**PRE-QUALIFICATION ACTIVITY**

**FOR SAVE THE CHILDREN INTERNATIONAL**

**Lebanon**

**18 Sep 2020**

**Cleaning and Disinfecting Services of COVID-19 Isolation Centers**

**PR-BS-B-2020-120**

|  |  |
| --- | --- |
| **Date:** | 05/10/2020 |
| **Invitation to Tender (ITT) Reference No:** | PR-BS-B-2020-120 |
|  |  |

Dear Sir/Madam,

Save the Children International (SCI) invites you to participate in a pre-qualification exercise related to the provision of cleaning and disinfecting services of COVID-19 isolation centers. This tender pack has been specifically created to provide you with all the information required to understand SCI’s requirements, and complete a response to the tender, should you wish.

Below is a summary of all the information included in the tender pack (you can use the hyperlinks to navigate the document:

* [**Part 1: Invitation to Tender Document**](#_PART_1_–)
1. Introduction to SCI
2. Project Overview and Requirements
3. Award Criteria
4. Instructions & Key Information
* [**Part 2 : Core Requirements and Specification**](#_PART_2_–)
* Provides a detailed description of SCI specific requirements – for example; volumes, delivery dates / locations, product specifications etc.
* [**Part 3 : Bidder Response Document**](#_PART_3_–)
* A template to be used to submit your response to this Invitation to Tender.
* Includes the Terms & Conditions of Bidding.

Responses should be submitted no later than 17:00 on 13/10/2020 using the Bidder Response Document provided in [Part 3](#_PART_3_–) of this tender pack. For further guidance on how to submit your response, please follow the instructions detailed [here](#_INSTRUCTIONS).

Queries should be directed to omar.abdulhadi@savethechildren.org

We look forward to receiving your response.

# **PART 1 – INVITATION TO PRE-QUALIFICATION**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies and emotional support for children caught up in disasters like floods, famine and wars.
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our website at [www.savethechildren.net](http://www.savethechildren.net)



## **PROJECT OVERVIEW AND REQUIREMENTS**

### **2.1 PROJECT OVERVIEW**

Please see below a summary of the requirements for which Save the Children invites you to bid on. Further detail on the specific requirements of the project (volumes, dates, product specifications / drawings etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Country** | *Lebanon* |
| **Description of goods or services** | *Cleaning and disinfecting of Isolation Centers* |
| **Duration** | *12 Months* |
| **Maximum Value** | *TBC* |

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process.

Bidder responses will be evaluated against three categories of criteria: Essential Criteria, Capability Criteria, and Commercial Criteria.

These criteria have been especially created to help SCI determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

### **3.1 ESSENTIAL CRITERIA**

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are graded as Pass or Fail and will not be evaluated against capability and commercial criteria.

### **3.2 CAPABILITY CRITERIA**

These are criteria that will be used to evaluate the bidders’ ability, skill and experience in relation to the requirements of SCI. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria, which will have been created by a committee of representatives from SCI.

## **VETTING**

Prior to a bidder supplying any goods / services they must first be vetted and cleared to work with Save the Children. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision has been recommended, but before the Pre-Qualification status has been made. Some additional information, beside what is requested under section (1) of this document, is required to complete the vetting process i.e. date of birth and nationality of key personnel.

If any information provided by the Bidder throughout this process is proved to be incorrect during the vetting process (or at any other point), SCI may reverse their award decision.

## **BIDDER INSTRUCTIONS**

### **5.1 TIMESCALES**

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

|  |  |
| --- | --- |
| Activity | Date |
| Issue Pre-Qualification Pack | 05/10/2020 |
| Deadline for questions from Bidders | 09/10/2020 |
| Deadline for Return of Bids | 13/10/2020 |
| Bid Clarifications | 14/10/2020 |
| Award Decision | 15/10/2020 |
| Pre-Qualification Status Granted | 16/10/2020 |

### **FORMAT OF SUBMISSION**

Bidders wishing to submit a proposal to this Expression of Interest for Pre-Qualification **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Pack**. Any bids received using different formats will not be accepted.

This document allows Bidders to demonstrate their capabilities to meet SCI’s requirements – specifically against the Essential and Capability Criteria.

Within the Bidder Response Document instructions are provided on how to complete the document and specific guidance is provided on what information / supporting documentation is required.

**The Bidder is expected to sign the statement in Section 3 of the Bidder Response Document to confirm that the bidder response is accurate and can be relied upon**

### **5.3 SUBMISSION OF BIDS**

Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provide templates may be treated as void**.

Bids can be submitted via:

1. **Paper Submission**
* One hard copies of bid submitted on headed paper to Save the Children Int. Lebanon Country Office, 1st Floor Block B, Sodeco Square, Ashrafieh, Beirut.
* Bids should be submitted in a single sealed envelope addressed to Save the Children Int. Lebanon and referencing the Invitation to tender reference number PR-BS-B-2020-120
* The envelope should contain no other details relating to the bid.
* All documents should be clearly labelled so it is clear to understand what each document relates to (e.g. Bidder Response Document, Financial Accounts, Bill of Quantities etc.).

### **5.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received at the specific address, no later than **17:00 on the 13th of October 2020.** Failure to submit your bid prior to the Closing Date may result in your bid being void.

### **5.5 KEY CONTACTS**

Should you have any questions about Save the Children, this process, please contact the Save the Children contact detailed below. Enquiries should be submitted in writing via email.

**Save the Children Int. Lebanon**

**omar.abdulhadi@savethechildren.org**

Please be advised local working hours are 09:00 AM till 4:00 PM. Please allow up to 48 hours days for a response.

Where the enquiry may have an impact on other parties within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **INTRODUCTION**

The provision of cleaning and disinfecting services for COVID-19 isolation centres in accordance with MSF standards, protocols and below specific requirements

The Centres are located in Beirut & Mount Lebanon Districts (Aley, Baabda, Chouf, Byblos, Keserwane, Matn)

The Centres Capacity ranges from 10 to 200 Patients

1. **SPECIFIC REQUIREMENTS**
* A well-trained crew experienced in cleaning and disinfecting health centers/hospitals
* A comprehensive cleaning schedule designed specifically for each facility
* The expertise and ability to provide additional services when needed
* Proactive communication and a ready response any time the need arises
* Quality assurance processes and special monitoring system for the Hygiene services
* Top-of-the-line cleaning equipment and tools
* Cleaning Materials & Products
* Hospital-grade disinfectants that kill bacteria and germs
* Material safety data sheets
* Monitoring supplies and informing you when they are low
* The ability to disinfect your entire facility to prevent a bacterial or viral outbreak
* Provide Laundry Operators (Optional Price for Centers with In-House Laundry Services)
1. **SPECIFICATIONS**

**Inclusions:**

* Insurance Coverage
* Transportation
* Uniform
* Supervision
* Cleaning Products & Materials
* Registered Disinfectant
* Laundry Cleaning & Disinfecting Products & Materials (Optional Price for Centers with In-House Laundry Services)
* All necessary tools

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This Schedule is to be used by Bidders wishing to submit a response to this Tender Process. The Bidder Response is split into the 5 sections detailed below (including hyperlinks), all of which correspond to the Evaluation Criteria referenced in the Invitation to Tender.

* [Section1 - Key information](#_SECTION_1_–)
* [Section 2 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 3 – Capability Questions](#_SECTION_3_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submission to ensure all relevant information / supporting documents has been included in the response.

**The Bidder is required to sign a copy of the Check list as part of their submission**.

1. **INSTRUCTIONS**

Where a response is required from a Bidder instructions and commentary is provided to illustrate what Save the Children expects and requires. The guidance provided details the **MINIMUM** requirements expected by Save the Children. If a Bidder wishes to add further information which it believes is relevant, this is acceptable but the additional information should be limited to only items which are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 – KEY INFORMATION**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |
| --- |
| **KEY INFORMATION** |
| **Organisation Name** |  |
| **Please provide details of the primary products/services supplied by your organisation** |  |
| **Please explain your experience of providing the goods or services requested in this tender document.**  |  |
| **Website address** |  |
| **Address**  | **Main Address** | **Registered Address****(if different)** | **Address for Payments****(if different)** |
|  |  |  |
| **Company Registration Number** |  | **Tax Number** |  |
| **Year of Registration** |  | **Country of Registration**  |  |
| **Type of Business****(e.g. Manufacturer, Distributor, Contractor)**  |  | **Primary Country of Operation** |  |
| **Total Annual Revenue***(please state the currency)* | **2019** | **2018** | **2019** |
|  |  |  |
| **Annual Revenue****(from goods and services requested in this tender)**  |  |  |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary.** |  |
|  |
| **KEY CONTACT DETAILS**  |
|  | **Primary Contact** | **Secondary Contact** | **Emergency Contact** |
| **Name** |  |  |  |
| **Job Title** |  |  |  |
| **Phone / Mobile** |  |  |  |
| **Email** |  |  |  |
| **Address** |  |  |  |
|  |
| **OTHER KEY INFORMATION** |
| **Provide details of what insurance cover you have and what the maximum value is** |  |
|  |
| **KEY ROLES & PERSONNEL** |
| **Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).**  | **Job Title** | **Role** | **E-mail Address** |
|  |  |  |

## **SECTION 2 - ESSENTIAL CRITERIA**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Supplier accepts Save the Children’s “Cleaning & Laundry Contract’ included within Section 3 (below) of this pack and that any work awarded from this tender process will be completed under the ‘Construction Contract also found in Section 4 of this pack’. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed in Section 3 of this document, throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Supplier confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.  | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).This includes the Supplier submitting the following requirements (where applicable):* Legitimate business address
* Tax registration number & certificate
* Business registration certificate
* Trading license
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***6*** | The Supplier confirms that they are willing to accept fresh money “International Transfer in USD” | **Yes / No** | **Comments** |
|  |  |
| ***7*** | The Supplier confirms that all works under Contract’s agreement will be done in House. Outsourcing – Subcontracting is not allowed  | **Yes / No** | **Comments** |
|  |  |

## **SECTION 3 – CAPABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

*These are criteria will be used to evaluate the bidder’s ability, skill and experience in relation to the requirements of SCI. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria. The individual Capability Criteria will be weighted accordingly to reflect their importance. Please note that* ***70%*** *is the minimum mark required.*

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **REFERENCES. Weightage (20%)** Supplier shares three (3) examples of their experience in providing services similar to those included within the scope of this tender. (Health Care Facilities/ Isolation centres/hospitals setting)Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.*(Note – the Supplier must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| ***2*** | **EQUIPMENT & TOOLS. Weightage (20%)**Supplier confirms that they have access to the essential equipment & tools (Pressure Washers, Floor Scrubbers & Scrubber Driers. Steam Cleaners, Disinfection Equipment…). Supplier should confirm whether they own the equipment or whether they intend to rent / hire the equipment.If the Supplier owns the equipment, proof of evidence should be provided. | **Supplier Response** | **Evidence** |
|  |  |
| ***3*** | **RESOURCES & PERSONNEL. Weightage (30%)****Cleaning & Laundry Services**Supplier to submit a summary of the colleagues who will be working on the project.Supplier shall provide well trained staff for cleaning & Laundry Operation (Where applicable)A Curriculum Vitae (CV) should be submitted for Key persons used on the project, including a copy of the certificate of membership to any national bodies. The CV should be signed by the colleague. | **Supplier Response** | **Documents Required** | **Attachments** |
|  | **Organogram** |  |
| **CV’s** |  |
| **Other Supporting Documents** |  |
| **Comments** |
|  |
| **Supplier Confirms Site Foreman Qualifications** |  |
|  |
| **Supplier Confirms Key Personnel speak the national speaking language** |
|  |
|  |
| ***4*** | **QA/QC Documentation & Consumables List. Weightage (30%)**Supplier to submit a detailed Method Statement, QA/QC Procedures & Infection Prevention Control for Cleaning Scope in Healthcare Facilities & COVID-19 Isolation Centre Supplier to submit a detailed list of Cleaning & Disinfection Chemicals & Consumables including technical and safety data sheets  | **Supplier Response** |
|  |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |
| --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** |
| **No** | **Section** | **Please Tick** |
| 1. | Section 1 – Key Information |  |
| 2. | Section 2 – Essential Criteria |  |
| 3. | Section 3 – Capability Questions |  |
|  |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** |
| **Section** | **Required Document / Evidence** | **Please Tick** |
| **Essential Criteria Evidence** | Proof of legitimate business address |  |
| Copy of tax registration number & certificate |  |
| Copy of business registration certificate |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Capability Criteria Evidence** | Completed Bidder Response Document |  |
| Supporting Financial Documents |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** |
| **Policy** | **Document** | **Signature** |
| Conditions of Tendering |  |  |
| Terms & Conditions of Purchase |  |  |
| Child Safeguarding Policy |  |
| Anti-Bribery & Corruption Policy |  |
| Human Trafficking & Modern Slavery Policy |  |
| IAPG Code of Conduct |  |

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature

…………………………………………………………………….

Name

……………………………………………………………………..

Job Title

……………………………………………………………………..

Company

……………………………………………………………………...

Date

……………………………………………………………………...