

Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000

The assessment options are as follows:

- CV and price (in this case please select I. and III.)
- CV, concept and price (in this case please select I., II. and III.)
- Price only (in this case please select III.)

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A - General information

Repair and Maintenance Services Contract for GIZ Office building

Introduction

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH located at the German Development Cooperation Office Addis Ababa seeking a suitable maintenance contractor to provide repair and maintenance service set in the scope of work below services via the Internal Services department.

B- Task Objectives

The objective of this contract is to obtain the services from a reputed, experienced, and qualified contractor who can provide efficient repair and maintenance services to GIZ Country Office property as set below in the scope of work.

C- Duration of work

- a. The contract is for one year with the possibility of extension another one year subject to the performance and the needs.

D- Scope of work

The contractor shall provide repair, maintenance and installation services for the following work in the GIZ Country Office property:

- i) Electrical System
- ii) General Maintenance
- iii) Carpentry
- iv) Plumbing
- v) Painting

WORK DETAILS

i) Electrical

Twice a week routine checkup of all the electrical System & appliances in building and outside the building : Defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, re-wiring, managing tangled wires, load balancing and any other job.

A thorough checking up to all the electrical systems which includes cleaning of all panel junctions, tightening of all connections, checking/cleaning/greasing of all contracts, checking of Main Circuit Breakers (MCB's).

Maintenance of the office high voltage transformer, main electric meters, main power supply in liaison with Ethiopian Electric Power Authority.

Installation of various electrical equipment etc. where necessary.

While installing high power consumption electrical device i. e. Heater, AC, Electric boiler, the contractor should access electric current load between each electric phase to ensure electric load is equally shared in each phase to avoid accident.

Be able to repair or arrange to repair all kinds of electronic and electrical items.

Frequency of intervention: Routine checkup for all the electrical work in weekly basis.

ii) General maintenance

Weekly routine checkup for all the general maintenance & repair work. The work includes maintenance of ceramic flooring, colored cement flooring, carpeting, blinds, maintenance of carpets.

Frequency of intervention: Routine checkup for all the general maintenance work in weekly basis.

iii) Plumbing

Installation or repair of flush, shower, repair of leakages from pipelines both internal and external, surface drains, manhole cleaning, removal of blockage in the pipelines using pressure pump if necessary, etc.

- ☐ Pipelines (Cold and Hot water supply pipeline)
- ☐ Commode leak repair
- ☐ Wash basin/Sink leakage repair
- ☐ Tap repair & replacement
- ☐ Soil, Waste and Rainwater drainage pipelines
- ☐ Sewer pipe Fixtures
- ☐ Flush, shower repair of leakages from pipe.
- ☐ Surface and rooftop drains
- ☐ Removal of blockage in the pipeline using pressure pump
- ☐ Testing of water quality
- ☐ Cistern repair
- ☐ Water tanker repair and cleaning

Frequency of intervention: Routine checkup for all the plumbing work in weekly basis.

iv) Carpentry

Contractor will do the Carpentry work on as & when required basis which will include:

- ☐ Repair of desk, chair, cupboards
- ☐ Aluminum/ wooden windows & door disorder
- ☐ Door Frame and Door Lock
- ☐ Sealing Doors and Windows
- ☐ Fixing frames for doors, windows
- ☐ Local made panel door
- ☐ Local made kitchen cabinets
- ☐ Aluminum Skirting

☐ Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window.

Frequency of intervention: Routine checkup for all the carpentry work in weekly basis.

v) Painting

Paint should be environment friendly and lead free. All painting work should be undertaken in close liaison with the Admin Section. Painting will include:

- ☐ Plastic emulsion paint
- ☐ Polishing
- ☐ Wall Distemper
- ☐ Pop Cornice
- ☐ Acrylic Emulsion Paint
- ☐ Cement Paints
- ☐ Primer Coats
- ☐ Water Proofing Paints
- ☐ Synthetic Enamel Paints
- ☐ Waterproofing Paint to expose brickwork washable distemper
- ☐ Lacquer
- ☐ Hot Bitumen Emulsion
- ☐ Polishing on brick cladding
- ☐ Plaster of Paris

Frequency of intervention: As and when required.

TIME FRAME

The contract shall provide the services on the following priority basis.

Urgent -100% of all reported faults, which have health and safety implication to be dealt within 2 hours of notification.

Essential -100% of other minor faults to be dealt with in 2 working days.

Desirable - To respond to all requests for advice and assistance on non-urgent cases within three working days.

HEALTH and SAFETY

Health and Safety is paramount on the GIZ Country Office property. All employees of the contractor are to strictly adhere to the health and safety guidance provided.

Contractor shall take reasonable care of their staff health and safety as well as that of other persons who may be affected by their activities.

The contractor is solely responsible for the care, protection and safety of the works, the site and all things in the work areas. All required Personal Protective Equipment (PPE) are to be provided by contractor to its employee. As minimum, a safety helmet, coverall and hand gloves are to be worn by all on site. Employees not wearing the correct PPE will be removed from the work site until such provision is made by the contractor.

The contractor shall inform the Admin Officer of any special health and safety hazards which might invoice in the work to be performed and shall advice to GIZ Country Office of any precautions that ought to be taken.

The materials/ accessories used in the repair/replace work must adhere with the Standard specifications **to be used i.e. ISO standard**. The contractor shall consult with Admin Officer before installing any equipment etc. in the GIZ Country Office property.

The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner.

SECURITY

The contractor must hold record of their staff details. To the extent required from time to time by the security manager/deputy, the contractor shall provide.

- ☐ a list of staff showing the name and address of everyone who is involved in the performance of contractor
- ☐ any other information about such person, with supporting evidence, required including full details of birthplace, citizenship and Certificate of good conduct.

The contractor shall not without the written approval from the management, take photograph of the whole or any part of GIZ Country Office property. The contractor shall take all reasonable steps to prevent any person, other than management from taking, publishing or otherwise circulation any such photograph with such permission. The contractor shall provide clear visible ID card to their worker and this should be worn at all the time during work.

Loads and paths to be used as access by the contractor are to be left clear of construction plants, vehicles and debris at all the time. All dangerous areas are to be fenced and signs posted to warn personnel/visitors.

TIMELINE

The contract will commence from the date whereby it is signed by both parties and will be valid for a period of one year upon successful completion of six months' trial period. The performance will be reviewed after one year.

Reporting

The contractor shall work closely with Internal service department staffs. All reporting and follow up of work quality, timing and deliverables will be done by Internal service department staffs.

Service fee

GIZ Office Addis Ababa shall effect a payment of ETB pay a lump sum of Payments shall be made on monthly basis

Tender requirements

I. Assessment of CV and price

1. Qualifications of proposed staff

1.1 Expert 1:

1.1.1 General qualifications

Education: for example, university qualification (first degree/master's) in

Professional experience: years' experience in

1.1.2 Experience in the region/knowledge of the country

1.1.3 Language skills: business fluency in

1.2 Expert 2:

1.2.1 General qualifications

Education: for example, university qualification (first degree/master's) in

Professional experience: years' experience in

1.2.2 Experience in the region/knowledge of the country

1.2.3 Language skills: business fluency in

II. Assessment of concept and price –

2. Appropriateness of proposed concept

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5.).

III. Assessment of price

3. Specification of inputs

(please complete in full)

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing			
• Implementation			

Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment			
• Overnight allowance in country of assignment			
• Travel costs (train, private vehicle)			
Flights	Number of experts	Number of flights per experts	Comments
• International flights			
• Domestic flights			
Other costs	Number of experts	Amount per experts	Comments

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.*

4 Fixed lump sum price – contract for work

Since the contract to be concluded is a contract for work, we would ask you to offer your services at a fixed lump sum price, which covers all relevant costs (fees, travel costs, etc.). The assessment of the financial bid is based on the lump sum price tendered. For the purposes of our internal calculations and any subsequent contracts, we would also ask you to state the daily rate used for the tender. A breakdown of the days is not necessary.

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.