*Version 1.0 /110621*

**INVITATION TO TENDER**

**Lebanon**

**02/07/2024**

PR476362 – Well Equipment

**SUBMISSION DEADLINE: 09/07/2024**

**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** | ***Well equipment*** |
| **Outcome of Tender** | ***Contract*** |
| **Duration of Award** | *One Month* |

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 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 | <<02/07/2024>> |
| Pre-Submission Clarification Meeting | 03/07/2024 |
| Deadline for questions from Bidders | 06/07/2024 |
| Deadline for Bid Submission | 09/07/2024 |
| Bid Clarifications | 09/07/2024 |
| Award Contact | 09/07/2024 |

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:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to Mohammed Abu Heit at [**Leb.procurement@savethe**](mailto:Leb.procurement@savethe)**children.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 “ITT/ number PR476362 – Well Equipment 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.

**Paper Submission**

* Two paper copies submitted on headed paper to Save the Children Building, Pichet Street, Hazmieh, Baabda, PO Box 15-5471.
* Bids should be submitted in a single sealed envelope addressed to Save The Children
* The envelope should clearly indicate the Invitation to tender reference number PR476362 -Well Equipment. 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.

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

Your bid must be received, no later than **09/07/2024 at 16:00.**

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 |
| Mohammed Abu Heit | [lebanon.tenders@savethechildren.org](mailto:lebanon.tenders@savethechildren.org) |

Please be advised local working hours are from 9:00am till 17:00 Please allow up to 05 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 required to safely equip the borehole in the Baysareyeh area with the specified items listed in the Bill of Quantities (BOQ). During the works, all safety measures and precautions outlined in this document must be adhered to and met. Additionally, the contractor must comply with the approved submittals and the method statement for the installation of the pump and associated equipment.

Prior to commencing the project, the steps for installation must be clearly defined for both SCI and the municipality, including a detailed time frame for the works. This equipping process involves the use of heavy machinery and may necessitate space clearance. The contractor is also responsible for providing the electrical energy needed for testing and during the works. Under no circumstances should the works be delayed due to a shortage of electricity. Furthermore, all equipment must be safely stored, as it remains the contractor's responsibility throughout the entire project.

The coverage area for this project will be the Baysareyeh municipality.

1. **SPECIFICATIONS**

The contractor will be requested to deliver the following and not limited to

* Facilitator overview on the Equipping of boreholes.
* Awareness sessions with key messages on precautious of operating the well.
* O&M for the operation of the pump and well with clear instruction about faults
* Clear signs on the control panels for the operation and sensors
* Site reports in case any incident or obstacle occurs during installation and testing.
* Facilitation for SCI field team during works
* Detailed hand over documents such as but not limited to (warranties and catalogues, O&M as mentioned before, Key personal contact details in case needed by the end user, training on Operation for a designated Focal point assigned by the end user
* Water test report detailed.

1. **WAYS OF WORKING**
   1. **Site safety protocol & Security** 
      1. Save the Children expects all suppliers to ensure protection of site, staff and visitors (including community and children) during the time of Well equipping works.
      2. Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises specifically as heavy machinery (crane) might be in the location in addition to pipes and equipment.
      3. Suppliers should provide appropriate Protective Personnel Equipment for all labourers.
      4. Controlled access should be implemented at the site of well equipping.
      5. Save the Children expects the successful supplier to provide latrine facilities for labourers which should be segregated by gender, but this is not mandated.
      6. Save the Children expects the successful supplier to provide all appropriate signage required for the project including but not limited to warning of danger, no unauthorised access etc.
   2. **Staff** 
      1. Depending on the nature of the project, Save the Children consider the following core roles for the delivery of a successful project.   
          1. Site Agent  
          2. Site Foreman  
          3. Any other skilled personnel as required for the project e.g. Carpenter, stabilised soil block expert, safety agent.All proposed staff for core roles should be fully qualified as per the Country requirements e.g. Bachelor degree in Civil/mechanical Engineering, Foremanship certificate etc.
      2. Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language
      3. *For minor construction projects:* Save the Children accept that the Supplier may propose resources that combine the site agent / foremen roles as well as any additional skilled personnel as long as long as training, skills and experience required to complete the work can be demonstrated.

**Site Visits**Constructor should provide evidence as part of supplier response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time)

# **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 below 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 4 below 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):   1. Legitimate business address 2. Tax registration number & certificate. 3. Business registration certificate 4. Trading license   **Bidder to provide copy of the above requested documents.** | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Bidder’s willingness to accept 100% payment to be paid until the maximum of 45 days from submission of invoice with all valid supporting documents, payment method will be by international wire transfer. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Warranty for the installation and warranty for the Parts (pump and accessories) provided by the supplier should be a minimum of one year.  **Confirmation Letter for years of warranty is needed.** | **Yes / No** | **Comments** |
|  |  |
| ***7*** | Ability to perform water testing (availability of Generator, previous test reports sample to be shared, Piezometer for water level…. etc) | **Yes / No** | **Comments** |
|  |  |

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## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The time needed for installation and equipment of the borehole should be a maximum of 10 days from the date of the purchase order. **A confirmation letter specifying the days needed to equip and install the borehole is required.**  **Penalty Clause:** In case of a delay in delivery, a 1% deduction from the total invoice will be applied for each day of delay, not to exceed 10% of the total invoice amount. **A confirmation letter to be submitted.**  *Weightage: 15 %* | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | The supplier must provide training and guidance to municipalities on how to operate the pump and read the sensors, along with an O&M manual. **A confirmation letter is required, along with a sample O&M manual.**  Weightage: 15 % | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | **Bidders must submit detailed data sheet, specifications, and country of origin of the submersible pump.**  Weightage: 10% | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***4*** | The bidder is requested to **submit documentation** of similar work experience, including at least three recommendation letters and/or contracts from the past 2-3 years.  Weightage: 10 % | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***5*** | **SUSTAINABILITY:**  Weightage: 10%  The bidder must provide confirmation of the availability of spare parts and a roving maintenance team. **A confirmation letter or proof is required.** | **Bidder Response** | **Attachment(s)** |
|  |  |

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## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE/ USD** | **VAT/ USD** | **TOTAL PRICE/ USD** |
| Well equipment | Well equipment in Bayssarieh | 1 |  |  |  |

**Please complete the attached BOQ for pricing.**

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## **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 supportin/ g evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
|  | | Copy of tax registration number & certificate | | | |  |
|  | | Copy of business registration certificate | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Supporting Financial Documents | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | | | | | | |
| **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 | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |