

**TERMS OF REFERENCE
AND TECHNICAL SPECIFICATIONS**

I. General information

Assignment name	Development of design and cost estimate documentation for the reconstruction, modernization, and equipment of the Medical Supply Branch of the State Enterprise “Medical Procurement of Ukraine”
Beneficiary	State Enterprise “Medical Procurement of Ukraine”
Country	Ukraine

II. Context and justification of the need

Expertise France is a public agency for international technical cooperation, working alongside partner countries to advise and support them in strengthening their public policies. To this end, the agency coordinates and implements projects of national or regional scope in the main areas of public action: 1. democratic, economic and financial governance; 2. peace, stability and security; 3. climate, biodiversity and sustainable development; and 4. health and human development. In these areas, Expertise France engineers and implements capacity-building projects, mobilizes technical expertise and acts as a project coordinator, bringing together public expertise and private know-how.

Ukraine is a key partner for Expertise France, which has been actively involved in various projects, including the APPUI project — “Priority Assistance in Emergency Periods in Ukraine” — financed by the French Ministry of Europe and Foreign Affairs (MEAE) (hereinafter referred to as the “Project”), aimed at addressing the country’s urgent health sector and recovery needs.

The implementation of the Project involves close cooperation between Expertise France and “Medical Procurement of Ukraine” (MPU), which will be reflected in the execution of the digital transformation stream.

MPU is a key institution in the country’s healthcare system, responsible for the centralized provision of healthcare facilities with medicines, medical devices, and equipment. Amid a full-scale war, this function takes on special importance - effective logistics directly affects the continuity of treatment, patient survival, and the speed of response of the healthcare system to challenges.

MPU requires the reconstruction of its logistics infrastructure to enhance its capacity to store and manage medical resources.

A key component of this initiative is the reconstruction, modernization, and equipping of MPU’s warehouse complex with modern climate control systems and warehouse equipment.

Implementation of these measures necessitates the execution of a project for the development of design and cost estimate documentation for the reconstruction, modernization, and equipment of the warehouse complex.

The project will be implemented in stages.
The main implementation stages are as follows:

1. Preparatory stage

- Collection of baseline data for design, including technical conditions, geodetic surveys, and urban planning constraints. MPU submits applications and signs documents to obtain all necessary permit documentation and technical conditions. The Contractor manages the procedure, providing full support and facilitation in preparing and collecting these documents.
- Conducting engineering surveys if necessary (geodetic, geological, and environmental) – (if necessary).
- Inspection of the elevator shaft (involving a specialized certified subcontractor), must be officially registered in the Unified State Electronic System in the Field of Construction (ESSB).
- Inspection of the technical condition of the existing building. Inspection of the technical condition of the existing building and its structures must be conducted by a certified expert.
- Identification of reconstruction zones and required dismantling works.
- Coordination of requirements and expectations with Medical Procurement of Ukraine (MPU).

2. Design stage

- Development of pre-design proposals or a Feasibility Study (FS), if required.
- Development of design documentation in accordance with the applicable national construction standards (DBN).
- Inclusion of the following design solutions:
 - reconstruction of the building;
 - replacement of a freight elevator (in the existing elevator shaft);
 - modernization of engineering systems;
 - installation of modern warehouse equipment and a ventilation system;
 - energy efficiency measures and process automation solutions;
 - arrangement of a modular checkpoint (access control unit).
- Coordination of design solutions with MPU.

3. Expert review of design documentation

- Conducting an Certified External Expert review of the design documentation.
- Incorporation of revisions based on expert review findings and approval of the project by MPU.

4. Development of work documentation

- Detailed elaboration of design solutions for construction and installation works.
- Preparation of equipment and materials specifications.
- Preparation of bills of quantities.

5. Coordination and approval of the project

- Coordination of the project with relevant stakeholders, including MPU, the fire inspection authorities, and, if designated, the potential contractor responsible for the construction and installation works.
- Final approval of the design and cost estimate documentation by MPU.

III. Objectives and desired results

1) General objective

The purpose of the Procurement is to develop the design and cost estimate documentation for the reconstruction, modernization, and equipping of the warehouse complex, as well as to prepare the corresponding design solutions required for construction and installation works.

The reconstruction, modernization, and equipping of the warehouse complex shall include:

- Development of a design solution for the organization of warehouse processes in accordance with Good Distribution Practice (GDP) requirements.

- Reconstruction of the warehouse complex in accordance with the design solution, taking into account the requirements for equipping premises intended for the storage of narcotic medicinal products and psychotropic substances.
- Reconstruction of the loading ramp, including installation of dock shelters, leveling platforms, lifts, and an air curtain, in compliance with GDP requirements.
- Installation of a ventilation and air-conditioning system on the 1st and 2nd floors of the warehouse building.
- Installation of modern racking and refrigeration equipment, as well as systems for monitoring storage conditions (including temperature monitoring).
- Integration of the facility into supply chain management IT systems.
- Insulation of the warehouse complex façade to ensure the building's effective energy efficiency. The building has a flat roof covered with roofing felt (ruberoid). A roof repair with a double-layer roofing felt covering was carried out in February 2024. The roof is in good condition and does not require reconstruction. During the facade insulation works, the metal parapets along the entire roof perimeter will need to be replaced in order to cover and protect the insulation from above properly. The total length of the parapet perimeter is 150 meters.
- Reconstruction of the building's internal engineering systems and design of external and internal utility networks, including securing connection of the building to district heating, water supply, sewerage, and power supply systems in accordance with the technical conditions issued by the relevant utility providers.
- Installation of a modular access control checkpoint to ensure proper access control to the warehouse complex.

The developed documentation will serve as the basis for construction and installation works aimed at improving MPU's logistics infrastructure, ensuring proper conditions for the storage of pharmaceutical products in compliance with Good Distribution Practice (GDP) standards, including temperature and humidity control, optimizing internal logistics processes, and enhancing the level of energy efficiency.

2) Specific objectives

1. Prepare a complete set of design and cost estimate documentation for the reconstruction, modernization, and equipping of the MPU's warehouse complex in accordance with applicable construction norms and standards.

2. Develop architectural, structural, and construction solutions that ensure safe operation and compliance with sanitary and fire safety requirements.

3. Develop the design of internal and external engineering networks with sufficient detail for implementation during construction works.

4. Prepare technological solutions for the organization of warehouse processes, including the receipt, storage, and dispatch of medical resources.

5. Develop the cost estimate section, including bills of quantities for works, materials, and equipment, suitable for approval and expert review.

6. Ensure that the project complies with energy efficiency requirements, occupational safety regulations, and civil protection standards.

7. Prepare the documentation in a format suitable for approval and subsequent implementation of the construction project.

3) Anticipated results

As a result of the project implementation, the following shall be achieved:

1. A complete set of design and cost estimate documentation for the reconstruction, modernization, and equipping of the warehouse complex shall be developed, including (but not limited to):
 - architectural and construction section;
 - structural section;
 - internal and external engineering networks (power supply, heating, ventilation, air conditioning, water supply and sewage, fire alarm system, security alarm system, video surveillance, structured cabling system, etc.);
 - technological section (organization of warehouse processes);
 - cost estimate section;
 - sections on Occupational Safety, Energy Efficiency, Environmental Protection, and Civil Protection.
2. A positive expert review report shall be obtained based on the results of the design documentation examination.
3. The design documentation shall be approved by MPU and ready for implementation during the construction and installation stage.
4. Compliance of all design solutions with GDP requirements, national construction norms (DBN), national standards (DSTU), and the applicable legislation of Ukraine shall be ensured.

IV. Description of the assignment

1) Planned activities

The Contractor shall provide support to MPU in accordance with the approved methodology for the design and development of design and cost estimate documentation to perform the following activities:

- Reconstruction of the building with a total area of 1,370 sq. m, including pharmaceutical warehouse premises (1,158 sq. m); unloading area (dock equipped with dock shelters, dock levelers, and an air curtain – 78 sq. m); loading area (up to 50 sq. m); modular security premises (access control/checkpoint) located adjacent to the building at the entrance side (25 sq. m); and other auxiliary premises (59 sq. m);
- Design of the ventilation and air conditioning system on the 1st floor of the building (for the reconstructed pharmaceutical warehouse with an area of 1,158 sq. m), as well as on the 2nd floor of the warehouse premises (replacement of the existing system);
- Preparation of the cost estimate component for thermal insulation of the building façade, with an approximate insulation area of 2,400 sq. m (this area is not included in the total area for the development of the design and cost estimate documentation). The building has a flat roof covered with roofing felt (ruberoïd). A roof repair with a double-layer roofing felt covering was carried out in February 2024. The roof is in good condition and does not require reconstruction. During the facade insulation works, the metal parapets along the entire roof perimeter will need to be replaced in order to cover and protect the insulation from above properly. The total length of the parapet perimeter is 150 meters.
- Replacement of a freight elevator with a load capacity of 3,200 kg, lifting height 6 m (two floors), internal dimensions: width 1.9 m, depth 3 m, height 2.2 m.

Assignment preparation

- Review the available documentation of the warehouse complex, including technical passports, urban planning conditions and restrictions
- Analyse MPU's requirements and applicable regulatory documents (DBN, DSTU, GDP standards).
- Conduct preparatory meetings, clarify the scope of work, and agree on the design plan.

Phase I: Collection of baseline data and engineering surveys

- Conduct meetings with MPU representatives and subcontracted organizations (including external experts, as needed) to gather data on the current condition of the facility.
- Provide consultations to the involved specialists regarding the requirements for design and cost estimate documentation, pharmaceutical products storage standards, and construction regulations. The involved specialists include both the internal MPU team and external experts who exchange consultations to ensure compliance with relevant technical and regulatory requirements.
- Collect and systematize baseline data, including geodetic, geological, and technical surveys (if necessary).

Phase II: Development of project design and estimation documentation

- Develop architectural and structural solutions for the warehouse's reconstruction and modernization.
- Develop engineering system designs, including heating, ventilation, air conditioning, water supply and sewage, power supply, fire alarm and security systems, and the structured cabling system.
- Prepare technological solutions for organizing the processes of receiving, storing, and dispatching pharmaceutical products.
- Prepare cost estimate documentation and bills of quantities for works, materials, and equipment.

Phase III: Coordination and expert review

- Conduct analysis and documentation of all design solutions for submission to expert review.
- Provide support to MPU in implementing changes based on expert review conclusions.
- Assist in preparing the full set of documentation for approval and submission to the relevant authorities.
- Archive and submit all documents in the required format, including both electronic and hard-copy versions.

Post-assignment follow-up:

- Provide recommendations on further project implementation during the construction and installation phase.

2) Anticipated deliverables

Deliverables	End date
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1. Analysis of the existing documentation, condition of the warehouse complex, and engineering systems.	T0 + 2 weeks
2. Completion of geodetic, geological, and technical surveys (if necessary)	T0 + 4 weeks
3. Analytical report on baseline data, engineering surveys, and regulatory requirements	T0 + 6 weeks
4. Conducting working meetings with MPU team for providing the necessary information and materials to support effective project development.	T0 + 8 weeks
5. Development of architectural, structural, and engineering solutions, technological schemes, and cost estimates	T0 + 24 weeks
6. Preparation of the full documentation package for expert review and ensuring its successful completion	T0 + 28 weeks
7. Incorporation of adjustments and clarifications to the project based on the results of the expert review	T0 + 30 weeks
8. Preparation of the final set of design and cost estimate documentation for approval by MPU	T0 + 32 weeks
9. Final report on the completed work, expert review results, and recommendations for project implementation	T0 + 34 weeks

3) Coordination

The Contractor shall appoint a focal point for the implementation of the project.

Ms. Milana Jascuk from Health Team of Expertise France will serve as the Contractor's sole point of contact. Point of contact from Beneficiary side will be appointed after contract signature

E-mail: Milana.jascuk@expertisefrance.fr

The kick-off meeting shall be held within 5 working days after the notification contract signing.

V. Place, duration and terms of performance

1) **Implementation period:** 34 weeks (indicative)

2) **Start date:** To be confirmed upon contract signature (T0)

3) **End date:** T0 + 34 weeks

4) **Effective duration per assignment:**

Total duration — **34 weeks**, including:

- **Weeks 0–6** — collection of baseline data, surveys, and analysis.
- **Weeks 6–8** — conducting working meetings and agreeing on technical requirements.
- **Weeks 8–24** — development of the design and cost estimate documentation.
- **Weeks 25–30** — completion of expert review and incorporation of revisions.

- **Weeks 31–34** — preparation of the final documentation package and reporting.

5) Schedule/programme:

The provisional programme for assignment implementation is as follows:

Activity	Place	Period
Analysis of the existing documentation, the condition of the warehouse complex, and engineering systems	Week 1-2	Kyiv / Online
Completion of geodetic, geological, and technical surveys (if necessary)	Week 3-4	Kyiv
Analytical report on baseline data, engineering surveys, and regulatory requirements	Week 5-6	Remote
Conducting working meetings related to the preparation of design and cost estimate documentation	Week 7-8	Kyiv / Online
Development of architectural, structural, and engineering solutions, technological schemes, and cost estimates	Week 9-24	Remote
Preparation of the full documentation package for expert review and ensuring its successful completion	Week 25-28	Remote
Incorporation of adjustments and clarifications to the project based on expert review results	Week 29-30	Kyiv / Online
Preparation of the final set of design and cost estimate documentation for approval by MPU	Week 31-32	Remote
Final report outlining the completed work, expert review outcomes, and recommendations for project implementation	Week 33-34	Kyiv / Online
Total	34	

VI. Required expertise and profile

To ensure successful project implementation, the service provider shall engage, at a minimum, the following team composition. This represents the minimal set of roles required to deliver the project on time and with high quality.

1) Number of experts per assignment: 2 (Chief Project Engineer and Lead Architect/Lead Design Engineer).

If necessary, the Contractor may engage additional specialists (engineers in power supply, heating, ventilation, air conditioning, water supply and sewage, fire and security alarm systems, structured cabling systems, etc.) to perform specific tasks.

2) Contractor location and site visit requirements

The contractor shall be based in Ukraine or have an official representative office in Ukraine, ensuring prompt communication and proper performance of contractual obligations. This means the contractor must either be legally registered in Ukraine or have an officially registered affiliated entity or representative office in Ukraine. This is required to enable a physical site visit in Kyiv, carry out the assessment and expertise in line with Ukrainian legislation, obtain the necessary documents, and communicate with local authorities.

The contractor shall be able to conduct site visits to the Medical Supply Branch of SE “Medical Procurement of Ukraine” for inspections, surveys, clarification of baseline data, and support throughout the design process.

If required, the contractor commits to arriving at the site within agreed timeframes to ensure proper preparation and development of the design and cost estimate documentation.

3) Profile of the designated expert(s) responsible for contract execution

A. Qualifications and skills:

- Higher education (Master’s or Specialist degree) in construction, architecture, engineering, or a related field.
- Proven experience in the design and preparation of design and cost estimate documentation for buildings and structures, including facilities in the pharmaceutical sector.
- Excellent skills in:
 - planning, coordination, and management of engineering projects;
 - communication and teamwork;
 - preparation of technical reports and explanatory notes;
 - analytical thinking, identification of technical risks, and risk mitigation;
 - making technically sound and justified decisions.
- Fluency in Ukrainian and English (optional).
- Proficiency in modern design software (AutoCAD, Revit, Civil 3D, cost estimation software, etc.).

B. General professional experience

- At least 5 years of professional experience in the design, construction, or reconstruction of buildings and engineering systems, preferably facilities in the pharmaceutical and/or healthcare sector.
- Experience participating in the development of design and cost estimate documentation for industrial, logistics, or warehouse facilities, preferably within the pharmaceutical and/or healthcare sector.

- Strong understanding of current national construction norms (DBN), energy efficiency standards, and occupational safety and fire safety requirements.
- Understanding of sustainable construction principles, resource efficiency, and optimization of operational costs.

C. Specific professional experience

- Experience in developing technical solutions for engineering systems (power supply, heating, ventilation, air conditioning, water supply and sewage, fire and security alarm systems, and low-voltage systems).
- Knowledge of requirements for the organization of warehouse processes and logistics infrastructure.
- Participation in reconstruction or modernization projects of facilities (preferably in the field of medical or pharmaceutical warehouses).
- Skills in preparing documentation for project expert review procedures.
- Understanding of requirements related to project implementation phases, quality control, and ensuring compliance of design solutions with the technical conditions.

VII. Assignment reports

Upon completion of each project phase, the Contractor shall prepare a report, formatted according to the established template, and submit it to MPU by email.

Each report shall correspond to the stages and scope of work defined in the section “Expected Results (Deliverables)” and shall include:

- a brief description of the work performed;
- analysis of the results obtained;
- identified deviations or issues (if any) and proposed solutions;
- recommendations for subsequent project phases;
- supporting materials (technical assessments, drawings, photo reports, copies of meeting minutes, correspondence, etc.).

Upon completion of the entire assignment, the Contractor shall submit a final analytical report, which shall include:

- consolidated results of all completed work;
- conclusions based on the expert review outcomes;
- recommendations for further implementation of the reconstruction, modernization, and equipping project of the warehouse complex;
- the complete set of approved design and cost estimate documentation in both electronic and printed form (6 hard-copy sets).

All reports shall be submitted in PDF and DOCX formats, ensuring the possibility of verifying compliance with the technical conditions.

VIII. Monitoring-evaluation

Performance indicators

Deliverables	Immediate effects	Intermediate effects	Verification sources
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1. Analysis of existing documentation, the condition of the warehouse complex, and engineering systems	A comprehensive understanding of the current technical condition of the facility has been obtained	The basis for developing design solutions has been ensured	Analytical report, technical assessments, photographic documentation
2. Conducting geodetic, geological, and technical surveys (if necessary)	Technical data required for design have been prepared	Accuracy of design solutions and cost estimates has been improved	Survey reports, geodetic plans, work completion reports
3. Analytical report on baseline data, engineering surveys, and regulatory requirements	Requirements and technical conditions have been consolidated	Compliance of the project with current norms and standards has been ensured	Analytical report, expert conclusions
4. Conducting working meetings	Increased team awareness of project requirements	Improved coordination quality and technical decision-making	Meeting minutes, participant lists
5. Development of architectural, structural, and engineering solutions, technological schemes, and cost estimates	A complete set of design documentation has been developed	Readiness for expert review and implementation has been ensured	Design and cost estimate documentation, drawings, cost estimates
6. Preparation of the documentation package for expert review and completion of the review	Documentation has been submitted to the expert authorities	Expert conclusions on the quality of the design and cost estimate documentation have been obtained	Registration documents, expert review conclusions
7. Incorporation of revisions based on expert review results	Comments have been addressed and the documentation has been updated	Compliance with requirements and accuracy of the project have been improved	Updated design and cost estimate documentation, acceptance certificate
8. Preparation of the final set of design and cost estimate documentation for approval by MPU	The technical part of the project has been completed	Readiness for further implementation (construction and renovation) has been ensured	Approved design and cost estimate documentation, accompanying letters
9. Final report on the work performed	The entire assignment implementation process has been summarized	Transparency, quality control, and acceptance of the results have been ensured	Final report, approval from MPU

Evaluation criteria

Evaluation	Criteria	Verification sources	Max. number of points
Team structure and CV performance	Availability within the team of at least the following key experts: a chief project engineer and a lead architect/design engineer. The company (team) should have confirmed experience in implementing similar projects (warehouses, logistics centers, pharmaceutical or medical facilities) within the last 5 years. Experience in the pharmaceutical or healthcare sector, as well as the availability of additional specialized experts (heating, ventilation, and air conditioning (HVAC), power supply, water supply and sewage, fire safety, low-voltage systems) will be considered an advantage.	CVs of proposed key experts; list and brief descriptions of completed similar projects; scanned copy of the contract for the implementation of a similar project, along with copies of supporting documents confirming its completion (acts of completed works / certificates of services rendered); references and contact details of previous clients.	40
Knowledge of applicable requirements and design methodologies	Demonstrated knowledge of the applicable regulatory and technical requirements and relevant methodologies for preparing design and cost estimate documentation for warehouse/logistics facilities, including compliance with DBN and DSTU, GDP requirements (including temperature/humidity control and storage conditions), licensing conditions applicable to the pharmaceutical sector, as well as key requirements related to fire safety, occupational safety, energy efficiency, and civil protection.	Technical proposal section on compliance (regulatory framework / standards and methodologies); examples of similar compliance sections from previous projects (optional, non-confidential). Qualification certificate of the responsible executor for specific types of works (services) related to the creation of architectural objects – for the design engineer.	15
Price offer	Proposed cost of the services, its justification, transparency of the price breakdown.	Financial proposal	30
Work planning and project management	Availability of a detailed work implementation schedule.	Project implementation schedule	5

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Quality management system (ISO)	Availability of internal quality management procedures for reviewing design solutions, coordinating documentation and managing changes, as well as mechanisms to ensure compliance with applicable regulatory requirements.	Description of internal quality management procedures	10
Total number of points			100