

INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date:

Tender N°: [T/11DBH/90D/DTC/BRT/PRG/27-04-2018/001](#)

ACTED is requesting through this tender a company to provide detailed written offers for the supply of the following service:

PRODUCT SPECIFICATIONS:

1. Description: Consultant to develop Nahr Al Ostuan Wastewater Plan
2. Service class / category: Consultancy services
3. Quantity/unit;
start date June 1 2018) The service will last for an estimated twelve (12) months (expected
4. Location ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus
Road, Sodeco, Ashrafieh, Beirut

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 12 months
3. Validity of the offer: 6 months

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Quotes should be inclusive of detailed VAT.
- A copy of the consultant ID for national consultants **or** a copy of the passport alongside a copy of the insurance for international videographers (medical insurance including transportation coverage).

GENERAL CONDITIONS:

1. The **closing date** of this tender is **25/05/2018 5.00PM Local Lebanon time** in ACTED office at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
Tel: +961 01 324331
or emailed both to : lebanon.tender@acted.org and in cc, tender@acted.org
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Consultancy 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 ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention ([T/11DBH/90D/DTC/BRT/PRG/27-04-2018/001](#))- **not to opened before 28/05/2018** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.
7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) have to be signed stamped by the bidder.
8. Unsealed envelope and late offers will not be considered.



9. 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 ACTED's anti-terrorism policy. To this end, contractors' data shall be automatically processed.
10. if you witness or suspect unethical business practices during the tendering process, please send an e-mail to transparency@acted.org

SPECIFIC CONDITIONS:

The answers to this tender should include the following elements.

1. Team: Concise CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up of international and local experts welcomed.
2. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing) and a completion certificate (recommended) from the client. All documents shall be provided in English (except completion certificates if not available in English).
3. Methodology: Methodology proposed per deliverable. Should include modelling software, data inputs required at each stage, etc; Include how ACTED staff will be utilised (Project Manager, GIS Officer and Engineer). Demonstrate understanding of local area and ability to have presence on the ground
4. Workplan: including timeline and estimated number of mandays per deliverable; to be finished prior to end of June 2019 (estimated start date beginning June 2018) and the specific competencies of the staff working on the project at different stages.
5. Costing of the service according to each of the 6 deliverables, to be filled out using table below highlighting the staff required, days and unit cost of each (Table 1 in TOR)
6. Risk analysis and mitigation plan
7. A copy of the insurance for international consultants (medical insurance including transportation coverage).
8. A written offer form (02 OFFER FORM).
9. The attached terms of reference signed.
10. Any relevant certifications the company or freelancer might have.
11. Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11DBH/90D/DTC/BRT/PRG/27-04-2018/001

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 ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

Development of Al Ostuan River Basin Decentralised Wastewater Management Plan.

#	Specification		Qty	Unit price in USD excluding VAT	Unit price USD including VAT	Total Price [USD] (VAT excluded)	Total Price [USD] (VAT included)
1	Inception Report including the final schedule of works and summary of constraints/opportunities per municipality	Report	1				
2	Decentralized Plan including the optimal locations and requirements of wastewater treatments	Plan	1				
3	Participation in workshops with regional and local stakeholders (*)	Man Days	10				
4	Creation of tools to generate standard design and bill of quantities	Lumps um	1				
5	Final Decentralized Plan	Plan	1				
6	Presentation of results at workshops/seminars (*)	Prese ntation	1				

ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR DETAILS

NB:

- (*) THE NUMBERS OF MAN DAYS MIGHT BE SUBJECT TO CHANGE
- After the submission of every draft of the report, the consultant is expected to review the content based on the comments and recommendations provided by ACTED program team until a final version is agreed upon in accordance with the general timeline of the project without any additional fee
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BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

MOBILIZATION OF A CONSULTANT
 In order to :
DEVELOPMENT of Al Ostuan River Basin Decentralised Wastewater Management Plan
TERMS OF REFERENCE

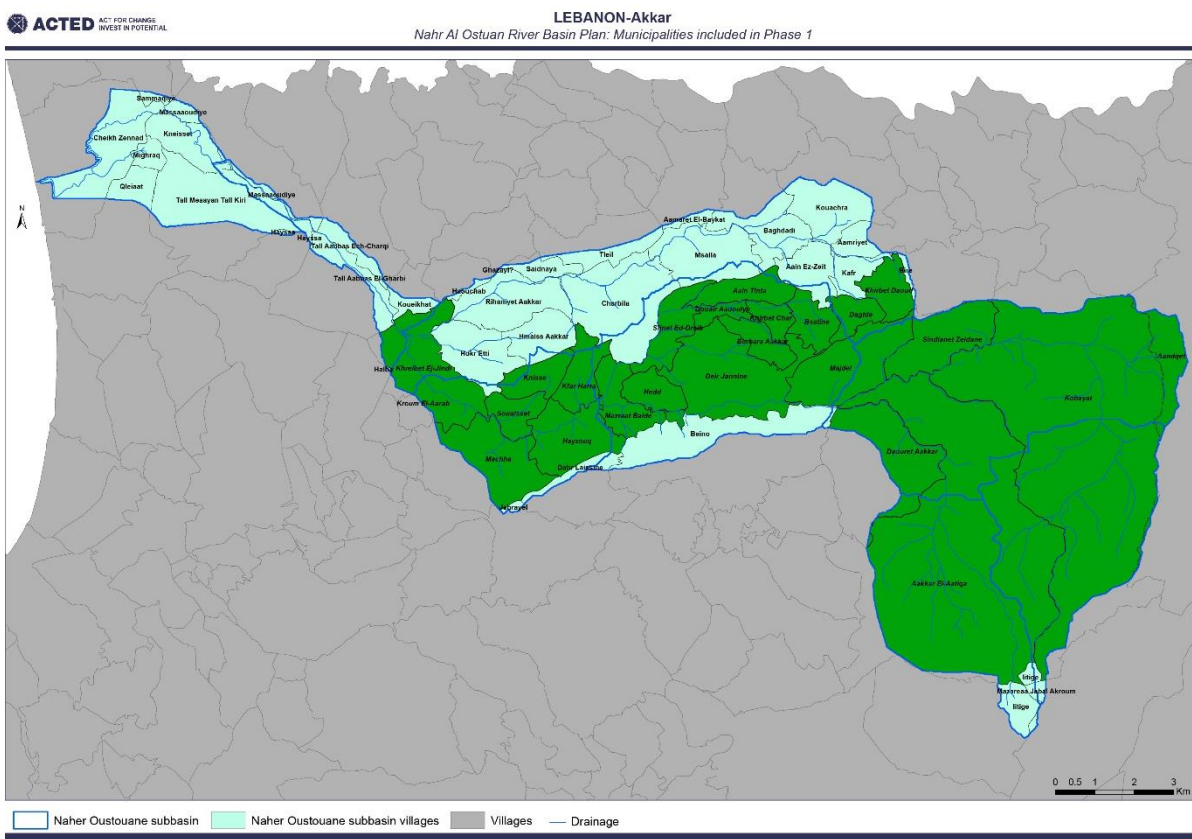
Duration: 12 months (completion by latest June 2019)
 Location: Akkar / Nahr Al Ostuan Basin

BACKGROUND:

ACTED is assessing the feasibility of preparing an innovative river basin wastewater management plan for the Al Ostuan River, to complement the National Wastewater strategy and masterplan prepared by the Ministry of Energy and Water. The purpose of The Plan is to improve the conservation and management of the Al Ostuan river basin to maximize the economic, environmental and social benefits of the river, and ensure that the treatment considers the treatment as a catchment level. The Plan will be developed in coordination with all key stakeholders, including the local community and local, regional and national authorities, to improve governance and ensure efficient, transparent and equitable wastewater management by all and decrease pressure on degrading surface and groundwater sources. For that purpose, ACTED intends to prepare a pre-feasibility study to identify locations for decentralised wastewater treatment, consult and train stakeholders in the management of the systems and implement innovative wastewater treatment system/s suitable for rural areas requiring low operation and maintenance (note: not wastewater treatment plant infrastructure), to illustrate that it is reproducible in the other rural districts of the Nahr Al Ostuan basin.

LOCATION:

The Al Ostaun river catchment is illustrated below, noting that the wastewater management for a number of these municipalities has been addressed under National Plans. The Phase 1 of Decentralised Plan to be developed during this consultancy will provide pre-feasibility level design (location of potential treatment and load of wastewater to be treated) for approximately 22 of the municipalities on the basin (highlighted in green) and detailed design and supervision at least one demonstration wastewater treatment system.



MISSION:

Within the framework of this study, ACTED wishes to mobilize the services of a consultant whose mission shall be conducted over three phases of implementation. The products prepared by the consultant should be sufficient to allow regional and local authorities and other actors to seek funding to implement components of the Plan and proceed directly to detailed design development, EIA approval and construction. The following components at a minimum will be covered :

- Outline the key technical constraints and opportunities for each municipality (including geographic and infrastructure)
- Allow the authorities to select the relevant low cost, low operation technologies based on ground conditions
- The approximate cost of the works, including the km of pipes to be installed and/or repaired

Points to be considered

ACTED has launched the data collection required to inform Phase 1, and throughout the course of the study, ACTED will make available three full time ACTED staff to support the selected consultant for continued data collection at municipal level (2 staff) and for spatial data management and creation of maps (1 staff). These additional resources provided by ACTED are to be taken into account in the consultant's methodology and offer for the service.

ACTED will engage an expert trainer specialized in wastewater management and stakeholder consultations to support in at least two workshops throughout the project period, focusing on the sustainability and operation and maintenance of the systems. The selected consultant will be present during the workshops, and informed of the timetable and content in advance. The consultant's role at each workshop will be as follows:

- ✓ Informing the populations of the project's content and available technologies, in addition to answering their questions relevant to the expected implications;
- ✓ Presenting to the stakeholders the draft decentralized plan for feedback, the results of the technical study as well as discussing the options for implementation

The following components are to be included in the consultancy:

Phase 1:

- Review of the Wastewater Masterplan prepared by the Ministry of Energy and Water and any additional works to be carried out in the watershed to ensure that the Plan complements the Masterplan and all ongoing works;
- Review of the data collected by ACTED teams: condition of the existing sewerage collector networks and infrastructure in the villages; including, but not limited to: sewer systems, pumps, treatment system, discharge points and zones with onsite sanitation. Note that the selected consultant can request additional data collection by ACTED teams throughout the consultancy. Any topographical survey data required to be provided by consultant.
- Demographic study of the municipalities and the expected growth developments, including: load and type of wastewater produced by each municipality. Note the population data will be provided by ACTED (residential/business) as either SHAPE or CAD files.
- Production of a draft decentralized plan, optimal locations and requirements of the treatment locations in the basin area using the following recommended determinants (but not limited to):
 - Location of pre-existing infrastructure
 - Proximity to residents
 - Optimising the use of the terrain (limited pumping)
 - Limiting the need for expansion of networks where possible
 - Analysis of the specific constraints (eg. remote households).
 - Availability of municipal land (information provided by ACTED teams)

- Note in Phase 1: the wastewater treatment type should not be specified, simply the requirements of the plant (ie. To treat xm³ per day and reduce the x load by x% according to x standards). Additionally, the treatment proposed is not required to be constrained by local authority boundaries.

Phase 2:

- Presentation and technical support at workshops with regional and local authorities (led by ACTED)
- Development of tool to prepare concept designs per location based on number of users
 - The selection of the feasible technologies will be made in consultation with Regional and local authorities at workshops (led by ACTED and Expert Facilitator, with support from Technical Consultant)
 - Up to three standard designs for low cost, low maintenance wastewater treatment technologies will be selected by stakeholders
 - Consultant to review designs and prepare tools that allows the design (including land requirement) and the bill of quantities to be scaled based on the number of users
- Presentation of the draft plan to all stakeholders for feedback and finalization;

Phase 3:

- Present the final Plan
- In coordination with ACTED and key stakeholders, provide technical input into Seminar organized by ACTED, that aims at presenting the results of the study and pilot to the all stakeholders of the drainage basin as well as the proposed strategy to fund the remaining treatment facilities in future drainage device.

DELIVERABLES:
Phase 1 :

- 1) Inception Report including the final schedule of works and summary of constraints/opportunities per municipality based on findings from assessment data provided
- 2) Draft Decentralized Plan including the optimal locations and requirements of wastewater treatments (as outlined in Phase 1 above). To be provided in hard and soft copies (GIS compatible)

Phase 2:

- 3) Participation in workshops with regional and local stakeholders. Please provide costing per day (including average preparation time), and include 10 days in offer.
- 4) Creation of tools to generate standard design and bill of quantities for up to three types of relevant low cost wastewater treatment systems (platform for design of tool to be determined by consultant)
- 5) Final Decentralized Plan (result of feedback of all stakeholders), including capital costs of each concept design treatment and network extension/rehabilitation;

Phase 3:

- 6) Presentation of results at workshops/seminars. Please provide costing per day and up to 10 days in the offer.

Table 1. Template for costing of service:

Deliverable		1	2	3	4	5	6
Team member 1	# days						
Unit cost: XX	Total cost						
Team member 2	# days						
Unit cost: XX	Total cost						
Team member 3	# days						
Unit cost: XX	Total cost						
Other costs							

(specify)							
Other costs (specify)							
Other costs (specify)							
Total cost							
Total cost of consultancy							

Table 2. Evaluation criteria:

The consultant should provide the following components for the evaluation of the offer:

Technical Proposal Evaluation	Score Weight
Team: CV of each of the consultant/s on the team highlighting relevant qualifications; Teams made up of international and local experts welcomed.	15
Past project experience: Example of previous work of a similar scope (locally and/or internationally) and role of each team member in projects;	15
Methodology: Methodology proposed per deliverable Should include modelling software, data inputs required at each stage, etc; Include how ACTED staff will be utilised (Project Manager, GIS Officer and Engineer) Demonstrate understanding of local area and ability to have presence on the ground	25
Workplan: including timeline and estimated number of mandays per deliverable; to be finished prior to end of June 2019 (estimated start date beginning June 2018)	10
Costing of the service according to each of the 6 deliverables, to be filled out using table below highlighting the staff required, days and unit cost of each.	25
Risk analysis and mitigation plan	10

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N° : T/11DBH/90D/DTC/BRT/PRG/27-04-2018/001

A. Company Name:

<p>B. Company Owner(s) / Partners full names:</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p>	<p>C. Company Legal Authorized Representative for this Tender:</p> <p>Complete Name: _____</p> <p>Position in the Company: _____</p> <p>Signature: _____</p>
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D. Additional Information about the Company:

1 Official Date of Registration: _____

2 Company Type / Profession as per Registration: _____

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees: _____

5 Company Telephone Number: _____

6 Company Fax Number: _____

7 Email Address: _____

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

-
-
-

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

-
-
-



10 Bank Accounts: (Please mention yes or no only)	In Lebanon	In Europe	Other

E. Past Performances:

1 Contract Award History
Please list the last supply contracts awarded by your company since 2012 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

2 Company Assets as of January 1st 2015:
Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____

Position: _____

Signature & Stamp: _____

Date: _____

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date:

Tender N°: T/11DBH/90D/DTC/BRT/PRG/27-04-2018/001

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 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 ACTED 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 ACTED'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. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED'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 ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

- Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
- Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
- Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
- 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.
- Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
- 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.

ACTED expects suppliers to:

- Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
- Assign responsibility for implementing the Code of Conduct to a senior manager.
- 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 ACTED.

Both parties will

- require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
- Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
- Avoid discriminating against enterprises in developing countries.
- Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.



- 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, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED 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 _____



BIDDER'S CHECK LIST ACTED Lebanon

Date: _____

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BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	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. The Terms of Reference is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. The Bidding documents are filled in English .					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of Company registration documents and license are included					
11. ANNEXES – A copy of the legal representative ID for national consultants or a copy of the passport alongside a copy of their insurance for international consultants					

Name & Position of Bidder's authorized representative _____

Authorized signature _____