be office rooms with common electrical equipment such as: laptops, printers, electric adjustable desks, air filters, etc. Furthermore, the house has a CCTV Camera system. In the 1st floor and 3rd floor, a full kitchen is installed with all common appliances such as: refrigerators, cooking stoves, microwaves, water kettles, coffee machines, etc... The building is also equipped with a 350-400 kVA, 280 (KW) Generator.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Provision of Civil work/maintenance to the building.
- Iron welding work and general construction
- Provision of Electricity Work/maintenance to the building.
- Provision of Water and sanitation works to the building.
- Build/ renovation of guards & drivers' rooms and bathroom.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at Particular locations:

Detailed Description of Requirements

The contractor commits, by means of the personnel employed, to ensure the following:

1. Civil works

Paint external walls (Guards Room/Camera's Room 0.7 and 0.1)

- Prepare materials supply and work execution to paint with plastic painting of good quality within 3 layers plus
  - First Coat: 2-Part, water-based epoxy primer for interior surfaces.
  - Second Coat: 2-Part, water-based epoxy finish at DFT of 0.4 – 1 mil
  - Third Coat: 2-Part, water-based epoxy finish at DFT of 0.4 – 1 mils DFT, or 2-part

polyurethane top cover at DFT of 0.2 -0.3 mils

- the price includes using plastic wire mesh on cracks area and ensuring of well leveling off the walls vertically and horizontally and Corners as well.
- the painting type should be approved by supervisor engineer

Plastering and Scattering external Walls: (Area No 0.6)

- Preparation, materials supply and work execution to:
- scrubbing the old paint and chipping when necessary and snosim when required
- repairing the cracks in the walls and fence of the building by plastering the damaged area using steel wire mesh and Mortar cement ratio 1:3 + (15 M2 fence plastering) according to recommendation of engineer who supervise the project
- ensure the scattering is well levelled
- ensure the material that used in scattering are White Cement, fine sand and Grit with suitable colour

All works process should be under instruction of supervisor engineer

Clad bathroom Floor with ceramic: Guards Bathroom (Room No 0.3)

- Preparation, materials supply and work execution to clad bathroom with ceramic good quality manufacture roughen surface type size 30*30 cm west origin or equivalent using cement and sand ratio 1:3
- ensure well levelling of the surface and curing after cladding.
- Work include demolish old floor and remove all rubbles to area approved by local municipality

PVC partition installation: (Area No 5.0 (Elevator))

- Preparation materials, tools and manpower to install PVC partition size (1.57*0.82) M and to be fixed to the exist steel frame. Works includes provide all necessary material such as handle, lock and paint the steel frame with anti-rust painting as per instruction of supervisor engineer.
- Note: this partition might require install 4 mm glass.
- This partition should be operationalized by raise up and down or use slide function

Glass handrail installation: (Area No 4.1)

- Preparation materials, tools and manpower to install 10 mm handrail cloudy and sectret glass.
- Works includes handrail fix in position with all accessories required to connect glasses with each other and install columns of square mullet section (3in) thickness of (3mm) every 1.5m or 1 M and continues stair railing 2" and thickness 3mm.
  1st and 2nd handrail dimension 1.10 M * 3.66 M
  3rd handrail dimension 1.10 *2.35 M
  4th and 5th Handrail Dimension (4.10 M*30 CM)

4th Floor Glass Separators:

Provide and install three Glass separators size 10 mm shaded glass Hardened Thermally as below Dimensions:

- 5.3*2.9 M2
- 5.2*2.9 M2
- 6.1*2.9 M2
- Works include installation of Glass frame 2" thickness 3 mm, Door Handle, Hydraulic hinges, Locks and Doors. Size above includes 3 doors within dimension (2*1 M2)
- Locations and route as per specification of Supervisor Engineer

Secondary roof: (for the two rooms that will be made in the basement after installing the partitions 0.5)

- Preparation materials/tools to install Secondary roof Saudi Arabia manufacture or equivalent measuring 60× 60 cm.
- the price includes fix the beams into two-way directions and ensure the levelling the secondary roof vertically and horizontally.
- Work include adding 4 spotlights with electrical connections, voltage transformer and switches.

Glass Separators: (Room No. 1.25)

Provision of glass separator-Dimensions (2.9 m), Glass door- Dimensions (1 m)

Total Dimensions (3.9)

- Glass Thickness- 10 mm
- Door Handle- Steel
- Door Lock
- Hydraulic System
- Door Insulator
- Door Frame Material- Aluminum

2. Metal Work

Iron Fence Installation: (Area No. 0.6)

- preparation, materials supply, and work execution for installation Iron fence to cover the roof of the back-building space using supporting beams 1" rectangular shape or Appropriate size each 15 cm in both direction thickness 2mm.
- Price includes supporting exist BRC Frames by adding extra columns size 2" @1.5 M. also Price include supporting welding with bases to the opposite building wall.
- All necessary works such as welding, Razor wires and Iron Fence painting should be as per instruction of GIZ engineer.

Iron Door Reinforcement: (Two Doors at Area 0.0 for the stairs)

- Preparation, materials supply, and work execution for adding 10 mm iron sheets to cover door size (1.7 *2.45) M. 2. (with a certificate of origin).
- Work includes Frame upgrade to 4.5" and adding necessary materials such as extra hinges required, welding works and paint all metallic material with anti-rust painting and suitable colour as per instruction of supervisor engineer.

Integrated security door Installation: (Room No 1.0)

- Door size (3.3 W * 3.9 H) M using Iron plates thickness 10 mm and heavy-duty frame size 4.5" to be installed in four direction.
- Work include all accessories required such as Lock, heavy duty hinges and handles.
- This item includes additional welding works to close gap space in the handrail between first and second floor using iron plate within appropriate size as per instruction of GIZ engineer.

All iron plates must have a certificate of origin.

Iron CNC installation: (Area No. (2*(1.0)) (1.1) (1.2) (1.14) (1.15) (1.9) & (1.22))

- preparation, materials supply, and labour force to equip and install CNC Sheets with proper curving using Iron size 2 mm to cover the balconies spaces. Works includes all necessary welding, anti-rust painting and then suitable colour as per the instruction of GIZ engineer.

  Dimension required for Balconies spaces as below:

  (2.03 M Height * 3.68 M Width) * 2

  (1.26 M Height * 0.76 M Width) * 2

  (1.30 M Height * 2.25 M Width) * 2

  (3 M Height * 2 M width) * 2

3. Electricity Work:

Earth system (Area 0.5)

Preparation, materials supply and labor force to connect Sockets, light Switches and Circuit breakers for each floor with respective Sub-Distribution boards with earth wire. Works include

- Connection of Sub-Distribution boards with Main board using 16 mm Cable separately and to be covered by Caple tray for four floors and Basement. Cables length to be identified during site visit and route should be as per instruction of supervisor engineer
- Connection of Main board using 50 mm Cable with Pure Coper electrodes and this to be lined underground.
- digging the floor for depth 2 M or higher and install 3 or more Pure Coper electrodes @2 M C/C using Delta Methodology with ensuring proper connection of the coper rods until best earth resistance been reached.
- Cover Coper rods with mix of the following materials (coal, Rough Salt and Zinc oxide) of Depth 2 M or higher and Pit dia. 50 Cm minimum.
- Install Three Manholes for the Coper rods with size 40*40 Cm.
- Re-Systematic of the connection between the Main board of the building and Generator

Note1: System creation completely under contractor responsibility including, Cables, wires, Bus bars, Cable trays, Protection devices and even if other specification not mentioned above

Note 2: Cables and wires origin should be Saudi or Jordan or equivalent, flexible cable fine stranded

Note 3: Cable size for Sockets 1*2.5 mm and for light and Fan Switches 1*1.5 mm and for ACs 1*4 mm

Note 4: Location of the Coper rods pits to be located by GIZ Engineer

Note 5 Minimum Caples length required for 1.5, 2.5 and 4 mm2 as below per M.L:

- Fourth floor 200 M.L
- Third Floor 500 M.L
- Second Floor 500 M.L
- First Floor 500 M.L
- Basement 200 M.L

Energy save Roof light: (in Room No 0.5 and Room No. 0.1 for the new Caravans)

Install and operate a surface type ceiling mounted single fluorescent fitting with fluorsecent tubes 4 feet, chock and starter with all wiring system (3x1.5) and switches for under stair room. The work includes connect electrical switch to the source and fluorcent to the switch type and route decide as per supervising engineer.

Electric air ventilator: (in the door of the room no. 0.1)

Supply and install and operate an electric air ventilator (exhaust fan 40x40 cm size) western origin or equivalent make in the wall with frame and feeding wire 3x1.5 mm and switch

Water and sanitation work: all in Room No 0.3 (Guards Bathroom)

Water Taps ½

Supply and install water tabs ½ " chrome heavy duty with all fitting and pipes of good quality manufacture, Type as per supervisor Engineer.

Installing handwash basins with water mixer:

size 1/2" the work includes high pressure connection steel hose, chromium plated stop valves, flex drain hose and ceramic basin with all related accessories and including connecting to the tanks and drain to manhole. All needed works to complete the job will be included within the price.

Handheld Bidet

Provide and install Handheld Bidet size ½ " including handle and flexible plastic pipe with all fitting and connection required

Installing western toilet

supply and install western toilet and flush tank Turkish origin or equivalent standard size seat height 0.42 M with all necessary accessories. works include replace all fitting required to ensure the proper connection with sewerage system.

4. Extra works:

Sandwich panel partitions: (Area No 0.5)

preparation, materials supply and work execution for installation Sandwich panel partitions for three dimensions (3.1*2.6) +(3.1 * 2.45) *2 M in two places in the vault. Sandwich panel thickness of 5 cm using iron frame thickness 3mm. Works includes installation of PVC door size 1*2 M and window 1.2 * 1.2 M using 6 mm glass with accessories required lock, handle and hinges and covering the external walls with PVC panels for aesthetic purpose.

Privacy Door cover: (Room No. 0.1)
Plastic material 2*2 M to cover the internal iron Couple door

General Note:

The contractor is responsible for obtaining all the necessary approvals in order to transport the construction materials and have access to the area where GIZ office is located.

Confidentiality – property – security:

The Contractor and its staff commit themselves to not reveal information (administrative, budgetary, technical, organizational, operational, etc.) obtained during the execution of the contract, all information and all documents being considered as confidential.

3. Concept

- In the bid, the bidder is required to show how the objectives defined in section 2 are to be achieved.
- The contractor is responsible for selecting, preparing, and steering the experts and workers assigned to perform and complete the tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor is required to visit the building to get the necessary information about measurements and to visualize the work needed as a preparation phase, in coordination with, and under the provision of giz's designated focal point.
- All workers, experts and staff need to adhere to GIZ COVID -19 SOPs which will be provided to them.

Other specific requirements:

- The contracted company should provide their employees with all the necessary safety equipment.
- The contracted company is responsible for obtaining the necessary security approvals in order to access the area where to office is located and also to deliver all the work materials to the office.

4. Personnel concept

All engaged service personnel will be exchanging with and reporting to giz's designated focal point for the office.

The service provider must have capacity to provide the whole range of construction services requested in the TOR with the following qualifications:

a. Registration in Iraq

b. Bank Account in Iraq

c. Maintains a good track record in serving international organisations, and medium to large multi-national corporations.

d. Full availability throughout the working days.

e. Financially capable of rendering the transport services and facilitation of access to the area where the office is located.

f. Valid tax certificate for Kurdistan or Federal Iraq.

5. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (font size 11 or larger) and clearly formulated. The language of the tender is English.

The complete bid shall not exceed 10 pages.

6. Option

The contract will enter into effect as of