



STATEMENT OF WORK

Furnishings for Women's Dormitories

Mazar-e-Sharif, Balkh Province, Afghanistan

July 14, 2016

United States Department of State

US Embassy Kabul Public Affairs Section

Kabul, Afghanistan

This project is UNCLASSIFIED

GENERAL

1. BACKGROUND

This Statement of Work (SOW) is for furnishing the new Women's Dormitory building located at Balkh University.

This project supports Kabul Public Affairs Section's (PAS) goal of strengthening women and civil society. Enrollment rates for women at universities in Afghanistan are still far below that of men's. One factor that contributes to this low attendance rate is the lack of women's dormitories to house them securely. By providing a safe and productive environment for the female students at Balkh University, the USG is supporting and advancing women's education in Afghanistan.

The Afghanistan Ministry of Higher Education (MOHE) manages all public university dormitories in the country. A new women's dormitory is being constructed by the Kabul PAS on the campus of Balkh University, consisting of two buildings which will house approximately 800 women.

2. PROJECT SCOPE

The Contractor shall procure, deliver, and install complete new furnishings for the interior of the women's dormitory at Balkh University, including furnishings for the bedrooms, kitchen, dining hall, library, gathering areas, laundry facility, and office.

Construction and finishing work for these dormitories will be completed by the current construction contractor. For this award, the Contractor will be responsible only for the furniture, equipment, and services described in this solicitation.

3. SITE DESCRIPTION

The new women's dormitory located at Balkh University consists of two buildings which will house approximately 800 students. The two buildings are four stories with a dining and recreational facility. Blueprints and photographs are available upon request. Contractors will have the opportunity to conduct site visits prior to award. These site visits will be coordinated with Balkh University and Kabul PAS.

4. PROJECT REQUIREMENTS

- A. Procurement and Installation of Furnishings
 - a. Procurement and installation of new furnishings matching described specifications (see specifications list).
 - b. Delivery of furnishings to Balkh University Women’s Dormitory.
 - c. Installation of furnishings in Balkh University Women’s Dormitory, to include:
 - i. Verifying dimensions for spaces prior to delivery and installation of furnishings.
 - ii. Assembly of all furnishings
 - iii. Proper installation and placement of furnishings
 - iv. Mounting of hardware (for example, installing hardware for curtain rods, installation of curtains and rods, mounting televisions to walls).
 - v. Removal of packaging materials and clean up.

5. DELIVERIES AND INSTALLATION

- A. The period of supply, delivery and installation will be completed within 90 days of the award start date, and the project schedule shall be submitted for approval.
- B. Multiple deliveries and installation are allowed. However, the number of access requests to the women’s dormitory should kept to a minimum, with the Contractor keeping the delivery and installation process streamlined.
- C. Times and dates for deliveries and installations will be coordinated with the Kabul PAS and Balkh University. Points of contact for both the Kabul PAS and Balkh University will be provided to the Contractor.
- D. Contractor will receive the furnishings directly and coordinate delivery and installation to the women’s dormitory. Furnishings are not to be shipped directly to the women’s dorm.
- E. Access schedule and safety plan are required.
- F. Working hours shall be specified during the project, specifically time inside the Dormitory.
- G. At the end of project contractor shall receive the hand over and acceptance certificate from Balkh University and send to PAS along with project completion documents.
- H. Weekly progress reports shall be sent to PAS.

6. WARRANTIES, TESTING AND COMMISSIONING

- A. The Contractor shall provide all requisite testing and certifications to ensure the electrical integrity and longevity of the materials provided by the contractor.
- B. The Contractor shall complete the plan, installation and testing of all the electrical materials, electrical components and all work required under this contract.
- C. The Contractor shall be required to certify and warrant all such materials for the period of the warranty delineated in manufacture company warranty period.

7. SPECIAL REQUIREMENTS

- A. Key personnel performing this contract shall be approved by the Kabul PAS.
- B. Submittal System
 - i. The Contractor shall provide manufacturer generated material submittals for all materials to be used in this project scope for approval by COR prior to installation or purchase. The Contractor shall not accept any materials installed under this contract that have not been formally approved through official channels.
 - ii. Contractor, in coordination with COR, will create a submittal system, and Contractor shall use the submittal system to request approval for each category of item to be purchased. For example, detailed Excel spreadsheet submittals register documenting every item description, date, approval, and action taken. Any deviation from approved furnishings or equipment will be rectified at awardee's expense.

5. EVALUATION CRITERIA

- A. The contractor shall develop and maintain an effective quality control (QC) program to ensure services are performed in accordance with the stipulation of the Contract. The contractor shall develop and implement procedures to prevent or, in case of occurrence, immediately rectify any defective services. The contractor's QC program should encompass effective surveillance methods for the contractor to make sure that the following is achieved:
 - i. Secure and timely delivery and receipt of furnishings by Contractor.
 - ii. Inspections of all deliveries by Contractor to ensure specifications and quality requirements are met.
 - iii. Coordination with Kabul PAS and Balkh University to schedule deliveries and installations.
 - iv. Secure and timely transportation and delivery of furnishings to Balkh University.
 - v. Close Contractor oversight of delivery, assembly, installation, and cleanup at the women's dormitory.
 - vi. Clear and timely communications with Kabul PAS throughout the duration of this project.

6. SCHEDULE

Time is of the essence. Upon award of this contract, the firm shall work continuously towards completion of the contract requirements. To the maximum extent possible, the deliverables should be made in advance of the project deadline.

The performance period will be 90 days. Delivery and complete installation of furnishings must be completed by 90 days after receiving Notice to Proceed.

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