

**PROJECT/ASSIGNMENT TITLE:**

**Water and Wastewater Infrastructure Repair and Supplies Emergency Preparedness LTA**

➤ **Objective:**

- Set the basis for the repair and supplies (replacement of parts) of water and wastewater infrastructure facilities that may be needed for emergency failure responses or requested for the implementation of water and wastewater rehabilitation projects selected and agreed between UNICEF and the respective Water Establishment - WE (Beirut & Mount Lebanon Water Establishment - BMLWE; North Lebanon Water Establishment - NLWE; Beqaa Water Establishment - BWE; South Lebanon Water Establishment - SLWE) in compliance with the defined specifications attached herewith.
- Ensure availability of materials for implementation of WASH repair, maintenance and rehabilitation works according to agreed schedule with the WEs.
- Set the quality and prices that the service providers will have to meet for emergency repairs and supplies on a national level and in full compliance with the national standards based on the price, terms and condition of the LTA for the duration validity of the LTA (two years plus 2 years potential extension)
- Ensure compliance with agreed warranties and their duration in respect of the goods supplied and delivered or workmanship/installations/fittings.

➤ **Background:**

UNICEF WASH Program has scaled up its response to the Syria crisis and provides support and services to both refugees and host Lebanese communities and to the Ministry of Energy and Water and its regional Water Establishments bearing the greatest burden resulting from the impact of the Syria Crisis on the water and sanitation sector in Lebanon.

The MoEW and the 4WEs have identified the urgent need for framework agreements to respond for repairs and failures that would inevitably occur at the multiple levels ranging from the water production facilities, and wastewater treatment units. The LTA framework will enhance and strengthens the capacity of the WEs to water supply for both Syrian refugees and host Lebanese population and to limit the environmental contamination for wastewater leakages, etc...

➤ **Purpose of Assignment:**

The purpose of the assignment is to ensure fast delivery of repair services, supply of spare part and system rehabilitations including provision of material such accessories, and electromechanical components where needed by Water Establishments, in response to unexpected needs due to sudden break down or bad functioning.

The scope of work depends on the needs that would be raised by Water Establishments throughout the year, so the supplier may be ready to high and sudden variations of demands.

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### ➤ **Scope of Work:**

Multiple types of repairs and supplies are covered under this LTA framework with a national coverage to support the 4 WEs and potentially Municipalities and Unions of Municipalities.

Works within the current LTA framework includes:

- Supply of spare parts.
- Maintenance of facilities.
- Maintenance of pumping stations
- Testing and commissioning / recommissioning of all structures and systems.

**DETAILED SCOPE OF WORK IS ITEMIZED IN THE ATTACHED ANEX A - UNIT PRICING FILE.**

### ➤ **End Products/deliverables/ Workplan**

- The Contractor shall inspect the site/s prior to commencing works in order to determine the specifics of works required as described in the tender, and also throughout the works construction. Any issues will be raised by Contractor at time of notice and resolved with Client prior to any change in agreed works.
- The Contractor shall ensure that all required equipment and materials will fit into the existing system (station, etc) and that the work can be successfully undertaken in a timely manner.
- The Contractor shall ensure the supply and installation of all materials, including all associated tradesmen and labor, according to the agreed design specifications and agreed schedule of works.
- The Constructor shall ensure all works are undertaken in a manner to ensure the safety of contracted staff and approved site visitors. Any health and safety issues observed onsite must be raised immediately by the Consultant to UNICEF and agreed action taken to resolve the issue. The safety of the general public, pedestrians and vehicles shall be ensured at all times with the provision of all necessary cautionary signage, barricades and lighting. The safety of workmen, Consultants, and visitors shall be ensured at all times, including the provision of all necessary safety gears, access scaffold and stairs. Inadequate site safe access for installation of the works and inspections will result instructions to cease works and rectification notices being issued by UNICEF and or Consultants.
- Installation and testing of all equipment according to Contract requirements. The results of all tests should be provided to UNICEF at completion of work.
- The contractor shall ensure supply and install all required visibility panels with all necessary arrangement and accessories at no addition costs.
- Handover to government bodies (Municipality / Water Establishment / Ministry) after successful testing including the preparation and submission of all necessary manuals, and installation documentation.
- All warranty and technical guidance documents related to the installed equipment must be provided to the relevant Municipality / Water Establishment / Ministry.

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### ➤ Methodology:

- Mobilization plan (workforce, resources and equipment) for the implementation of any works taking into consideration the region's infrastructure and resources must be submitted by the contractor. This will be updated if any changes in works are agreed with Client. The Contractor must liaise with the Clients Consultant throughout the works phase and raise any issues that impede agreed delivery of works.
- Special attention must be given to the kind of machineries to be used when doing works at lift stations with urban setting, i.e. in narrow streets and pathways the use of heavy equipment will not be allowed to prevent damages to the houses within such alleys, also in steep area the use of heavy equipment might not be possible.
- Contractor shall provide a secure a locked parking yard for all his equipment plant and machinery. Plant, machinery, materials and equipment shall not be left unattended on any workface for any period outside of normal working at no additional costs.
- No works shall be undertaken before written approval (permit) from the relevant Municipality (inside villages) or from Ministry of Public works (main roads and highways). All written approval will be provided to the Client prior to works commencement. The Contractor shall be responsible for the provision of all necessary permits and approval required by all relevant Authorities.
- The Contractor must provide an all risk insurance, workman compensation insurance and third-party liability insurance. A copy of the insurance policies shall be provided to the client along with a list of crew and equipment allocated for each project.
- All material to be supplied by the Contractor shall be inspected by the Client's Consultant within the Contractor's warehouse for approval, and only after written approval on proposed material has been provided, the Contractor will transport all required items as per the contract to the nominated site. All materials will be stored in an appropriate way as recommended by the manufacturer and the Contractor shall be responsible for such until handing over of works to the relative WE and/or MoEW on the completion date.
- During all work on site, the Contractor shall not disrupt traffic, traffic control systems, signage, barricades and lighting shall be provided for works in public thoroughfares. The Contractor shall ensure that any and all existing utility services and infrastructure (including potable water supply, sewer lines, telephone cables, electrical supply etc.) are maintained and protected during the installation of the Works. No interruption to existing services will be permitted without prior approval from the relevant Authorities.
- Installation of materials (pumps, pipes, cables etc.) shall be made according to required contract specifications and as instructed by the Client's consultant. No changes will be permitted to specified works or materials unless by prior agreement of the Client.
- Testing on site shall be made according to a preset schedule and in presence of designated Municipality / Water Establishment / Ministry staff and a UNICEF representative.
- All works must be completed within approved schedule based on design specifications, and at the end of the works contractor shall restore the site to a similar condition as prior to works and process the official handing over documentation. Any changes must be agreed upon with UNICEF and the relative Municipality / Water Establishment / Ministry.

### ➤ Responsibilities

- When working on site, the Contractor is responsible for the occupational health and safety of his crew, and ensure the safety of approved site visitors including, UNICEF, its

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Consultant/contractors and Water Establishment/Ministry employees.

- The Contractor shall coordinate with the UoM/WE/MoEW appointed staff to ensure handover takes place according to agreed schedule and there are no issues after the work is completed.
- When working on site, the Contractor is responsible for the provision of traffic control, safety equipment, signs, diversions, control systems including liaison with third parties for work in public roads and streets and shall include but not limited to:
  - Erecting, maintaining, moving and removal of safety barriers, signs, and traffic control equipment.
  - Establishing and managing road diversions.
  - Watching and lighting
  - Maintaining roads and streets clean and free from construction debris.
  - The Contractor will be responsible for the purchase of specified materials and safeguarding of the purchased materials and equipment during the construction, installation and completion phase until handover is complete.
- Upon the completion and handing over of works, the Contractor will have a 1-year defects liability period on new items and 6 months on repaired items. The Contractor will be responsible for resolution (cost of replacement and repair) to the satisfaction of the Client of any issues that may arise within the liability period.
- The Contractor will abide by all security directives provided by the client.

### ➤ Reporting Requirement

UNICEF will use multiple monitoring tools to report on the conducted works. The monitoring could range from assigning a consultancy firm to individual monitor along with WE/Municipality/UoM staff who will be reporting on the progress of works done by the contractor and shall submit a final report upon handing over of works.

### ➤ Qualification Requirements:

- Companies and contractors with proven expertise in comprehensive water projects.
- Strong financial capacity to fulfil the requirement (multiple and large orders)
- Standard health and safety procedure applicable by the company
- Proof of expertise undertaking similar works and reference letters for similar supplies/works implemented all over Lebanon (North Lebanon/Akkar, Beqaa, South Lebanon and Beirut & Mount Lebanon)

## Evaluation process and method

### Technical Evaluation Criteria:

***Service Providers are encouraged to ensure they meet the below requested evaluation and qualification criteria***

***Technical evaluation is composed of 70 points***

***Minimum successful score for the technical evaluation is 49 points***

The Technical Proposal should address all aspects and criteria outlined in the Request for Proposal. UNICEF welcomes new ideas and innovative approaches. Technical Proposals

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must be completed and provided with all relevant support documentation to enable the RFP Evaluation Team to adequately assess and evaluate the Proposal. The grading guideline is as follows:

Prequalification mandatory requirements:

All bidders must be locally registered companies at the chamber of commerce; submission of a certificate less than 6 month old stating that the company is solvent, that the company has not filed for bankruptcy and is not in a process of receivership of liquidation. (No points – pre-qualifying criteria - Mandatory)

Grading points:

1. Completeness of the response and overall concord between RFP requirements and proposal – 5 points. (2.5 points each)
2. Technical Company profile showing the company's presence (offices, facilities, etc), concluded projects over the last 5 years & currently running projects, proofs of owned equipment, total staffing, and a mapping of the company's capacity to cope with multiple projects and – 5 points. (1 point each)
3. Proof of expertise in similar works; 10 letters of reference from government bodies or international organizations within the last 5 years are required – 10 points (1 point per letter)
4. Proof of expertise in LTA/frameworks agreements within the jurisdiction of the water establishments; at least 5 letters of reference in the last 7 years – 10 points (2 points per letter).
5. Technical specifications of the material, pumps, related accessories and fittings as mentioned in the itemized pricing list; Proposed pumps must have positive past performance records within the four Water Establishments – 5 points (2.5 points each).
6. Ownership or access to a licensed service workshop for assembling and servicing pumps and manufacturing panels. Copy of the issued workshop permit by the ministry of industry must be submitted stating that it is valid for participating in the implementation of deals – 5 points.
7. The bidder is preferably an agent for the proposed pumps/material or has a letter that guarantees the availability of spare parts for the pumping sets from the agent including a 1-year warranty; copy of authenticated proof of agency must be submitted and the pump sets must be made by a single manufacturer and the motors locally rewindable; failure to provide proof will make the offer rejected – 10 points.
8. Current stock availability of spare parts per type and its annual turnover the last 5 years – 5 points.
9. 2-page method statement showing adequate equipment to be assigned per type of job, personnel utilization for every task, and assigned project manager's expertise / resume showing adequate experience in similar projects – 5 points (2.5 points each)
10. Occupational, Environmental Health & Safety Plans (OEHS), including Safe Work Method Statement (SWMS) addressing site safety, access, scaffolding, trenching, works at depth, works at height; risk assessment and mitigation strategy to complete the works, traffic control and management, site specific Occupational Health and Safety Plan – 5 points (1 point each).
11. Bank letter stating that the contractor has access to, or has available liquid assets, lines of credit, unencumbered assets and other financial means, net of other commitments, sufficient to meet a cash flow of up to USD 0.5 million for a period of 6 month from the of

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issuing the certificate – 5 points.

→TOTAL 70 Points for the technical evaluation and 30 points for the financial

### **Methodology for response**

- A request for proposal will be processed, requiring a technical proposal and financial proposal per project package.
- Bidders are requested to submit the following:
  - 3 electronic copies (CD's) of the technical proposal.
  - 1 signed and stamped print out of the financial offer and 1 electronic copy (CD) containing a scan of the signed and stamped print out of the financial offer and 1 excel copy of the financial offer; handwritten offers will be disqualified.
- Bidders must **not** submit any material except for the above mentioned.
- The technical proposal must follow the same sequence detailed under point “Technical Evaluation of the proposals”; that is Points 1, 2, till the end.
- Failure to abide by any of the above requirements will **render the offer as disqualified.**

### ➤ **Terms of Payment**

Payment will be made in full upon final completion of urgent repair works.

Partial payment will be made for rehabilitations based on the below schedule:

- 25% upon exceeding 30% of works.
- 50% upon exceeding 55% of works.
- 75% upon exceeding 80% of works.
- 100% upon completion of works.

### ➤ **Timing/Duration of Contract**

- The LTA will be concluded for an initial period of two years renewable for two additional according to UNICEF's needs and based on UNICEF's policies and provided performance is satisfactory.
- POs shall be raised against the LTA as may be required.
- Please note that UNICEF is not obligated to order any minimum number of services from the Supplier pursuant to this LTA and is entitled to procure the same or similar services from other suppliers if the price or quality variable is deemed too great or the conditions of the LTA cannot be met.

### ➤ **Clarifications:**

UNICEF will enter into LTAs with more than one Service Provider. The LTA will be set up as individual non-exclusive arrangement which will provide UNICEF the flexibility to source outside the LTA should market circumstances change and better offers exist outside the LTA, in order to obtain the best value for money.

Terms and conditions will be pre-defined in the LTA(s), and performance will be closely

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monitored.

A formal monitoring and review system shall be established by UNICEF for each LTA to monitor the extent to which the supplier has met agreed performance indicators (e.g. quality, delivery lead time, etc.) for each PO during the course of the year in order to decide whether the LTA/LTAs should remain in use or not.

UNICEF will have the right to change/amend or terminate the LTA if:

- a) A major change in current market conditions/prices occurs that invalidates the intent of the LTA to ensure UNICEF gets value for products & services.
- b) The performance of the current LTA/LTAs supplier(s) is deemed not satisfactory based on performance evaluations
- c) There is a major change in the projected quantities, which necessitates higher capacity than what the LTA Supplier can provide in a timely manner
- d) There is a change in services needed which are not covered in the LTA

LTA holders will strictly abide by UNICEF's policies and regulations on Prevention from sexual exploitation and abuse (PSEA) and Prevention from sexual harassment.

### **Special Conditions:**

Bidders must base their prices considering the following notes:

1. In case of material un-availability at the time of order, the maximum lead time is 90 days

**Duty Station:** Lebanon

### **Administrative issue**

Progress meetings will be held, as need be, at the working sites, UNICEF Beirut and Field Offices and at counterparts and stakeholders' offices (MEW, WE's, Municipalities) and partners' offices (WB, EU, other donors offices in Lebanon).

A minimum of 4 companies will be selected to cater for the 4 WEs. According to UNICEF supply manual the selection of service provider will be based on "the lowest if available."

### **Conditions**

1. One or more Consultancy firm(s) may be selected to carry out, with one or more stakeholder (MoEW, WE's, Municipalities), the supervision of the repair.
2. Submissions in response to this RFP must be made in 3 electronic copies (CD)