*Version 1.0 /110621*

**INVITATION TO TENDER**

**Lebanon**

**15 Mar 2023**

**SCI Ref # PR268875**

**Desludging Services in South, Nabatieh & Marjaayoun**

**SUBMISSION DEADLINE: 13:00 GMT+3 Lebanon ON 21 Mar 2023**

**QUESTIONS / CLARIFICATIONS : lebanon.tenders@savethechildren.org**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g., volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **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 & emotional support for children caught up in disasters (e.g. floods, famine & 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](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Desludging Services in South, Nabatieh & Marjaayoun* |
| **Outcome of Tender** | ***Framework Agreement*** *(Non-Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g., indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g., specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | *12 months from the date of signing the agreement* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **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 four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to 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 immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. 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 and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender |  |
| Deadline for questions from Bidders |  |
| Deadline for Bid Submission |  |
| Bid Clarifications |  |
| Award Contact |  |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

1. **Electronic Submission via ProSave (Preferable)**

* **If you are interested in submitting your bid through the system, please send an email to the following email address** [**lebanon.tenders@savethechildren.org**](mailto:lebanon.tenders@savethechildren.org) **Soon after you’ll receive an email to complete the Registration questionnaire.**

**To be able to access the link to the questionnaire, you need to register on the Ariba Network.**

* **Go to the Ariba Network** [**Link**](https://service.ariba.com/Supplier.aw/124678058/aw?awh=r&awssk=KehPPK1S&dard=1&ancdc=1) **and follow the process described in the attachment below to Register on the Ariba Network.**

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* **Once you have created your account and completed the Registration Questionnaire, you can participate to the event and submit your response in accordance to the guidance provided in the below document:**

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**Or;**

1. **Paper Submission**

* Two paper copies submitted on headed paper to Beirut, Furn El Chebbak, Tohwita, PIKASSO Building.
* The envelope should clearly indicate the Invitation to tender reference number PR268875 but contain no other details relating to the bid or the bidder’s name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

**Or;**

1. **Electronic Submission via Email**

* Email should be addressed to Procurement Committee members at [**leb.procurement@savethechildren.org**](mailto:leb.procurement@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “PR268875” Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **13:00 GMT+3 Lebanon ON 21 Mar 2023**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee members | lebanon.tenders@savethechildren.org |

Please be advised local working hours are 08:00 till 16:00 Please allow up to 48 hours’ days for a response.

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

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

1. **SPECIFIC REQUIREMENTS**

The service provider is requested to desludge exiting wastewater pits in Informal Settlements (ISs) in the area of South, Nabatieh & Marjaayoun based on an agreed daily/weekly/monthly schedule and secure safe disposal in specific wastewater treatment plant while maintaining a safe and incidents free process.

The coverage area will be the districts Hasbaya, Nabatieh, Marjaayoun, Sour, Saida in South & Nabatieh Governorates as per enclosed details, and emergency intervention will be based on a coordination mechanism between SCI and Service provider focal person.

The service provider will have to secure the needed clearance and agreement with the wastewater plant to ensure black water disposal is being done as per the proper standards, rules, and regulations.

The service provider should secure the needed skilled drivers and trucks to execute the needed job in different ISs with different sizes and nature of land.

The service provider should secure zero incidents while executing the job and is accountable for any hazard or incident taking place.

The contractor will be requested the following key tasks:

* **Daily Desludging:** Upon the request of SCI’s focal person, Service provider should guarantee a daily availability of desludging truck to empty waste pits tanks inside the informal settlements as per an agreed-on schedule between supplier and SCI focal person.
* **Daily Desludging:** Upon SCI’s focal person specific request, service provider should adjust in a timely manner set schedule. Supplier should be able to adjust schedule upon 24-hour notice from SCI focal person.
* **Emergency desludging service:** Supplier should be capable of providing within a timeframe of 12 to 24hrs seven days a week desludging for of at least 100 cubic meters especially during winter weather or emergencies.
* **Changes in disposal of wastewater:** Service provider must communicate and coordinate any change of wastewater disposal location; Location should be monitored and pre-agreed on with SCI team focal person after providing the needed document securing disposal is being done within agreed on standards.
* **Daily desludging organization:** Daily and as per the request of SCI’s focal person, service provider should be able to manage desludging truck drivers. This will include the following:

1. Establish a detailed list of trucks available in the selected area, as well as drivers detailed information (truck plate number, re-calibrated volume of the tank, truck’s driver name and contacts).
2. Ensure and facilitate that all truck drivers get the necessary permits to access the required locations. The service provider will also be responsible for getting the needed security permits from local authorities.
3. Ensure that all Trucks, pumps, tanks and used equipment are well maintained and in good condition. This is essential to avoid wastewater ponds in ISs and avoid putting community members at potential risks. SCI focal person will be monitoring the process and report any breach in agreement causing contract termination.
4. Ensure that all trucks have a clearly visible tank content signal (non-removable), identification number, marked on the windshield, to facilitate trucks monitoring and reporting of incidents, lack of performance.
5. Ensure that truck drivers desludge wastewater from Informal Settlements pits in a safe and adequate manner, as per SCI Staff recommendations.
6. Ensure that truck drivers coordinate the desludging process with the community WASH committee focal person, to avoid any incidents on site.
7. Ensure that truck drivers strictly comply with all Lebanese road safety rules and regulations.
8. The drivers are responsible for opening and closing the pits access points.

* Rigorously monitor, control and report the daily quantity of wastewater desludged from the Informal Settlements. This implies as a minimum the following:

1. Dedicate one staff to coordinate the process of implementing the agreed-on schedule and emergency intervention.
2. The drivers shall monitor and record that wastewater was desludged from all pits of assigned Informal settlements ISs.
3. The service provider staff shall be responsible to monitor the desludging process and will be responsible to ensure a safe and adequate implementation including the disposal at waste treatment plant location.
4. The desludging hose shall be of minimum 50 Meter Length and up to 100 Meter with a suitable Truck Pumping system. The service provider staff will have to guarantee adequate desludging (with no leakage from trucks, pump’s hoses) and will have to ensure that desludging trucks are managed in a patient and ardently manner, waiting their turn to desludge;
5. Collaborate with SCI Staff, Partner, Community WASH Committee focal person that will be in charge of monitoring wastewater removal form ISs pits.
6. Compile and submit to SCI a daily, weekly, and monthly report of total volumes of wastewater desluged.

* Guarantee timely and consistent communication with SCI staff about operations and challenges.
* Service provider manager should attend any meetings upon SCI’s specific request.
* Submit to SCI a monthly invoice with all details of wastewater desludged and related costs.

**Reporting Requirements:**

* The contractor shall record daily data of wastewater desludging operations:

1. Beneficiaries list signed per ITS (paper based or over the tablet/if tablet reporting system is to be used)
2. Delivery notes Form A of the quantity desludged per ITS signed by: Truck driver and Community committee WASH focal person (paper based or over the tablet/if tablet reporting system is to be used)
3. Delivery notes Form B of the quantity disposed at wastewater treatment plant, Form must be signed by: Truck driver and Wastewater plant focal person (paper based or over the tablet/if tablet reporting system is to be used)
4. At least Four pictures of the desludging process (using the tablet)

* The contractor shall record daily, weekly, and monthly data of wastewater desludged and disposed.
  + Quantity desludged pet ITS
  + Quantity disposed per wastewater treatment plant.
  + Number of trucks used.
  + Number of trips done

**Please refer to the below Annex 1 - Geo-Split & Monthly Consumption\_Desludging**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot** | **District** | **Cadaster** | **Average Monthly Volume in M3** | **Average Monthly Volume per Lot in M3** |
| **Lot # 1** | **Saida** | **Aadloun** | 5 | 171 |
| **Saida** | **Aaqtanit** | 29 |
| **Saida** | **Arzai** | 1 |
| **Saida** | **Bissariye** | 16 |
| **Saida** | **Bissariyé** | 17 |
| **Saida** | **Daoudiyé** | 1 |
| **Saida** | **Hajjé** | 1 |
| **Saida** | **Hartiyé** | 1 |
| **Saida** | **Insariyé** | 2 |
| **Saida** | **Kfar Beda** | 6 |
| **Saida** | **Khayayeb** | 20 |
| **Saida** | **Khayayeb Saida** | 3 |
| **Saida** | **khirbet douir** | 3 |
| **Saida** | **Matariyet Ech-Choumar** | 33 |
| **Saida** | **Mazraat Kfar Beda** | 1 |
| **Saida** | **Mazraat Ousamiyat** | 3 |
| **Saida** | **Najjarieh** | 12 |
| **Saida** | **Najjariyé** | 4 |
| **Saida** | **Qaaqaiyet Es-Snaoubar** | 1 |
| **Saida** | **Sadiqine** | 3 |
| **Saida** | **Saksakiyé** | 6 |
| **Saida** | **Sarafand** | 3 |
| **Lot # 2** | **Sour** | **Aaziyé** | 1 | 99 |
| **Sour** | **Batoulay** | 41 |
| **Sour** | **Borj chemali** | 8 |
| **Sour** | **Borj Ech-Chemali** | 14 |
| **Sour** | **Deir Qanoun El-Aain** | 30 |
| **Sour** | **Niha Sour** | 3 |
| **Sour** | **Qlailé Sour** | 2 |
| **Lot # 3** | **Hasbaiya** | **Kaoukaba Hasbaiya** | 1 | 31 |
| **Hasbaiya** | **Majidiye Hasbaiya** | 22 |
| **Hasbaiya** | **Majidiyé Hasbaiya** | 8 |
| **Lot # 4** | **Marjaayoun** | **Khiyam Marjaayoun** | 18 | 279 |
| **Marjaayoun** | **Marj Ez-Zouhour** | 4 |
| **Marjaayoun** | **Marjaayoun** | 47 |
| **Marjaayoun** | **Marjaayoun** | 9 |
| **Marjaayoun** | **Mazraat Sarada** | 80 |
| **Marjaayoun** | **Meri** | 2 |
| **Marjaayoun** | **Aain Aarab Marjaayoun** | 36 |
| **Marjaayoun** | **Aamra** | 76 |
| **Marjaayoun** | **Blat Marjaayoun** | 7 |
| **Lot # 5** | **Nabatieh** | **Nabatieh** | 50 | 50 |

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that 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 - ESSENTIAL CRITERIA**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder 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** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license   **Bidders to submit copies.** | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Supplier shall have **at least 1 year** of experience working with UN-Agencies, INGO's & Local NGOs in Desludging for Informal Settlements in South & Nabatieh. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Desludging service providers should guarantee safe disposal in Sewage treatment plant certified by Ministry of Water and Energy (MoWE). | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Supplier to ensure access of desludging trucks to different ISs through securing different sizes of truck. (5,000/10,000/15,000/20,000) | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | Bidder’s willingness to accept 100% payment to be paid until the maximum of 30 days from submission of invoice with all valid supporting documents, payment method will be by international wire transfer. | **Yes / No** | **Comments / Attachments** |
|  |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (60%)**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Supplier must provide us up to **four similar** **projects** in the last two years Desludging for Informal Settlements in South & Nabatieh with UN-agencies, INGOs & local NGO’s. Supplier to provide a Reference letter as a proof,***Weightage (10%)***  *(Note – the Bidder 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** |
|  |  |  |
|  |  |  |
| ***2*** | Supplier to be contracted shows innovative and added value: **Weightage (5%)**   * Trucks equipped with GPS (fixed or portable) * Drivers are trained and equipped with tablets for reporting. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | Supplier to be contracted have enough human resources and trucks to execute the work at the same time (Supplier to provide us with the list of trucks and their registration document) **Weightage (25%)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | Proportion of bidders owned trucks (bidder to submit registration document) **Weightage (10%)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***5*** | The Bidder is registered / has its primary operations in close proximity to the programming location. **Weightage (10%)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **UNIT** | **MONTHLY QUANTITY** | **UNIT PRICE**  **USD** | **VAT** | **TOTAL PRICE** |
| Desludging services in Lot # 1 - Saida | Cubic meter | 171 |  |  |  |
| Desludging services in Lot # 2 - Sour | Cubic meter | 99 |  |  |  |
| Desludging services in Lot # 3 – Hasbiaya | Cubic meter | 31 |  |  |  |
| Desludging services in Lot # 4 - Marjaayoun | Cubic meter | 279 |  |  |  |
| Desludging services in Lot # 5 - Nabatieh | Cubic meter | 50 |  |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | | |
| **Duration for which pricing can be fixed** | |  | | |

## **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 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial 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** | | Please refer to the above required doc in the above essential table | | | |  |
| **Capability Criteria Evidence** | | Please refer to the above required doc in the above capability table | | | |  |
| **Commercial Criteria Evidence** | | Please refer to the above commercial criteria | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying 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: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |