



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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## SCOPE OF WORK

### Renovation services at the State Migration Service of the Ministry of Territorial Administration and Development of the Republic of Armenia

#### 1. Nature of Service

UNHCR seeks to hire a contractor for provision of renovation services at the State Migration Service of the Ministry of Territorial Administration and Development of the Republic of Armenia. More details are specified in the Bill of Quantities (BoQs) and Drawings and Plan.

#### 2. The work includes

The premises need repair/renovation of the following:

- Renovation of the Interview Rooms of the State Migration Service of the Ministry of Territorial Administration and Development

The expected execution time is not more than 35 calendar days after Contract Commencement

**The Contractor is obliged to warrant against the works completed for a period of six (6) months after completion and acceptance. 10% of the payment will be withheld as a warranty retainer. The retainer will be released after the expiry of the warranty period, six (6) months after completion and acceptance.**

#### A Obligations of UNHCR:

1. UNHCR will provide access for the contractor and its workforce to sites in an organized manner and based on pre-approval.
2. UNHCR's representative will supervise the performance of all works under this RFQ; cleaning works, the repair/renovation works according to locally accepted standards, as well as acceptance/rejection of the completed works will solely depend on compliance with the technical specifications.
3. Upon satisfactory completion, UNHCR will pay the contractor the amounts due based on the agreed work-plan, work orders, and the quantities executed according to BoQ.
4. The contractor will only be paid based on the quantity and quality of repair executed corresponding unit rates as agreed.

#### B Obligations of the Contractor:

1. All repair works shall comply with Armenian regulations and standards, coordinate with the relevant authorities.
2. The contractor shall include all necessary equipment, materials, and work practices in order to comply with these standards and regulations, even where not precisely specified in this outline specification.
3. The contractor shall be responsible for the insurance of works/workers & responsible for repairing and/or replacing anything damaged by the contractor or their sub-contractors within site.
4. All structural and technical issues that appear during the repair, as well as the use of materials, should be agreed upon with UNHCR technical staff in advance.