**ANNEX 1**

# Statement of Works

**Technical Requirements for Security Measures at new UN Women Moldova premises**

# Introduction

UN Women require installation of below listed system at new office. All bidders will be invited to visit office space jointly in order to conduct site visit and obtain required information.

# Purpose of Statement of Work

In support of its mandate, UN Women Country Office will be re-located to new premises.

This Statement of Work (SOW) intends to specify the minimum requirements for implementing several security systems in the new premises with the installation, testing, training and commissioning of stated systems.

# Reliance of Information Provided

All information provided by UN Women about this procurement process - including all information contained in this SOW, the Request for Quotations (RFQ) and any other information provided as such during the contract bidders conference, site visit and contract negotiations - are based on the best information available and to the best knowledge of UN Women at this point in time. All such information is provided solely as a guide to be used for bid-preparation and planning purposes. Additional changes may be minor or moderate.

UN Women does not guarantee and will not be responsible for the inclusiveness and accuracy of all such information. The obligation to carry out independent due-diligence and verification of any information provided by UN Women remain with any user of such information. UN Women is categorically not to be liable for any direct, indirect or consequential loss or injury to the Vendor (to employees or equipment) which may incur during the implementation of the project resulting from any reliance on the information provided.

# Planning Assumptions

All information provided herein is based on the best information currently available, solely for bid-preparation and planning purposes. UN Women reserves the full right, at its sole discretion to modify the internal construction set-up, depending on UN Women and operational requirements over the Contract duration. The Vendor shall detail within their proposals the methodology and resources proposed for responding to such (or other unforeseen) changes in requirement or level of service.

# Contract Approach

The Contract shall be awarded on an all-inclusive basis. The Vendor shall be responsible for providing all necessary labor, tools, materials, replacement parts, transportation, transportation permits and supervision, and for making all necessary arrangements, to ensure the fulfilment of its obligations under the Contract for its entire duration. The Vendor is fully responsible for the provision and duty of care of all of its personnel and shall ensure that its personnel, equipment, facilities, material and supplies are in place by the date of commencement specified in the Contract.

# Requirements

**General Requirements**

* All systems must have Uninterrupted Power Supply (UPS) capable to power all components for the period of 24hrs.
* All electrically powered components must have protection from power surge.
* All systems are expected to be installed in accordance with safety and electric standards defined by Moldova law.
* All products supplied by the vendor shall be under 1 (one) year warranty after the date of acceptance. The warranty implies replacement or repair of any system component installed by the Vendor that becomes faulty during the 12-month period following the hand-over at no cost to UN Women. Repairs must be completed within a reasonable time frame and create no gaps in the provision of the security protocols that the system is implemented to undertake. The warranty also includes update of any new firmware released during the warranty period for any system component at no cost to UN Women.

**Installation of Intrusion Detection System**

The purpose of the Intrusion Detection System (IDS) is to identify intrusion into the office space while in “armed” mode. System must be able to detect intrusion throughout the whole office space irrespective where and when intrusion occurs. For this requirement to be fulfilled, Vendor will determine type, number and location of sensors.

System will be armed through programmable keyboard placed near the main entrance.

IDS will provide option for up to 30 different users and will log all actions and occurrences for the period of 12 months.

IDS will operate under two (2) regimes;

1. Armed, system is fully armed and will allow 30 seconds delay for users to enter a pass-code. It will trigger audible alarm, minimum loudness of 120db and visual alarm in form of strobe light, if one of the following conditions are meet;
   1. No valid authorization code is entered at entry are within 30 seconds or wrong code is entered 3 times, whichever condition is meet first.
   2. Instantly if intrusion is detected in any other area except the main entrance where system panel will be located.
   3. Transmit notification system to the main reception where building security is located.
2. Stand-by;
   1. Ready to be armed;

**Installation of Video Door Bell Intercom**

Video Door Bell Intercom will be installed at two entrance points. Primary purpose of Video Door Bell Intercom is to notify office staff of visitors by discrete and adjustable door ring and to display remotely at two separate monitors live video stream from the entrance door once door bell is pressed. Secondary purpose of Video Door Bell system is to record video captured by cameras 30 seconds prior and after there is change in picture. Recording will be made on hard drive of a DVR or PC (which ever option is less expensive) for the period of minimum 90 days. Recording can be made in video compressions standard H.264/AVC/MPEG-4 Part 10 format, variable data rate 1.5 Mbit/s - 3.5 Mbit/s with min of 24fps in full HD 1080 format. Other video compression standards may be accepted if the compression does not create a higher data loss than H.264/AVC/MPEG-4 format. Cameras can be either physically integrated or separated from door bell, speaker and microphone.

Technical Requirements;

1. Preferably Wi-Fi system to minimize cabling;
2. Wide angle 1080 camera;
3. Microphone and speaker at external Door Bell to enable two-way communication.

**Installation of Access Control System**

There are two main access doors that lead to the main office space. Programable electronic access control system must be installed at both doors with readers placed inside and outside main entrance doors. Readers will be RFI cards compatible and integrated with programable controller.

Lock will be “fail-safe”.

System will not be anti-pass-back.

Vendor is responsible to provide 50 RFI cards which will be labeled with UN Women logo and numbered with unique serial number.

Access Control System will log each entrance and exist recording time, date and card used and be able to keep this information for the minimum period of 12 months.

Emergency button will be installed close to the exit area and will deactivate both electric locks once activated. Locks will remain in deactivated mode until system is reset. Emergency button must be well marked and illuminated at all time.