



REQUEST FOR PROPOSALS

For

Construction Items and Related Service



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TERMS OF REFERENCE (TOR)
Construction Items and Related Services
(3 lots: West Bekaa, Zahle and Upper Chouf)

Issue Date: 2024 – September

International Alert is seeking an experienced contractor for construction items to support local civil society organizations in West Beqaa, Zahle, and Upper Chouf. The selected company will be responsible for supplying the construction items, overseeing the construction and building process, and implementing all related construction activities.

PROJECT IN BRIEF:

International Alert Lebanon is implementing the “Building CSOs’ capacity to deliver social stability projects in West Beqaa, Zahle, and Upper Chouf” project in partnership with Deutsche Gesellschaft für International Zusammenarbeit (GIZ) within the framework of “Strengthening Agriculture, Local Communities and Small and Medium Enterprises (ACE)” programme with the financial support of the German Federal Ministry for economic cooperation and development (BMZ). This project is focused on empowering local civil society organizations (CSOs) to deliver impactful social stability projects, contributing to peacebuilding and community resilience in Lebanon.

OVERALL PURPOSE OF THIS TENDER

This tender is for the supply of construction materials and the implementation of construction works to support local CSOs in West Beqaa, Zahle, and Upper Chouf. The work must be completed within 3 weeks from the date of contract signature.

I. Project Methodology and Work Packages

To ensure the successful completion of the project, the selected contractor will be responsible for overseeing all phases of the construction process, from initial planning to final handover. This will include confirming the accuracy of the Bill of Quantities (BOQ), executing construction tasks as per International Alert's specifications, and managing the taking over and liability process. Each phase is divided into specific work packages to ensure clarity, accountability, and compliance with the project requirements. Below is a detailed breakdown of the key work packages.

1-Work Packages Breakdown

a. Site Assessment and BOQ Confirmation

- **Objective:** Ensure the contractor reviews and confirms the Bill of Quantities (BOQ) and measurement sheet provided by IA.
- **Tasks:**
 - Conduct a preliminary site visit to assess conditions.
 - Verify the BOQ and measurement sheet for accuracy before starting construction.
 - Submit a report to IA confirming that all measurements and quantities requested in Annex 1 below are correct.
- **Deliverables:** Confirmed BOQ and measurement sheet, site assessment report.

- b. **Material Procurement and Logistics Planning**
 - **Objective:** Procure all necessary materials and equipment in line with the BOQ and ensure they are available on-site in a timely manner.
 - **Tasks:**
 - Source and procure materials based on the approved BOQ.
 - Develop a logistics plan for material delivery and storage.
 - Ensure compliance with quality standards for all construction materials.
 - **Deliverables:** List of procured materials, logistics plan.
- c. **Construction Implementation**
 - **Objective:** Complete all construction activities in accordance with the specifications provided by IA.
 - **Tasks:**
 - Implement all construction tasks as per the BOQ and the project plan.
 - Ensure proper site preparation, installation, and assembly of materials.
 - Conduct regular progress reviews with IA to ensure compliance with standards.
 - **Deliverables:** Progress reports completed construction activities.
- d. **Quality Control and Monitoring**
 - **Objective:** Ensure the construction meets IA's required quality standards throughout the process.
 - **Tasks:**
 - Perform on-site inspections during construction to ensure adherence to the BOQ and project specifications.
 - Address any deviations or issues encountered during the work.
 - Submit weekly progress reports to IA, including any adjustments made.
 - **Deliverables:** Inspection reports, weekly progress updates.
- e. **Taking Over and Liability**
 - **Objective:** Perform a final inspection and formally transfer the completed work to IA.
 - **Tasks:**
 - Conduct a final quality inspection to confirm that all construction activities meet the project specifications.
 - Prepare a "taking over" report to officially transfer the completed construction to IA.

- Provide IA with a defect liability plan, specifying any potential issues that may arise and the contractor's responsibility to fix them.
 - **Deliverables:** Final inspection report, taking over documentation, liability plan.
- f. **Defect Liability Period (Post-Completion Support)**
 - **Objective:** Address any defects or issues that arise after project completion.
 - **Tasks:**
 - Ensure that any construction defects identified during the defect liability period are rectified promptly.
 - Provide IA with maintenance guidelines or advice for the completed project.
 - The supplier will provide a warranty for both materials and workmanship, covering any defects or issues for 12 months post-implementation.
 - **Deliverables:** Rectified defects, maintenance guidelines.

II. Submission Requirements

Interested companies must submit the following information and documents for eligibility assessment:

Interested companies must submit the following information and documents for eligibility assessment:

- 1. Company Registration and Licensing:**
 - A copy of the firm's incorporation documents and registration with relevant business licensing authorities, including legal permits.
- 2. Bill of Quantities (BOQ) and Work Plan:**
 - A priced and stamped Bill of Quantities (BOQ).
 - A detailed activity schedule or work plan.
- 3. Company Details:**
 - Full company name, address, phone number, and email.
- 4. Legal and Registration Documents:**
 - Copies of original documents defining the company's constitution, legal status, place of registration, and principal place of business.
- 5. Valid Registration and Licenses:**
 - A copy of the valid registration/license from the Lebanese Order of Public Works and Buildings Contractors.
 - A "Good Financial Means" letter, if available.
- 6. Company Profile:**
 - An overview of the company, including the number of employees (permanent, temporary, and total), mentioning their job positions and qualifications.
 - The supplier must have a minimum of 3-5 years of experience in the construction sector.
 - Compliance with local and international standards for green energy is mandatory.
 - Provide certificates, licenses, or other documentation that verify adherence to relevant

- standards and regulations.
- Short CVs for key technical staff intended to work on the project, including:
 - 2 persons in construction management/office staff.
 - 2 field officers/site engineers.

III. Evaluation Criteria

Contractors must quote for all the items, all the quantities of an item and all the centers within a lot, of the works. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed to be not included in the quotation and the quotation shall be rejected as incomplete.

International Alert will award the contract to the contractor whose offer not only provides the most competitive price but also meets the required quality and standards. The offer must be substantially responsive to the Request for Proposal. The evaluation will focus on:

- Technical Expertise and Experience: 25 points
- Quality of Proposed Materials and Solutions: 25 points
- Cost-Effectiveness: 15 points
- References and Past Performance: 15 points
- Compliance with Environmental and Sustainability Standards: 20 points

IV. Payment Terms

Payments will be made via bank transfer on an invoice basis. The payment schedule is as follows:

- **Initial Payment:** 40% of the total cost upon delivery of materials.
- **Final Payment:** 60% of the total cost upon project completion and final inspection.

The prospective contractor should submit a detailed offer that includes all fees (including VAT). Payment will be made in USD on an invoice basis.

V. Completion Date.

The work shall be completed in 3 weeks (including weekends= 21 days) from the date of signature of the contract. The contractor must state exact completion time in its quotation supported by its proposed construction schedule.

VI. Submission Deadline:

Queries must be submitted by **16 September 2024** to **Nour Mustafa** at **nmustafa@international-alert.org** with the subject "Tender for Supplier Selection for Construction Items and Related Services". All applications submitted after the deadline will not be considered.

Annex 1:



Unit	Description	Quantity	Unit cost	Total cost
	9 buckets paints for wall painting	9		
	6 buckets undercoat	6		
	6 painting brushes	6		
	6 painting rollers	6		
Door	Front door installation (H3m x W4.32m) - Glass + Covering protection from UV light/sunlight	1		
Gate	Gate - metal/iron (H1.8m x W 2.35m) - rotating on a hinge	1		
Fence	Fence - metal/iron (H1.60 x W 11m)	1		
Signs	Keen International signs + post+ content /logo printing	2		
Window	Windows in the center has to be glass security (kitchen window: H90 x W130 +it has to be glass مشرط and its sides has to be aluminuim) Window nb 2: H 1 x W170 the same as kitchen window	2		
Window	Bathroom window (H 45 x 40) (glass window مشرط + its sides have to be aluminuim+ عازل للرؤية)	1		
Curtain	Daylight roller blind (H1.80 x W2.80) - The day-night roller blind consists of bands alternating between a perforated veil and an opaque fabric. It wraps continuously around a tube allowing a double positioning	1		

	of the bands. (color: beige/griege) or golden pecan color			
	Floor covering: Vinyl covering	1		
Unit	folders case -wall folder case fixed ton the wall (H 72 x W 2.30) space: 35 cm			
Playground	Concrete playground (up to 500m2) + installation service	1		
Set	Tiles + installation service (180m2) high quality	1		
	MOSAIC 480*length 500 25M2			
	1-gallon Polyurea waterproofing -20 L width 480*length 500	1		
	Door maintenance open window in the door and add steel 60 m paint 1 kg	1kg		
	Concrete for room entrance area 6*4 m2 add 6 mm steel			
	Room painting Tinol 1 gallon +rubber width 480*length 500			
	Gravel and sand for entrance 2m			

	Cement 1 ton drainage plastic cover 3mm tube			
	Paint for fences and walls	20		
	Art and painting Supplies (brushes, buckets, etc.) for murals			
	Stage (20 cm height) W2mxL1m	1		
	Iron fence (H1.25xW22 + sliding gate 7 m) + painting	1		
	Metal fence around tree (1.5m x 1m diameter) + painting	1		
	Metal signage board	1		
	Safety hangers in toilet (1 for men room 1 for women room) at the hands level to be fixed on the wall	2		
	Hollow block walls (for constructing new walls, closing holes in walls, and completing the construction of the old wall, 10.8 m ²).			
	Supply and apply internal plastering 20 mm thick, consisting of one spatterdash coat and one final coat. The surface should be scrubbed smoothly and prepared for painting. All work to be completed as directed by the supervisor. Total area: 29 m ² .			
	Supply and install ceramic tiles for the bathrooms using cross spacers, accessories and all necessary fittings. The work includes all bedding			

	materials, mortar and cleaning of tiles after installation. All complete as directed by the supervisor 156 m2			
	Providing and installing wooden or aluminum interior doors with handles, hinges, locks, and everything necessary to complete the work, and also insulating the door with a suitable varnish, according to the directives of the supervising inspector 6pcs	6		
	Supply and install steel door (100 * 210) with internal frame, complete with all necessary accessories and fittings, such as: handles, locks and hinges... The door should be painted with a primer paint against rust, all complete as directed by supervisor 1 pc	1		
	Providing maintenance for windows with the necessary paint, hinges and locks 8pcs	8		
	Supply and build a kitchen countertop and a sink made of Stainless steel 2cm thick the basin dimension is 50*80 cm, height of counter 90 cm. works includes floor raising under the sink countertop, backsplash, and rigid stone supports... all as per supervisor's instructions. 1pc	1		
	Supply and install water supply and sewage network for the toilet with all needed accessories and connections and whatever it takes to proper functioning according to the instructions of supervisor.	1		
	Supply and install water supply and sewage network for the kitchen with all needed accessories and connections and whatever it takes to proper functioning according to the instructions of the supervisor. 1 unit	1		
	Supply and install toilet seat with a flexible douche (hand bidet), and whatever it takes to fully operate as directed by the supervisor. 2pcs	2		
	Supply and install washbasin, good quality, with all necessary accessories and fittings; except water mixer; to fully operate and as directed by the supervisor 1pc	1		
	Supply and install Shower Mixer with all needed and necessary supplies, good brand, all complete as directed by supervisor. 1pc	1		

Supply and install water mixer for kitchen sink with all necessary accessories and fittings, good brand with everything needed to complete functioning and as directed by the supervisor 1pc	1		
Supply and install water mixer for the washbowl with all necessary accessories and fittings, good brand, complete with everything needed to complete functioning and as directed by supervisor. 1pc	1		
Supply and install plastic water tank; capacity 5 Drums; complete with everything needed to fully operate as directed by the supervisor. 1pc	1		
Supply and install water heater in the bathroom that works on petrol and electricity with all what it takes to complete functioning and as per supervisor's instruction 1pc	1		
Supply and install stainless steel cover for floor drain and strainers, of good quality with all necessary fittings (in the kitchen) and as directed by the supervisor. 3 pcs	3		
Internal painting 467.6m2 for walls			
External Painting 48 m2			