

SEPARATED SUBDIVISION OF HUNGAGIAN  
INTERCHURCH AID IN UKRAINE  
TERMS OF REFERENCE (ToR) № FCA22051\_Mrc1\_ToR1



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alliance

«ADOPTED»

Director of the Separated subdivision of Hungarian  
Interchurch Aid in Ukraine

Position

Signature

Janos Gerevych  
full name

23

09

2024

TERMS OF REFERENCE #FCA22051\_Mrc1\_ToR1

for construction and installation works:

«ARRANGEMENT OF EXTERNAL DRAINAGE FROM THE ROOF OF THE GYMNASIUM  
IN THE VILLAGE OF MYRCHA, BUCHA DISTRICT, KYIV REGION»

Developed by:

Separated subdivision of Hungarian Interchurch Aid in Ukraine:

Program officer for infrastructure  
rehabilitation and development

Position

Signature

Kateryna Burmina

full name

Approved by:

Separated subdivision of Hungarian Interchurch Aid in Ukraine:

Program Manager FCA 22051

Position

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Fabiny Lóránt

full name

Approved by:

Education Department of Borodyanka Village Council:

Head of the Education Department of  
Borodyanka Village Council

Position

Signature

Natalia Novikova

full name

Director of the Myrcha gymnasium

Position

Signature

Natalia Krytska

full name

Facility Manager of Myrcha gymnasium

Position

Signature

Olexander Kaminsky

full name

Myrcha village  
2024

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The construction and installation works are shown in Table 1.

**Table 1**

Section number	Name of the section	Content
<b>General information</b>		
1	Name and location of the facility	Arrangement of external drainage from the roof of the Myrcha gymnasium of the Borodyanka village council of Kyiv region at the address: 1 Kotsyubynskoho Str., Myrcha village, 07810, Kyiv region, Bucha district, Ukraine
2	Purpose of the work	Organization of rainwater drainage from the roof of the gymnasium
3	Information about the investor (Payer)	Separated subdivision of Hungarian Interchurch Aid in Ukraine
4	Information about the Customer	Department of Education of Borodyanka village council
5	Source of financing	Charitable funds
6	Information about the general contractor	To be determined by the results of the tender
7	Method of work performance	Contracting
8	Design stages	Developing of design project documentation in not demanded
9	Scope of work to be performed	<p>This Terms of Reference envisages the implementation of a set of works on the arrangement of external drainage from the roof of the Myrcha gymnasium of the Borodyanka village council of the Kyiv region, including:</p> <ul style="list-style-type: none"> <li>- Installation of the drop apron;</li> <li>- Painting of the drop apron;</li> <li>- Installation of organized drainage system;</li> <li>- Sheathing of the roof with plancer under 500 mm wide.</li> </ul> <p>Estimated scope of works and list of materials are listed Annexes 1.1 and 1.2 to the hereby ToR.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. The annexes contain the main types of works; all other additional works shall be reflected in the estimate documentation and taken into account when Contractor will be preparing the commercial offer.</li> <li>2. The PVC gutter in set with fasteners is purchased and stored at the facility.</li> </ol>
10	Technical requirements for materials	Compliance with the requirements of the standards and regulations related to the performed works that are actual in Ukraine country.
11	Grounds for the work	Letter from the Education Department of Borodyanka Village Council No. 01-21/923 dated on 23 <sup>rd</sup> of July 2024.
12	Architecture planning requirements and characteristics of the facility under repair	One-story school building with an attic and a gable roof. The elevation of the drop apron sheathing board is +3.500.
13	Special construction conditions	<p>Construction conditions - the building is in operation.</p> <p>Energy sources - water, electricity from the grid are at the Customer's expense.</p> <p>Contractor has to provide a backup power source on own expense: fuel and a generator in case of power outage - to be taken into account in the amount of 50% of the total electricity demand, and if the total usage time will exceed 50% of the total electricity demand, that has to be</p>

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		<p>additionally agreed with the Payer about fuel consumption, working hours and time accounting method.</p> <p>The presence of the military – absent.</p> <p>Other complicating factors are preliminary absent. Necessity to include any additional factors shall be considered within Contractor's inspection of the facility and included in to the commercial offer.</p>
<b>Construction and installation works</b>		
14	Requirements for technical support of the contractor	<p>1. The Contractor must be provided with its own equipment, materials, machinery, tools and devices for the works performing (to be provided list of tools and equipment planned to be used, marked when own or rented in free format report);</p> <p>2. Mechanization tools and machines to be used in the construction must be certified, have technical inspection certificates and to be in good technical condition. (Provide a list of the mechanisms and machines planned to be used with a note if it is owned or rented in free format report);</p> <p>3. The Contractor has to provide its own transport for the works performance, to deliver all the equipment that will be installed on the facility and to remove dismantled equipment.</p>
15	Requirements for the contractor	<p>1. A business entity under the Ukraine country law (legal entity or individual entrepreneur) with minimum 2 year experience.</p> <p>2. To be eligible to carry out corresponding business activity with the relevant SIC (Standard Industrial Classification) code presence.</p> <p>3. Availability of licenses to carry out corresponding business activities, if it is subject for licensing (copy to be provided);</p> <p>4. Availability of permits and declarations for the performance of high-risk works in accordance with the Resolution of the Cabinet of Ministers of Ukraine No. 1107 (copies to be provided):</p> <ul style="list-style-type: none"> <li>- Installation, dismantling and overhaul of buildings, structures, as well as restoration and strengthening of their hazardous parts.</li> <li>- Works performed at a height of more than 1.3 meters.</li> <li>- Application of paint and varnish coatings, primers and putties based on nitro paints, polymer compositions (PVC, epoxy, etc.)</li> </ul> <p>5. The Contractor is obliged to perform the work properly with minimal disturbance and inconvenience to the children, teachers, staff and visitors of the educational institution; to take into account working hours of the institution when planning works performing.</p> <p>6. The Contractor is obliged to guarantee professional and technical competence of employees and workers. The Contractor shall provide qualified labor and equipment to perform the work in accordance with the specifications and hereby ToR.</p> <p>7. Upon completion of the works and before signing the "Act of the Major Construction Works Completion", the Contractor shall provide the Payer (or his authorized</p>

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		<p>representative) with the as-built drawings (in digital and paper forms) and a set of as-built documentation in accordance with State Building Standards A.3.1-5:2016.</p> <p>8. The Contractor shall ensure daily presence of the construction manager at the site.</p> <p>9. Availability of reference letters for similar works with specification of contacts of organizations/customers (copy to be provided).</p>
15.1	List of necessary documents to be provided by the contractor for qualification	<ol style="list-style-type: none"> <li>1. Copy of a valid registration certificate / Extract from the Unified State Register.</li> <li>2. Bank account statement with details and no debits report.</li> <li>3. Copy of the valid tax payer certificate.</li> <li>4. Certificate of criminal records absence (in director's history) (can be provided on playtender.com.ua)</li> <li>5. Financial reports of the company for the previous reporting period (forms No. 1-MS, 2-MS)</li> <li>6. Contact information - in free format report, with the necessary details: <ul style="list-style-type: none"> <li>- Full name of the company;</li> <li>- Unified State Register number and Individual Tax Number;</li> <li>- Payment account number, name of the Bank and it's Bank Branch Location Code;</li> <li>- Contact e-mail address;</li> <li>- Name and surname of the head of the company or an authorized person to sign the agreements, and his/her contact information;</li> <li>- Legal and actual addresses of the company;</li> <li>- Contact information of the person responsible for negotiations.</li> </ul> </li> <li>7. Scanned copies of licenses or other permits for conducting business activities in accordance with the current legislations of Ukraine country, or a letter of explanation that this type of activity is not subject to licensing;</li> <li>8. Documents confirming the Contractor's ability to carry out transportation and delivery of materials/equipment (vehicle ownership, lease agreement or service agreement).</li> <li>9. Reference letter, according to Annex 4.</li> <li>10. Copies of contracts, invoices, and delivery notes for similar works performed in the last 3 years.</li> <li>11. A copy of the notarized power of attorney/order of authority of the director.</li> <li>12. Estimated documentation - executed in compliance with the requirements specified in Annex 2.</li> <li>13. Schedule of the works performance - in the form given in Annex 3 to this ToR.</li> </ol> <p>***All documents to be submitted as scanned copies. ***The complete package of the tender documents must be signed and sealed.</p>
16	Occupational health and safety requirements	<p>The Contractor shall be responsible for the organization of safety measures at the construction site during the entire duration of the project. The Contractor shall be fully responsible for the safety of personnel, equipment and materials at the site throughout the duration of the project until</p>

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		<p>the "Act of the Major Construction Works Completion" will be signed. All works, materials and installations should be protected from damage and theft. Protective measures shall be taken to prevent unauthorized access to the construction site and to the works and goods located thereon at the expense of the contractor.</p> <p>The works shall be performed in accordance with the applicable laws and regulations in Ukraine.</p>
17	Supply of energy carriers	<p>Energy sources - water, electricity from the grid at the expense of the Customer.</p> <p>Contractor has to provide a backup power source on own expense: fuel and a generator in case of power outage - to be taken into account in the amount of 50% of the total electricity demand, and if the total usage time will exceed 50% of the total electricity demand, that has to be additionally agreed with the Payer about fuel consumption, working hours and time accounting method.</p>
18	Additional requirements for construction and demolition works	<p>The Contractor guarantees the collection and storage of all types of waste (in accordance with the rules of handling) in pre-prepared places with subsequent removal for disposal.</p> <p>The Contractor guarantees timely submission of all commission accepted hidden works - fully signed acts for the closure of hidden works executed in accordance with State Building Standards A.3.1-5: 2016, in the absence of approval of the acts - the WORKS WILL NOT BE CONSIDERED AS DONE AND WILL NOT BE SUBJECT FOR CLOSURE AND PAYMENT.</p> <p>The Contractor guarantees timely adjustment of the estimate documentation and reflection in the final list of resources of materials, machines and mechanisms that will be actually used in the performance of work before the conclusion of the contract. All subsequent adjustments must be justified and made in a timely manner prior to the submission of the acts of completion.</p> <p>Building and construction works price will be agreed after the Customer will review the estimate documentation.</p>
19	Cleaning and waste disposal	Obligatory cleaning of the construction site during and after the work with the removal of waste for disposal/remediation/burial and include in the estimated cost of waste disposal.
20	Requirements for dismantling works	No dismantling is provided
21	Requirements for reliability, warranty period of operation	5 years
22	Term of work performance	30 calendar days from the date of prepayment, in accordance with the schedule agreed with the Customer, drawn up in the form in accordance with Annex 3.
<b>Supply of goods and materials</b>		
23	Completeness of goods and materials	<p>Materials procurement and supply has to be implemented on the basis of developed by the Contractor and approved by the Customer and Payer estimate documentation.</p> <p>The Contractor will deliver all materials to the facility.</p>
24	Agreeing on prices for the Contractor's goods and materials	Prices must be agreed on the estimate documentation development stage. When calculating the cost of goods and

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		materials, the costs of procurement and warehousing activities must be taken into account.
25	Requirements for documentation of goods and materials	<p>The completeness and composition of the operational documentation must comply with the State Standard of Ukraine 2.610:2006.</p> <p>Documentation for goods and materials supply must be in Ukrainian language, in paper kind with the seal of the manufacturer:</p> <ul style="list-style-type: none"> <li>- quality certificates, quality passports;</li> <li>- certificates of conformity or Declaration of Conformity to the Technical Regulations provided for by Ukrainian legislations for this equipment;</li> <li>- passport for the component product with mandatory information, certification and disposal of the product, indicating the amount of precious metals, non-ferrous and ferrous metals in the product;</li> <li>- warranty card;</li> <li>- instructions for maintenance and operation of the equipment;</li> <li>- assembly and installation instructions;</li> <li>- dimensional drawings;</li> <li>- other documentation required for a particular type of goods and materials.</li> </ul> <p>If the equipment is manufactured in Ukraine and does not fall under the scope of technical regulations of Ukraine country, a quality certificate for the product must be provided.</p>
26	Packaging requirements	Compliance with the requirements of the applicable Ukrainian standards for packaging that is acceptable for outdoor storage.
27	Ensuring storage conditions	Labeling requirements Compliance with the labeling standards in force in Ukraine.
28	Health, safety and environmental requirements	Compliance with the laws and regulations of Ukraine.
29	Other requirements	The Contractor is responsible for the goods and materials storage until the completion of the works.

**Annexes:**

Annex 1.1 Estimated scope of works on «Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» at the address: Ukraine, 07810, Kyiv region, Bucha district, Myrcha village, 1 Kotsyubynskoho str.

Annex 1.2 Estimated volumes of materials for «Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» at the address: Ukraine, 07810, Kyiv region, Bucha district, Myrcha village, 1 Kotsyubynskoho str.

Annex 1.3 Extract from the Technical Inventory Bureau passport of Myrcha Gymnasium of Borodyanka Village Council of Kyiv Region.

Annex 2 Requirements for preparation of estimate documentation.

Annex 3 Recommended form of the schedule.

Annex 4 Recommended form of the reference letter.

Annex 5 Letter from the Education Department of Borodyansky village council No. 01-21/923 dated 23.07.2024.

Annex 6 Defect act about «Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» from the Education Department of Borodyansky village council.



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Annex 1.1  
To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

Estimated scope of works on «Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» at the address: Ukraine, 07810, Kyiv region, Bucha district, Myrcha village, 1 Kotsyubynskoho str.

№	Name of works and expenses	Unit	Quantity	Notes
1	2	4	5	6
	<b>Section 1. Option 1: Making a wooden plancer</b>			
1	Sheathing of drop aprons on the masonry walls, setoff under 500mm.	m	280	
2	Advanced ceiling coloring with oil paint applied on wood.	m2	140	
3	Application of fire retardant coating on horizontal and vertical surfaces of wooden structures	m2	392	
	<b>Section 2: Option 2. Installation of a metal plancer</b>			
4	Drop aprons finishing with metal panels, width under 500mm.	m	176	
	<b>Section 3. Installation of the external organized drainage</b>			
5	Arrangement of suspended gutters made from PVC pipes at a height of up to 3.5 m.	m	252	
6	Hanging of drainage pipes at a height of up to 3.5 m.	m	116	

**Developed by:**

Program officer for infrastructure  
rehabilitation and development

Position/

Signature

Kateryna Burmina

full name

**Approved by:**

Education Department of Borodianka Village  
Council

Facility Manager of Myrcha gymnasium

Position/

Signature

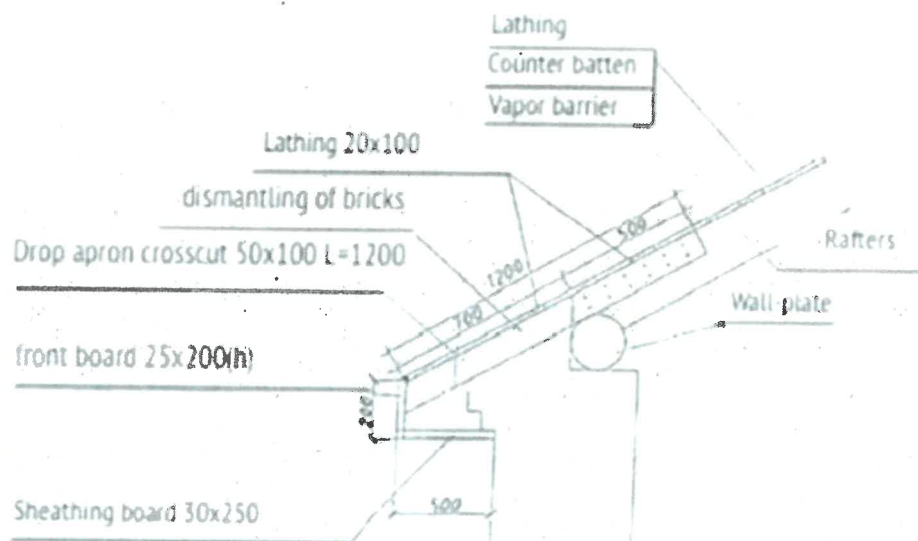
Olexander Kaminsky

full name

Annex 1.1  
(continuation)

To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

External drainage unit from the roof (conventionally)



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Education Department of Borodianka Village  
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Facility Manager of Myrcha gymnasium

Position/

  
Signature

Olexander Kaminsky

full name



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Annex 1.2

To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

Estimated volumes of materials for «Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» at the address: Ukraine, 07810, Kyiv region, Bucha district, Myrcha village, 1 Kotsyubynskoho str.

№	Name of materials	Characteristics	Unit	Quantity	Notes
<i>Option 1 of the work performance</i>					
1	Softwood board, length 4.0-6.5m, width 75-100mm, thickness 30mm, second class quality.		m3	4.2	
2	Construction nails 3.5x70mm.		kg	10	
3	Flame retardant		l	156.8	
4	Gutter stopper ProAqua 150mm with sealing, left angling, white color.		pc.	3	Customer's supply
5	Gutter stopper ProAqua 150mm with sealing, right angling, white color.		pc.	3	Customer's supply
6	Watering can ProAqua#150/110mm white		pc.	17	Customer's supply
7	Downpipe ProAqua (3 m.) #110mm white		pc.	26	Customer's supply
8	Elbow (67.5) ProAqua 110mm with two sockets white		pc.	17	Customer's supply
9	ProAqua downpipe clamp 110mm white		pc.	153	Customer's supply
10	Gutter angle inner (90) ProAqua 150mm white		pc.	2	Customer's supply
11	Gutter angle external (90) ProAqua 150mm white		pc.	2	Customer's supply
12	Gutter bracket PVC ProAqua 150mm white		pc.	460	Customer's supply
13	ProAqua pipe coupling 110mm with one socket white		pc.	17	Customer's supply
14	Frame dowel with double-screw stud 12x200 n=25 (100)		pc.	153	Customer's supply
15	Gutter ProAqua (3 m) 150mm white		pc.	77	Customer's supply
16	Gutter connector ProAqua 150mm white		pc.	67	Customer's supply
<i>Option 2 of the work performance</i>					
17	Metal panels with a width of up to 500 mm, including fastening elements - guide rails, brackets and hardware)		m2	200.64	

Notes:

1. Listed materials, grades and types are estimated; if necessary, the Contractor should provide any kind of analog or more technically grounded equipping.
2. When calculating, please take into account all the necessary materials and works that are not specified in the estimated information, but technically and technologically necessary.

Developed by:

Program officer for infrastructure  
rehabilitation and development

/Position/

  
/Signature/

Kateryna Burmina

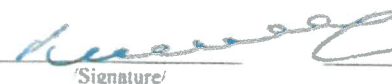
/full name/

Approved by:

Education Department of Borodianka Village  
Council

Facility Manager of Myrcha gymnasium

/Position/

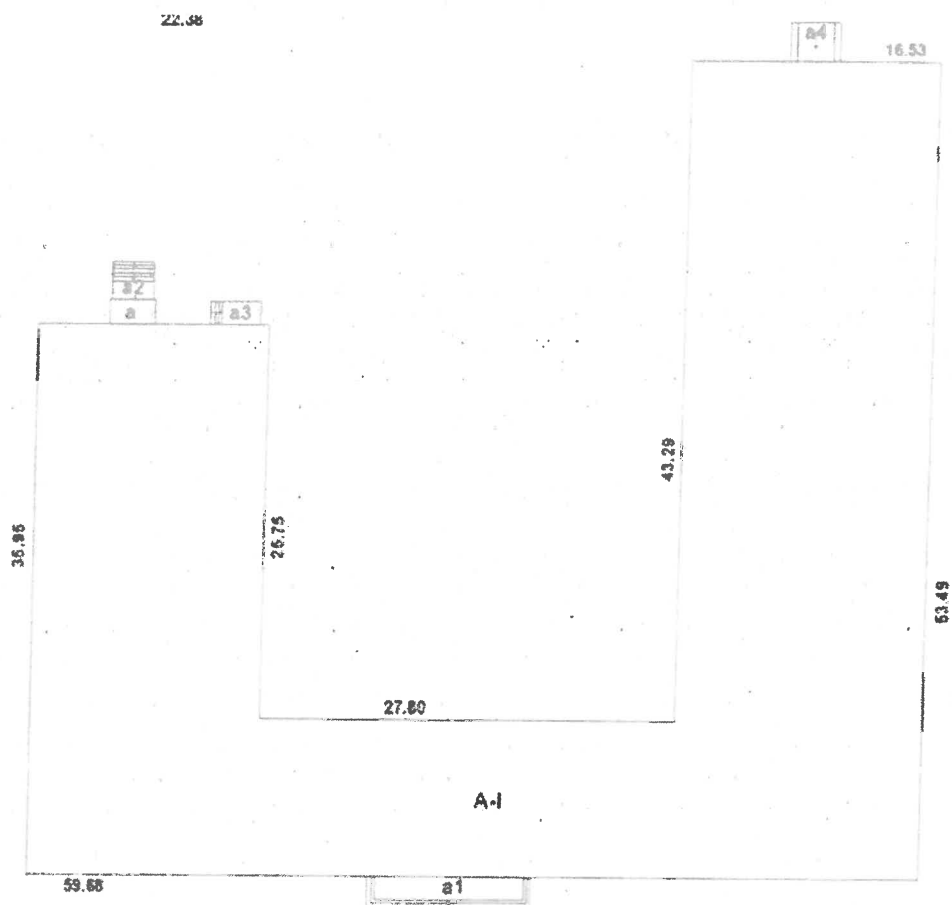
  
/Signature/

Olexander Kaminsky

/full name/

Annex 1.3  
To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

Extract from the Technical Inventory Bureau passport of Myrcha Gymnasium of Borodyanka Village  
Council of Kyiv Region



Annex 2

To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

Requirements for preparation of estimate documentation

1. The Contract Price(as document) shall be calculated on the basis of the normative need for labor and material and technical resources required for the implementation of design solutions for the construction facility and current prices for them
2. The Contractor's Contract Price shall consist of:
  - Calculations of contract prices (in the form of Annex 30 to the Guidelines for determining the cost of construction);
  - local cost estimates for construction, installation and commissioning works (in the form of Annexes 1 and 3 to the Guidelines for Determining the Cost of Construction);
  - local cost estimates for the purchase of equipment (in the form of Annex 2 to the Guidelines for Determining the Cost of Construction);
  - Resource statements in the form of Appendix 4 to the Guidelines for Determining the Cost of Construction.
  - calculations of general production costs;
  - if necessary: calculations of the costs of transportation of workers, business trips of workers, relocation of the Contractor and others (in any form), etc.
  - calculations of funds to cover the administrative expenses of the Bidder (according to Annex 26 to the Guidelines for determining the cost of construction);
  - calculations of profit (within the averages recommended by the Ministry of Regional Development in agreement with the Ministry of Economy) (according to Annex 25 to the Guidelines for determining the cost of construction).
3. The Contract Price and estimate documentation are formed on the basis of the cost of construction works, which includes: direct, general production and other costs of construction of the facility, profit, funds to cover administrative expenses of construction organizations, funds for additional costs and funds for payment of taxes, fees, mandatory payments.
4. The Contract Price shall be calculated taking into account the costs of:
  - Compensation for costs associated with the disturbance of landscaping, calculated in accordance with the regulations of local governments;
  - Temporary storage of soil for backfilling, permanent storage of displaced soil and disposal of construction waste (the Contractor shall independently decide on the landfills for temporary storage of soil removed from the work site (construction site). Compensation of expenses shall be made within the funds for such expenses provided for in the estimate documentation);
  - other expenses related to the performance of works.
5. The Contractor's Contract Price shall also include a separate section to cover the costs associated with the purchase and delivery of equipment to the construction site.
6. The estimate documentation must take into account the reasonable costs of supervision of installation and/or supervision of commissioning of equipment and materials, if the technical specifications for the manufacture of equipment require supervision during its installation.
7. Wages as part of direct costs shall be calculated by the Contractor on the basis of standard labor costs for a certain amount of work and the cost per man-hour of the average standard category of these works for the unit of construction and installation workers and the average standard category of the unit of workers engaged in the management and maintenance of construction machinery and equipment.

The cost of a man-hour corresponding to the average standard category of work either by type of work or for the construction facility as a whole is determined on the basis of the average monthly salary per full-time employee that the Contractor plans to receive at the order facility, taking into account the average monthly working hours established by the central executive body for the formation and implementation of state policy in the field of labor, employment, labor migration, labor benefits, and labor migration.

The Employer recommends the level of salary for category 3.8 - 19,087.19 UAH per month.
8. The cost of materials shall be determined on the basis of the normative need and current prices for them, which shall not exceed the price level prevailing in the region during the period of preparation of the estimate documentation. The current prices of materials shall be determined taking into account the costs of their loading, unloading, transportation and procurement and storage costs.
9. The Contractor shall determine the cost of operation of construction machines and mechanisms as part of direct costs based on the standard operating time of the machines required to perform the scope of work proposed and the cost of operation of the machines per unit of time of their use (machine hours) in current prices, taking into account

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the provisions of clauses 5.5 - 5.9 of the Guidelines for determining the cost of construction.

In case the Contractor engages leased machines and mechanisms, the cost of which exceeds the prices calculated taking into account the provisions of clauses 5.5 - 5.9 of the Guidelines for determining the cost of construction, the Contractor shall provide supporting documents - lease agreement, calculations, etc.

10. General production costs as part of the Contract Price shall be calculated based on the structure of these costs that has developed in the contractor's organization for the previous period, taking into account the provisions of the Methodological Recommendations on the formation of the cost of construction and installation works, approved by the order of the Ministry of Regional Development dated 31.12.2010 No. 573, and the list of general production costs given in Annex 10 of the Guidelines for determining the cost of construction.

11. The Contractor may also include in the price of the tender proposal the funds necessary to ensure the implementation of the construction in general, namely

- funds for construction works in winter or summer periods, calculated in accordance with clauses 5.21-5.27 of the Guidelines for Determining the Cost of Construction, and determined only for the scope of works planned for winter or summer periods in accordance with the Construction Management Project.

- funds to cover other costs are determined by reasonable calculations based on the provisions of the applicable legislation, project documentation, the Customer's initial data on the construction, conditions of construction works, location of the construction site in relation to the location of the construction company, etc. Such funds include funds for business trips of the construction company's employees to the construction site, etc.

12. When calculating travel expenses, the following shall be taken into account

- the level of daily expenses in the amount of no more than UAH 600 is recommended,
- travel expenses not exceeding UAH 400.

- the maximum limit of expenses for renting accommodation is recommended to be no more than UAH 600 per day.

13. If the Contractor plans to manufacture certain construction materials, products and kits on its own at secondary production facilities within its structure to perform construction works, the prices for such material resources shall be accepted according to the relevant calculations approved by the Contractor in accordance with the established procedure (at production cost). Profit and administrative expenses shall be taken into account in the Contract Price for the construction project as a whole and shall be calculated taking into account the labor costs of the structural unit of the Contractor that produces these material resources.

At the same time, the relevant prices for such material resources, together with profit and administrative expenses, shall not exceed the average prices of other producers for the same resources prevailing in the region, taking into account transportation costs for the delivery of these resources to the on-site warehouse.

14. Information on the Contract Price and estimate documentation shall be provided in electronic form in the format of an information data block (preferably in the format of the AVK-5 information complex or a similar software package that integrates with the AVK-5 program). The Contractor has the right to provide Contract Price calculations in the format of equivalent software, while guaranteeing the possibility of full integration of files (without loss of data) into the existing software of the Customer, and that such integration will not lead to additional costs. From a technical point of view, such electronic computations will be considered by the Customer as equivalent.

15. Those works for which the Contractor has not given quotations or prices shall not be paid by the Employer after their completion. They are considered to be included in the prices for other categories of work in the estimate documentation.

16. All taxes and duties to be paid by the Contractor, as well as other costs associated with the performance of the work in accordance with these Specifications, shall be included in the estimates and the Contract Price.

17. The Contract Price may be changed downward (without changing the quantity (volume) and quality of goods, works and services) in case of correction of arithmetic and methodological errors, negotiations.



Annex 3

To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

Recommended form of the schedule

## Schedule of construction and installation works

### (Calendar schedule)

«Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» at the address: Ukraine, 07810, Kyiv region, Bucha district, Myrcha village, 1 Kotsyubynskoho str.

№	Name of work	Unit	Quantity	Duration. days	Calendar days																
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	...	
1																					
2																					
3																					
...																					

Notes:

1. The total period of work execution is: \_\_\_\_\_ c.d.
2. Date of the start of construction and demolition works:
3. The Contractor may complete the construction works ahead of schedule, but for the correct organization of the acceptance procedure, the Contractor shall notify the Employer in writing of the date of delivery.

**Contractor:**

\_\_\_\_\_  
Company name

Director (or other authorized person):

Stamp

Signature/

name

Annex 4  
To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1  
Recommended form of the reference letter

SHOULD BE DRAWN UP ON THE LETTERHEAD OF THE CONTRACTOR'S COMPANY

## Reference Letter

\_\_\_\_\_  
Company name

2024

№	Name of the company - the Customer (Unified State Register Number)	Contact information of the Customer (person who can provide information about the Contractor)	A brief list of construction and installation works performed	The amount of the contract (if it is not a trade secret)	The period of implementation of the construction and installation works
1					
2					
3					
...					

Director \_\_\_\_\_  
Company name \_\_\_\_\_

Stamp \_\_\_\_\_ /Signature/ \_\_\_\_\_

Full name \_\_\_\_\_





Annex 5  
To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1

Letter of the Education Department from Borodyansky village council No. 01-21/923 dated 23.07.2024.



БОРОДЯНСЬКА СЕЛИЩНА РАДА

ВІДДІЛ ОСВІТИ

вул. Центральна, 226, с-ще Бородянка, Київської області, 07801,  
тел. +38 (098) 310-22-43 E-mail: [osvitabsr@ukr.net](mailto:osvitabsr@ukr.net) Код ЄДРПОУ 43078651

від 23.07.2024 № 01-21/923

ВІДОКРЕМЛЕНИЙ ПІДРОЗДІЛ  
УТОРСЬКОЇ ЕКУМЕНІЧНОЇ  
СЛУЖБИ ДОПОМОГИ В УКРАЇНІ

Відділ освіти Бородянської селищної ради звертається із проханням  
провести ремонт покрівлі Мирчанської гімназії, будівля якої зазнала  
пошкоджень внаслідок ведення активних бойових дій на території громади.

Адреса закладу: вул. Коцюбинського, буд. I, с. Мирча, Бучанський район,  
Київська область.

Директор – Кришка Наталя Миколаївна, тел. 098-579-22-73;  
[osvitamircha@ukr.net](mailto:osvitamircha@ukr.net).

З повагою  
Начальник відділу освіти

Наталія НОВІКОВА

SEPARATED SUBDIVISION OF HUNGAGIAN  
INTERCHURCH AID IN UKRAINE  
TERMS OF REFERENCE (ToR) № FCA22051\_Mrc1\_ToR1



Annex 6

To Terms of Reference (ToR) № FCA22051\_Mrc1\_ToR1  
Annex 6 Defect act about «Arrangement of external drainage from the roof of the gymnasium in the village of Myrcha, Bucha district, Kyiv region» from the Education Department of Borodyansky village council.

Прогнозований кошторис: 438,1 (1 2 1 1)

28.01.2021-01

ЗАТВЕРДЖЕНО

Начальник відділу освіти Бородянської селищної ради

(назва організації, що затверджує)

Начальник відділу освіти Бородянської селищної ради

(посада, підпис, ініціали, прізвище)



ДЕФЕКТНИЙ АКТ

«Роботи по влаштуванню зовнішнього водовідведення з покриття Мирчанської гімназії Бородянської селищної ради Київської області, що знаходиться за адресою: Україна, 07810, Київська область, Бучанський район, с. Мирча, вул. Коцюбинського, буд. 1»

Умови виконання робіт

Об'єкт робіт

№ п/п	Найменування робіт та витрат	Одиниця виміру	Кількість	Примітка
1	2	3	4	5
	Поясний кошторис 02-01-01 на «Роботи по влаштуванню зовнішнього водовідведення з покриття Мирчанської гімназії Бородянської селищної ради Київської області, що знаходиться за адресою: Україна, 07810, Київська область, Бучанський район, с. Мирча, вул. Коцюбинського, буд. 1»			
	Розділ 1. Варіант 1. Виконання дерев'яного софиту			
1	Підшивання карнизів з влаштуванням кобилок при кам'яних стінах, виступ карнизів до 500 мм	м	280	
2	Поліщення фарбування стель колером оліїним по дереву	м2	140	
3	Нанесення механізованим способом в один шар вогнезахисного покриття з антипирену на горизонтальні і вертикальні поверхні дерев'яних конструкцій	м2	392	
4	На кожний наступний шар нанесення вогнезахисного покриття з антипирену додавати до норми 13-71-1	м2	392	
	Розділ 2. Варіант 2. Монтаж металевих софиту			
5	Оформлення карнизів металевими панелями шириною до 500 мм	м2	176	
	Розділ 3. Монтаж зовнішнього організованого водовідводу			
6	Навішування водостічних труб, колін, жолобів і гіпок з готових елементів	м	368	
	Розділ 4. Інші роботи			
7	Установлення та розбирання зовнішніх металевих трубчастих інвентарних ріштувань, висота ріштувань до 16 м	м2	840	
8	Додавати на кожні наступні 4 м висоти ріштувань	м2	840	

Скла: Директор Мирчанської гімназії  
(посада, підпис (ініціали, прізвище))

Н. Кляш

Наталія Крижак

Перевірив: Начальник відділу освіти Бородянської селищної ради  
(посада, підпис (ініціали, прізвище))

Наталія Носкова

Наталія Носкова