

INSTRUCTIONS TO BIDDERS LEBRELIEF LEBANON

Date: 06-11-2020

Tender N°: T/11FWC/SHELTER REHABILITATION/05-11-2020/001

Within this project, Lebreliief will support the immediate shelter needs that emerged as a result of the August 4th 2020 port explosion, providing household rehabilitation for damaged houses.

Works in shelters will include major internal works, including rehabilitation of internal non-structural walls, doorways, and electrical works etc. Shelters will be prioritized in the first phase that ensure the safety of the most vulnerable households (elderly, people with disabilities/chronic illness, female headed households), those who are not able/willing to leave their shelter and where works are needed on the common areas to ensure safe access.

The intervention will support around 225 households (with the potential of increasing this number) in the most affected areas of Beirut after the explosion. The rehabilitation process will be as follows:

1. A detailed technical assessment will be undertaken by LEBRELIEF engineers.
2. BoQs will be developed to bring shelters to its original standards in consultation with residents to ensure adjustments tailored to age, gender, or disability specific needs
3. The present call for tender aims at selecting several **contractor(s)** based on unit prices, capacity of rehabilitation of households and quality of works, that would be awarded the equivalent orders, based on the defined BoQ, throughout the project until 28/02/2021.
4. Contractors from, or within proximity to, the target neighbourhood, hiring local workers, in order to benefit the local economy, will be favored.

LEBRELIEF is requesting through this tender a company to provide detailed written quotations for the supply of the following products until 28/02/2021.

PRODUCT SPECIFICATIONS:

1. Description: SHELTER REHABILITATION in the most affected areas of Beirut after the explosion of the 4th of August 2020
2. Product class / category: Shelter Rehabilitation
3. Made in (product origin): In accordance with donor regulation
4. Product stage: Finished products
5. INCOTERM (delivery conditions): Beirut area

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Beirut area
2. Date of delivery for: For contractor rehabilitation as per site engineer recommendations as rehabilitation works will differ according to the damage of each household, after contract signature (expected on the 16th of November 2020)
For supply of items within 3 to 5 days after order request
3. Validity of the offer: until 28/02/2021.

The answers to this tender should include the following elements:

- Supplier must answer for all the items of the offer form for contract awarding
- The Bidding documents are filled in English. (**compulsory**)
- The attached Offer Form template filled in, signed and stamped on all pages including all the product specifications, the price per unit, quantity proposed and unit, and total price (**Compulsory**);
- The present Instructions to bidders signed and stamped on all pages (**Compulsory**);
- The attached Bidder's Questionnaire, Checklist and Ethical Declaration filled in, signed and stamped on all pages (**Compulsory**);

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- A written quotation (Offer Form) including all the product specifications, the Unit and price (**USD**) per unit (**Compulsory**);
- A catalogue or sample of the product or if there are different options, a sample or catalogue of each option needs to be submitted; (Optional)
- A COPY of Company registration documents and license are included & A copy of the ID of the legal representative. (**Compulsory**)
- Contractors must complete required documentation in full. **Quotations with missing information, and late offers will not be considered.**

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **16/11/2020 at 10:00 AM Local Lebanon time**
2. Tenderers will fill, sign, stamp and return the Offer form according to LEBRELIEF's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to LEBRELIEF by email to nsleiman@leb-relief.org Cc: lebrelietenders@gmail.com tender@Lebreliet.org with "T/11FWC/SHELTER REHABILITATION/16-11-2020/001" and the purpose of the offer.
6. Late offers will not be considered.
7. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with LEBRELIEF's anti-terrorism policy. To this end, LEBRELIEF reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: LEBRELIEF adopts a zero-tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, LEBRELIEF has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org. lebrelietenders@gmail.com

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM LEBRELIEF Lebanon

Date: _06_ /11_ _ / 2020_ _ _

Tender N°: T/11FWC/SHELTER REHABILITATION/16-11-2020/001

To be Filled by Bidder (COMPULSORY)**Details of Bidding Company:**

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address: (_____)
Country/Governorate./City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____ / Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____,
agree to provide LEBRELIEF, non-profit NGO, with items answering the following specifications, according to the
general conditions and responsibilities that I engage myself to follow.

PREAMBLE TO BILL OF QUANTITIES

Scope of work:

LEBRELIEF expects the vendors to complete a thorough and professionally conducted restoration of selected damaged homes/apartments across communities in the Beirut affected areas. The vendors will complete all installation, repair and restoration activities as agreed to in the house-specific BoQs and according to the agreed prices. Vendors will conduct all activities to the high standards as established in the contract and the detailed description section of the BoQs, and agreed to in the vendor's submitted per-item price quotes.

The average size of the houses is 120m² where we will need to supply/install or repair aluminum/steel/wooden doors and windows, minor block works including plastering for the demolished internal walls, internal wall and ceiling plastering and painting, power sockets and lighting points, steel structure supply/installation/repair, general sanitary works (wash basin, EWC, mixers).

Duration of implementation

Rehabilitation works should start immediately after the BoQ is handed over to the selected contractor(s) and related works should be treated as top priority.

Work requirements

The tasks required for the successful restoration of each household will be listed and agreed to in the BoQ. By signing the contract with the selected company(ies), contractor(s) will have agreed to fully perform all tasks set out in the BoQ to the standards described in the BoQ and agreed to in the vendor's submitted per-item price quotes. The completion of all tasks in the BoQ to the agreed-upon standards will be the key condition for determining the successful completion of each house-specific project/contract.

Acceptance criteria

The completion of all tasks to the standards agreed upon in the BoQs will be the key condition for determining the acceptable completion of each house-specific project/contract, and the customer will accept or reject the deliverables based on the vendor's adherence to the BoQ both in terms of works conducted and quality of items and rehabilitation.

All activities, construction, repair and installation of items agreed to in the BoQ must be completed to the established and agreed-up quantities for each household, and must be done to the high standards agreed to in the vendor's submitted per-item price quotes.

Other requirements

LEBRELIEF Site Engineers will frequently visit each site as the restoration work is in progress, and vendors will accept reasonable guidance and requests from the Site Engineers as to the manner the agreed-upon work is being conducted.

Evaluation table :

The maximum score that can be awarded for each criterion is indicated below.

o **A. Technical Evaluation = 60%**

	Criteria	Maximum Score
1	Experience in Similar Works with completion certificates	20
2	Work Program (should have the needed days to complete simultaneously rehabilitation of 225 houses (the type of works is mentioned above in the scope of work) NB: contractor will be working in 225 houses at the same time and need to provide the needed time to finalize all of them.	20
3	Company Capacity: Staff: (Number of teams to complete the works as mentioned in the work plan with Cvs and team members) Equipment (List of equipments needed for the works), assets, Turnover, materials data sheets, samples of the procedures used (Ex: RFI's	20

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	RFC, site instruction etc....),	
	Total Score	

o B. Financial Evaluation = 40%

	Criteria	Maximum Score
1	Financial Offer	40
	Total Score	40

PLEASE FILL IN THE FOLLOWING TABLE:

Cost of labor and transportation of items, as well as any other additional cost should be included in the below pricing per unit, considering that the payment will be based on fresh money transfers:

Works	Material description	Unit	QTY	Unit price excluding VAT (USD)	Unit price including VAT (USD)
DEMOLITION					
1	Remove roof. Clear top walls. Filling gaps in the wall tops, add finishing where necessary. (m ²)	m2	1		
2	Demolition of hollow blocks	m2	1		
3	Clean and remove the mortar joint between the tiles in the bathroom.	m	1		
4	Dismantle and remove debris from site existing doors and windows (that will not be repaired).	Unit	1		
5	Removing of debris material from site including cost of transportation and dumping	m3	1		
Total					
BACKFILLING					
6	Backfilling with selected material	m3	1		
7	Excavate in any kind of soil	m3	1		

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					Total		
CONCRETE WORK							
8	Reinforced concrete works, including high yield reinforcement steel of 70 Kg/m ³ ratio (m ³)	Reinforced concrete works, including high yield reinforcement steel of 70 Kg/m ³ ratio	m3	1			
9	Reinforcement concrete lintel (4Φ12mm/m) on top of doors and windows section 20*12 cm (m)	Reinforcement concrete lintel (4Φ12mm/m) on top of doors and windows section 20*12 cm. Provide all necessary equipment and remove all debris from site to dedicated safe places.	m	1			
10	Casting 5 cm thickness to the ground floor of rooms as maker (m ²)	Casting 5 cm thickness the ground floor of rooms as maker, the surface should be smooth. including levelling the floor, removing damaged parts, partitioning and finishing.	m2	1			
11	Reinforced concrete ground slab of 10 cm thick with 5Φ8mm/m, (m ²)	Reinforced concrete ground slab of 10 cm thick with 5Φ8mm/m, including levelling the floor, removing damaged parts, partitioning and finishing.	m2	1			
					Total		
BLOCK WORK							
12	Supply and Hollow block walls thickness 40*20*10 cm, including sand-cement mortar	Supply and install Hollow block walls thickness 40*20*10 cm, including sand-cement mortar	m2	1			
13	Supply and install Hollow block walls thickness 40*20*15 cm, including sand-cement mortar	Supply and install Hollow block walls thickness 40*20*15 cm, including sand-cement mortar	m2	1			
14	Supply and install Hollow block walls thickness 40*20*20 cm, including sand-cement mortar	Supply and install Hollow block walls thickness 40*20*20 cm, including sand-cement mortar	m2	1			
						Total	
WATERPROOF WORK							
15	APP/SBS modified membrane torch applied (m ²)	APP/SBS modified membrane torch applied	m2	1			
16	APP/SBS modified membrane torch applied for vertical upstands (m)	APP/SBS modified membrane torch applied for vertical upstands including angle file and aluminum flashing	m2	1			
17	Polyurethane foam sealer for insulation of gaps and cracks around windows, doors, pipes, etc. (m ²)	Polyurethane foam sealer for insulation of gaps and cracks around windows, doors, pipes, etc.	unit	1			
18	Polyurethane based waterproofing membrane (PU) shall be applied in 2-3 coats (m ²)	Polyurethane based waterproofing membrane (PU) shall be applied in 2-3 coats	m2	1			
19	Cement waterproofing for	Cement based waterproofing membrane shall be applied in 2-3 coats	m2	1			

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	cracks, gaps, and walls (m ²)					
			Total			
PLASTERING AND FINISHING						
20	Internal plastering for walls 15 to 20 mm thickness in two coats (m ²)	Internal plastering for walls/Ceilings 15 to 20 mm thickness in two coats	m2	1		
21	Supply and install non-slip local made ceramic floor tiles 300*300*8 mm (m ²)	Supply and install non-slip local made ceramic floor tiles 300*300*8 mm (second quality) bedded on cement and sand mortar including grouting with a neat white or colored cement and PVA additive.	m2	1		
22	'Supply and install wall tiles 200*200*8 mm	Supply and install wall tiles 200*200*8 mm fixed to plaster walls with epoxy-based adhesive, grouting with a neat white or colored cement and PVA additive.	m2	1		
23	Fill tiles joints with PU based waterproof grout	Fill tiles joints with PU based waterproof grout (in case of repair / removal of joints)	m	1		
24	Natural stone threshold for doors 2cm thick and 10 to 12 cm width	Natural stone threshold for doors 2cm thick and 10 to 12 cm width	Unit	1		
25	Internal paint on wooden doors and frames including smoothening	Internal paint on wooden doors and frames including smoothening	m2	1		
26	External paint (new steel doors, plastered walls, etc.)	External paint (new steel doors, plastered walls, etc.)	m2	1		
27	Internal Wall and Ceiling Paints	Apply priming coat and 2 coats of acrylic paint. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For internal walls	m2	1		
28	External Paints	Apply priming coat and 2 coats of acrylic paint. Type similar to: Tinol or Dutch boy or equivalent. All works have to be executed after scrubbing the existing paint completely, filling holes and cracks by putty or plastering if needed. For external walls (note painting are for the exterior walls, scaffolding to be provided with green mesh, workers insurance)	m2	1		
			Total			
CARPENTRY AND JOINERY						
29	Supply and install wooden door.	Supply and install wooden door, frame thickness 5 cm (to be adjusted to existing opening, door Framework Swedish wood and MDF 8mm inside the framework. Complete with frame with yale lock or approved equal lock and Swedish wood, architrave, ironmongery, hardware, lock with key, and handle) and adjusting the inner box and surrounding frame with proper plastering	M2	1		

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30	Wooden window frame & window with all fixation accessories (4mm glass)	Wooden window frame & window with all fixation accessories (hinges, lock and handle), the window must include 4 mm glass and the wood must be treated against insects and humidity. Adjusting the inner box and surrounding frame with proper plastering	m2	1		
31	Repair door	Repair wood doors of any size and kind, work to include all required materials, lock, wood, glue, screws, hinges, nails, repair frame and architrave complete with painting with Yale lock or approved equal.	Unit	1		
32	Supply and install plastic accordion door	Supply and install plastic accordion door. Origin and quality to be approved - European standard or equivalent 5 to 6 plies for 90 cm. Adjusting opening with wood and covering and openings with sealer or proper plastering.	m2	1		
33	Lock and handle for wooden door	Lock and handle for wooden door (Yale or approved equal)	Unit	1		
				Total		
METAL WORK						
34	Supply and install new external steel door	Supply and install new external steel door incl. metal frame, hinges, lock (Yale) and handle all necessary paint is required (paint, anti-rust primer zinc phosphate)	m2	1		
35	Repair steel door	Repair steel door, works include any welding needed, scrub and paints and hinges	Unit	1		
36	Supply and install steel door lock Yale or approved equal	Supply and install steel door lock Yale or approved equal	Unit	1		
37	Supply and install steel window incl. 6 mm glass, hinges, lock and handle	Supply and install steel window incl. 6 mm glass, hinges, lock, handle and frame. Adjusting the inner box and surrounding frame with proper plastering. Dismantle existing element in a proper manner with no damage to the walls	m2	1		
38	Repair steel window	Repair steel window works include any welding needed, scrub and paints and hinges	Unit	1		
39	supply and install protective steel fence for windows	supply and install metal fence. All necessary paint provided (anti-rust, zinc primer) having 12 cm separation and proper drilling and plastering.	m2	1		
40	Supply and install window metallic rail	supply and install metal rail. All necessary paint provided (anti-rust, zinc primer) having 12 cm separation and proper drilling and plastering.	m2	1		
				Total		
ALUMINUM WORK						
41	Supply and install aluminum window incl. 6 mm glass, hinges, locks and handle. Sidem or approved equal	Supply and install aluminum window incl. 6 mm glass, hinges, locks and handle. Sidem 2000 or approved equal. Adjusting the inner box and surrounding frame with proper plastering. Dismantle existing element in a proper manner with no damage to the walls	m2	1		
42	Supply and install aluminum door incl 6 mm glass, hinges locks and handle. Sidem or approved equal	Supply and install aluminum door incl glass, hinges locks and handle. Sidem 2000 or approved equal. Adjusting the inner box and surrounding frame with proper plastering. Dismantle existing element in a proper manner with no damage to the walls	m2	1		
43	Supply and install 6 mm glass (clear and	Supply and install 6 mm glass for doors and windows (repair only)	m2	1		

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	metal mesh) for doors and windows (repair only)					
44	Supply and install zinc sheet 8/10 roofing	Supply and install zinc sheet 8/10 roofing, all fixation is required	m2	1		
45	Supply and install Resin Sheet for roofing	Supply and install resin sheet 2.5mm thickness color to be identified at a later stage	m2	1		
46	Supply and install roofing platform (Chassis)	Supply and install steel bars to fixed on existing structure. works included supply and installation and all needed accessorize	m2	1		
47	Supply and install roofing platform (chassis)	Supply and install steel bars including beams for the roofing structure. Works included supply and installation and all needed accessorize	m2	1		
48	Supply and Install PVC Panels	Supply and install hard plastic PVC wall/Ceiling panels. The walls/Ceiling should be installed on a steel omega fixed on the existing wall/Ceiling, proper seals on the corners, corniche frames all around the wall and plastic covers for the valves on the wall	m2	1		
Total						
ELECTRICAL WORK						
49	Supply and install lighting point	Supply and install lighting point including all wiring and related works (PVC pipes, wires, switch, fitting, plastering etc.)	Unit	1		
50	Supply and install power socket outlet	Supply and install power socket outlet including all wiring and related works (PVC pipes, wires, switch, fitting, plastering etc.)	Unit	1		
51	Supply and install circuit breaker rated 5A	Supply and install circuit breaker rated 5A including all wiring and related works (PVC pipes, wires, switch, fitting, plastering etc.) Schneider or approved equal.	Unit	1		
52	Supply and install circuit breaker rated 10A	Supply and install circuit breaker rated 10A including all wiring and related works (PVC pipes, wires, switch, fitting, plastering etc.) Schneider or approved equal.	Unit	1		
53	Supply and install circuit breaker rated 16A	Supply and install circuit breaker rated 16A including all wiring and related works (PVC pipes, wires, switch, fitting, plastering etc.) Schneider or approved equal.	Unit	1		
54	'Supply and install 3 wire 2.5 mm2 cable + 20 mm PVC pipe / flush	Supply and install 3 wire 2.5 mm2 cable + 20 mm PVC pipe / flush mount incl. chiseling and plaster	LM	1		
55	'Supply and install 3 wire 2.5 mm2 cable	Supply and install 3 wire 2.5 mm2 cable	LM	1		
56	Supply and install circuit braker box	Supply and install circuit braker box (Max of 10 module) +Labeling	Unit	1		
					Total	
SANITARY AND PLUMBING						
57	Stainless steel kitchen sink 100x60cm (u)	Supply and install stainless steel kitchen sink 100x60cm including adaptation and pipe works (4 3*3 poles at an elevation of 0.9m and 2in PVC drainage pipe). European Quality or approved equal.	Unit	1		
58	Repair existing sink	Provide proper ceiling and fixation to wall or the vertical elements	Unit	1		
59	Handicapped grab bar	Supply and install handicapped grab bar 600 mm	Unit	1		

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	600 mm long (u)	long				
60	European W.C. (u)	Supply and install European W.C. (Lecico made or approved equal) incl. all accessories required for proper installation and connection to the sewage network (changing the gutter if going from Arabic to European). Use white cement and silicone for fixation (preferable). In addition, removal of the old one present in a proper manner without any damage of existing connections	Unit	1		
61	Arabic W.C. (u)	Supply and install Arabic W.C. (Lecico made or approved equal) incl. all accessories required for proper installation and connection to the sewage network. Use white cement and silicone for fixation (preferable). In addition, removal of the old one present in a proper manner without any damage of existing connections	Unit	1		
62	Washbasin 50x40cm (u)	Supply and install washbasin 50x40cm including adaptation and piping works, flexible drain, etc. (Lecico made or approved equal)	Unit	1		
63	Single water taps with all accessories for proper function. (u)	Supply and install single water tap with all accessories for proper function.	Unit	1		
64	Mixer for kitchen. (low- flow faucet aerator) (u)	Supply and install mixer for kitchen. (low- flow faucet aerator) with all accessories. (European quality or approved equal)	Unit	1		
65	Mixer for shower/bath low-flow showerhead with all accessories (u)	Supply and install mixer for shower/bath low-flow showerhead with all accessories. (European quality or approved equal)	Unit	1		
66	Mixer for washbasin low-flow faucet with all accessories (u)	Supply and install mixer for washbasin low-flow faucet with all accessories. (European quality or approved equal)	Unit	1		
67	Supply and install hose pipe	Supply and install complete hose pipe for flushing set of approved quality, with all accessories and pipe fittings needed for proper functioning and for tight connection to water supply network in the toilet. (European quality or approved equal)	Unit	1		
68	stainless steel cover 15*15 cm (u)	Supply and install floor cleanout with stainless steel cover 15*15 cm (u) with proper sealing	Unit	1		
69	stainless steel cover 20*20 cm (u)	Supply and install floor cleanout with stainless steel cover 20*20 cm with proper sealing (u)	Unit	1		
70	European W.C. flushing set (Repair Only)	Supply and install Itani flushing set with all necessary connections and functioning	unit	1		
71	Kitchen Counter Top	Supply and install counter top with width 700 mm and height 0.85 meter: the counter top frame should be from stainless steel vanity and resin material. Non-glare epoxy resin or furan resin compounded and cured for minimum physical properties ASTM D790, 785, 570 with drip groove cut on underside of overhanging edge, Finish thickness of top minimum 25 mm, Joints: Epoxy Type. Stainless Steel: ASTM A167, Type 304. Including all equipment, material and labor required to complete the works as otherwise instructed in full compliance with the	LM	1		

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		Specification and as per the site engineer instructions and the drawings. The contractor has to take in his consideration that the counter will have 2 kitchens sink single bowls, Aluminum cabinets and drawers as per the drawings and the site engineer specification.				
72	Aluminum Cabinets	supply and install Aluminum cabinets and shelves suspended above/under the counter top in 60 - 80 cm as per the site engineer, and including but not limited to all plant, materials and labor required to provide and install the frames, fixing and all accessories , all frames should be sealed by silicon or sealant to avoid any leakage. The width to be less than the counter top width with 2 cm. note: the handles to be stainless steel	LM	1		
73	Wooden Cabinets	supply and install Wooden cabinets and shelves suspended above/under the counter top in 60 - 80 cm as per the site engineer, and including but not limited to all plant, materials and labor required to provide and install the frames, fixing and all accessories , all frames should be sealed by silicon or sealant to avoid any leakage. The width to be less than the counter top width with 2 cm. note: the handles to be stainless steel	LM	1		
74	Resin Kitchen Sink	Kitchen sink, supply and install high quality resin or porcelain kitchen single bowl sink 60 cm and the price include 1.25" PVC bottle trap, with overflow connection, with chrome plated outlet angle valves and chrome sink mixer (cold & hot) connected to water supply and rubber adaptor for connection to the wall 2" drain pipe as per the engineer instruction. The angle valve & the mixer GROHE brand or equivalent.	Unit	1		
75	Provide and fix 12.5mm (0.5") diameter PPR pipes,	Supply and install PPR works include fixation and proper connection to existing pipes	LM	1		
76	Provide and fix 18.5mm(3/4") diameter PPR pipes,	Supply and install PPR works include fixation and proper connection to existing pipes	LM	1		
77	Provide and fix 25mm (1") diameter PPR pipes,	Supply and install PPR works include fixation and proper connection to existing pipes	LM	1		
78	Supply and Install surface pump 1HP	supply and install Surface pump 1 HP all necessary materials, accessories, and automatic pressure control requirements and manpower to make it properly serviceable	Unit	1		
				Total		
Water Tank (Double Layer NTG or approved with shutoff valve)						
79	Water tank 0.3m3 Double Layer	Supply and install water tank with shutoff valve and proper fittings and connections	Unit	1		
80	Water tank 0.5 m3 Double Layer	Supply and install water tank with shutoff valve and proper fittings and connections	Unit	1		

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81	Water tank 1m3 Double Layer	Supply and install water tank with shutoff valve and proper fittings and connections	Unit	1		
82	Water tank 2m3 Double Layer	Supply and install water tank with shutoff valve and proper fittings and connections	Unit	1		
83	Electric water heater 80L	Supply and install EWH with proper electric wiring and piping connection	Unit	1		
				Total		
Fan						
84	4" toilet fan	Supply and install toilet fan with all accessories for proper function- switch and electric connection- proper sealing on the contour and providing an opening in the wall	Unit	1		
				Total		
Total Price:						

BIDDER'S COMMENTS/REMARKS:

1. _____

2. _____

BIDDER'S TERMS AND CONDITIONS:

1. Validity of the offer: _____
2. Terms of delivery: _____
3. Terms of payment: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

NB: in case of Request for Tender, please attach the service proposal to the present offer form

BIDDER'S ETHICAL DECLARATION LEBRELIEF Lebanon

Date: 06__ / 11__ / 2020__ __

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Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their

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employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to LEBRELIEF beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of LEBRELIEF's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. LEBRELIEF procurement rules and regulations

Suppliers should comply with LEBRELIEF procurement rules and regulations outlines in LEBRELIEF Logistics Manual Version 1.2. or above. In particular, LEBRELIEF's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between LEBRELIEF and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

LEBRELIEF will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

LEBRELIEF expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted to or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to LEBRELIEF.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.

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3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, LEBRELIEF will purchase necessary goods and services from the most appropriate available source.

LEBRELIEF can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned _____, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____

Stamp:

BIDDER'S QUESTIONNAIRE LEBRELIEF Lebanon

Date : _ 06 _ / 11 _ _ / 2020 _ _ _

Tender N° : T/11FWC/SHELTER REHABILITATION/16-11-2020/001

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	

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Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with LEBRELIEF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of the Company			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year: USD:		Year: USD:	
Annual Value of Export Sales for the last 3 years			
Year: USD:		Year: USD:	
C. Experience			
Company's recent business with LEBRELIEF and/or other International Aid Agencies or United Nations Agencies:			
#	Organisation	Contact person	Phone/E-mail
			Goods/Works/Services
			Value (USD)
			Destination

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1					
2					
3					
4					
5					
What is your company's main area of expertise?					
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____			
To which countries has your company exported and/or managed projects in the last 3 years?					
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)					
List any national or international Trade/Professional Organisations of which your company is a member					
D. Technical Capability					
Type of Quality Assurance Certificate					<input type="checkbox"/> Attached
Type of Certification/Qualification Documents					<input type="checkbox"/> Attached
International Offices/Representation					
List below up to 10 of the core Goods and/or Services your company sells:					
1)		6)			
2)		7)			
3)		8)			
4)		9)			
5)		10)			
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)					
1)		6)			
2)		7)			
3)		8)			
4)		9)			
5)		10)			
E. Miscellaneous					
Does your company have an Environmental Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Ethical Trading Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Anti-terrorist Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to the above two questions, please attach copies of your policy:					<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:					
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:					
Has your company ever been guilty of grave professional misconduct proven by other means?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:					

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Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including LEBRELIEF)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:		
Do you agree with terms of payment of 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of LEBRELIEF staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to LEBRELIEF as soon as possible in writing. I also understand that LEBRELIEF does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of LEBRELIEF's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For LEBRELIEF use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S CHECK LIST – LEBRELIEF LEBANON

Date: _06_ / _11_ / _2020_ _ _ _

 Tender Ref.: [T/11DJX/6EINF/BRT/PRG/16-11-2020/001](#)

Description	To be filled in by Bidder		For LEBRELIEF use only (to be filled in by Purchase Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD (compulsory)					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier (compulsory)					
7. PRO-06-03 Version (BIDDER'S CHECK LIST) is attached, filled, signed and stamped by the supplier (compulsory)					
8. The Bidding documents are filled in English. (compulsory)					
9. ANNEXES – Copy of the ID of the legal representative of the company (compulsory)					
10. ANNEXES – A Copy of Company registration documents and license are included (compulsory)					
11. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included (Recommended)					



ACTED

T/11FWC/SHELTER REHABILITATION/16-11-2020/001

Name & Position of Bidder's authorized representative

Authorized signature & Stamp
