



Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon



**Islamic Relief
Lebanon**

Tender No: IRL - T2024 - 011

Date: 08/05/2024

Location: Lebanon - Akkar

**Project Name: Improved health, WASH systems, services,
dignity for vulnerable communities in Lebanon**

ABOUT ISLAMIC RELIEF

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

Summary of Project:

IRL is implementing a project that seeks to meet the fundamental medical needs of the most at-risk communities by bolstering the capacity of public health centers and institutions.

Due to numerous crises and economic collapse, vulnerable communities are unable to pay for their basic medical needs and cannot travel to private hospitals for better care and diagnostics. Government hospitals are less expensive, but they lack basic amenities such as electricity and other infrastructure to accommodate an increasing number of patients daily.

The project will provide medical equipment and supplies for three Public Health Centers/institutes in three governorates Beqaa, Tripoli, and Akkar according to each PHC's specifications in order to improve the efficacy of diagnosis and treatment, in addition to rehabilitation, upgrade works, and solar system, as per their need.

Islamic Relief Lebanon intends to contract a company to implement the following rehabilitation activities:

- Rehabilitation and upgrade of medical center



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Beirut, Lebanon

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فردان، شارع صائب سلام،
سنتر كجك الطابق 4 و 5،
بيروت، لبنان



1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs **within 15 days** after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.
الدفع بعد الفاتورة الرسمية خلال خمسة عشرة يوماً على شكل شيك يصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.
2. Bank fees when cheque withdrawn are on the account of the supplier.
الرسوم البنكية عند صرف الشيك على حساب المورد
3. Prices must include VAT and it must be shown on the invoice.
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة.
4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.
لن يتم إعتقاد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.
5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand at the reception at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يتم تسليم هذا المغلف بيده في مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسله في البريد الالكتروني لن تأخذ بعين الاعتبار.
6. The deadline to fill and submit this quotation is on **22/05/2024** at 4:00 pm and any bid will not be accepted after this time.
ان مدة انتهاء صلاحية هذه المناقصة هي في **2024/05/22** الساعة 4:00 عصرأ وأي مناقصة تقدم بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.
قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتصلوا مع قسم المشتريات من خلال البريد الالكتروني (procurement@islamicrelief-leb.org) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.
8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered
على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.





9. Invoice must be official and legal. الفاتورة يجب أن تكون قانونية بالكامل.
10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي
11. Prices include delivery to any place in Lebanon at any time requested. السعر شامل التوصيل الى أي مكان في لبنان.
12. Portfolio to be submitted attached to the quotation. تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded. الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.





2. SPECIFICATION OF REQUIREMENT

Main Deliverables

Deliverable	Description	Timeline
Rehabilitation works	Rehabilitation works for Halba Governmental Hospital, Akkar, Halba, in accordance with the attached BoQ including specifications. The work will be under the supervision of IRL or a 3rd party assigned by IRL.	Date of delivery is as soon as possible after the contract signature.
Method statement and Schedule of work	The bidder is requested to submit a method statement including the delivery schedule for work.	Date of delivery is as soon as possible after the contract signature.
Material	The bidder must submit the list of materials that will be used, in addition to data sheets. Materials that are not submitted will be scored as "0"	During submission of bid
Team Communication	Contractor's team need to coordinate with IRL team officially regarding the delivery process and implementation.	During delivery.
Restrictions	Supplier's team is not allowed to communicate with beneficiaries. It is IRL team responsibility to prevent any miscommunication with beneficiaries.	During delivery.
Field Visit	Field visit to the project site needs to be in coordination with the logistics team 7 calendar days before the tender deadline. Please arrange with the log team: procurement@islamicrelief-leb.org	Before Tender deadline – Mandatory





3. SERVICE REQUIREMENTS AND SCOPE OF WORK

BoQ for the rehabilitation of the Surgery Department (Option 1)					
Component	Description	Unit	QTY	Price	Total Price + VAT
Demolition	Demolition, transportation of debris top damp site, and waste management for both rehabilitation of bathrooms and enlarging doors	LS	1		
Rehabilitation of Bathrooms	Supply, apply, and test roof waterproofing using PU insulation material (specific for bathrooms application), works including but not limited to cleaning, surface preparation works, drying, filling cavities with mortar, applying primer, angle fillets, plaster works for parapets, and any other materials needed prior to the proper application of 3 layers of PU according to the manufacturer's data sheet and to the Engineer's approval. (European standards)	m2	40		
	Supply and install non-slipping full mass ceramic FLOOR tiles for bathroom. The price includes 2.5 cm mortar bed and 5cm thick sand bed, and all required finishing including grouting, cleaning, polishing ... etc. all according to specifications and instructions of the Engineer. (European standards)	m2	40		
	Supply and install full mass ceramic WALL tiles bathroom. The price includes cost of surface preparation, adhesive materials, grouting and polishing as approved by the engineer. (European standards)	m2	175		
	Supply and installation of WC seat & Exposed Flush Tank including: [a] valve (copper), [b] WC cistern (porcelain), [c] cistern cover (porcelain), [d] seat cover (plastic), [e] complete flushing system (copper, Itany brand) , [f] water connection (1/2" PPR, hidden) & sewer connection (4" PVC, hidden), [g] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [h] removal of damaged existing one. (European standards)	Unit	9		





	Supply and install normal size ceramic wash basin ~ (50x40cms) including: [a] frame, [b] outlet (copper/chrome), [c] water connection (1/2" PPR, hidden) & sewer connection (2" PVC, hidden), [d] trap (plastic), [e] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [f] removal of damaged existing one.	Unit	9		
	Supply and install water mixer (European standards) for wash basin or sink including: [a] all necessary materials, accessories, requirements, and manpower to make it properly serviceable and [b] removal of damaged existing one.	Unit	9		
	Supply and install held bidet (chrome) including: [a] angle valve (chrome), [b] water connection (1/2" PPR, hidden), [c] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [d] removal of damaged existing one.	Unit	9		
	Supply and install normal size ceramic shower basin ~ (60x60cms) including: [a] frame, [b] outlet (copper/chrome), [c] water connection (1/2" PPR, hidden) & sewer connection (2" PVC, hidden), [d] trap (plastic), [e] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [f] removal of damaged existing one. (European standards)	Unit	9		
	Supply and install water mixer for shower including: [a] shower pipe (stainless), [b] water connection (1/2" PPR, hidden, hot and cold), [c] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [d] removal of damaged existing one. (European standards)	Unit	9		
	Supply and install PVC Floor Trap (20x20) double chrome plated cover one grated and one-closed. and all other fittings needed to comply with specifications.	Unit	27		
	Supply and install lighting point including electrical PE conduits, boxes, cables, light switch, light point lamp 70W	Unit	9		
	Supply and install Anti-bacterial acoustical ceiling tiles 60x60cm, works include all fixation and necessary accessories	m2	60		
Rooms	Replace/shift the existing electrical and communication points	Unit	12		





	Supply and install Fire-Rated Doors that comply with NFPA 80, or have been tested for one hour fire resistance rating and labeled by an independent testing and inspection agency acceptable to IRL. The doors should be of the same or similar type to ensure uniformity in quality of appearance and construction, unless otherwise indicated or acceptable to Engineer, made of solid core flush wood doors with plastic laminate faces, clear width=110cm, height up to 220cm with metal door frames of thickness 4 cm, complete with paint, architrave, ironmongery, and all door hardware installation, works include all demolitions, plastering, riser, lintel, remove existing doors, increase opening size by cutting, all according to IRL engineer instructions.	Unit	6		
Corridor	Rehabilitate and clean the false ceiling and replace the damaged tiles with new tiles similar to the existing ones. works include all requirements accessories, fittings, labours, and all necessary.	m2	120		
Repair plumbing system	Supply and install valves at the main lines (3/4 in, 1 in, 2 in, 3 in) of cold and hot water pipes for maintenance according to the requirements and as per IRL engineer instruction, with testing.	Unit	4		
	Inspection for the whole water network (water supply hot and cold water pipes), then repair any damage (leakage, insulation, fixation, fittings, etc.) following IRL engineer instructions. Measurement will be done for the length that will be repaired.	LM	50		
Painting	Latex Paint for walls and ceiling: Remove efflorescence, grease/oils, nails, and unwanted casing from wall/ceiling surface. Scrape entire wall/ceiling surfaces; fill holes, cracks with paint manufacturer's approved material. Prepare the wall surface to have even and uniform surface After achieving even surface supply and apply two or more coats of paint to get level-3 finish on walls and ceiling.	m2	1500		
	Remove paint, repair, and repaint the existing doors, work includes materials, labor, and all requirements and should be done as per IRL engineer's instructions.	Unit	30		
				Total	





BoQ for the rehabilitation of the sterilization Room (Option 2)

Component	Description	Unit	QTY	Price	Total Price + VAT
Rehabilitation	Repair and replace damaged ceramic tiles of floor and walls with new tiles similar to the existing including cutting, grouting, aluminum cover for edges, and all necessary to get back to the original condition and finishing.	LS	1		
	Rehabilitate and clean the false ceiling and replace the damaged tiles with new tiles similar to the existing ones. works include all requirements accessories, fittings, labours, and all necessary.	LS	1		
	Supply and install 1 unit of casted resin countertops of 18mm thick including a coved splashback 10cm height fixed on a galvanized steel skeleton 4cm x 4cm hollow section, as follow: L shape countertop 200x70 cm, 175x90 cm with two sinks 100x50cm and 40x40cm, 35cm depth each.	LM	4		
	Supply and install 1 unit of casted resin countertops of 18mm thick including a coved splashback 10cm height fixed on a galvanized steel skeleton 4cm x 4cm hollow section, as follow: L shape countertop 100X70cm, 90X70cm with sink 100X50cm, 35cm depth.	LM	3		
	Supply and install 2 units of casted resin countertops of 18mm thick including a coved splashback 10cm height fixed on a galvanized steel skeleton 4cm x 4cm hollow section, as follow: Countertop 140X70cm	LM	3		





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Supply and install water mixer (European standards) for wash basin or sink including: [a] all necessary materials, accessories, requirements, and manpower to make it properly serviceable and [b] removal of damaged existing one.	Unit	2		
Supply and install aluminum cabinets under the countertops, high-grade, corrosion-resistant aluminum alloy suitable for hygiene-controlled environments according to the requirements.	LM	8		
			Total	\$ -



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4. AWARD CRITERIA

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
Financial capacity and company profile Company should have stable financial capacity and good capital.	5%
Working experience with INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular Rehabilitation works.	5%
Field Visit Supplier is responsible to conduct field visit to site location at Halba Governmental Hospital, Akkar, Halba ,to do the needed analysis and estimate prices accordingly.	5%
Quality of commodities Items' quality should be in line with desirable specs in the BoQ. <u>The bidder must submit the list of materials, in addition to data sheets.</u> <u>Materials that are not submitted will be scored as "0"</u>	40%
Price Items prices should be in line with market prices including provision, installation, testing and operating, uploading, offloading transporting to the site of IRL project.	45%
Total	100





Agency Information:

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

Reference List

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			





Delivery Time

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
How many days, from the time of signing the Contract will it take you to conclude the activities?		عدد الايام ، من وقت توقيع العقد ، ستستغرق للانتهاء الأعمال ؟

Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	





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Anti-Bribery and Anti-corruption

Bribery: The offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organization's activities.

Corruption: The misuse of entrusted power for private gain.

Islamic Relief does not allow any of its people to behave in a corrupt manner whilst carrying out Islamic Relief's work. Islamic Relief people must not give or accept bribes or facilitation payments; nor give or accept inappropriate hospitality; and must always, in acting for Islamic Relief, have the highest ethical and legal standards.

Islamic Relief has a zero tolerance policy on anti-corruption and bribery. The rule is simple:

YOU MUST NOT OFFER OR ACCEPT BRIBES OF ANY KIND, WHETHER DIRECT OR INDIRECT.

The bribe can be of anything – be that money, inappropriate gifts or hospitality, kickbacks or facilitation payments – and of any value. The size of the bribe is irrelevant if its purpose is to influence your or their conduct in some way. A bribe is still a bribe even when it may appear normal practice in the country you are operating in.

The bribe can also be indirect as well as direct. Either way, it is still a bribe and you and/or Islamic Relief could commit a crime.

This form should be signed by all staff and vendors to ensure the protection of our team and vendors and to show their high commitments towards this policy:

Name:

Position:

Signature:



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Child Protection Core Statement

Islamic Relief believes that all children have a right to personal dignity and protection from abuse and it recognizes the special responsibility and duty of care it bears to create a safe environment for children within the projects and programmes it manages and supports. The interest of child safety and protection should be paramount to any other interest which might compromise it.

تؤمن الإغاثة الإسلامية أن جميع الأطفال لهم الحق في العيش بكرامة، ولهم الحق في الحماية من أي شكل من أشكال الاعتداء، كذلك تأخذ الإغاثة الإسلامية على عاتقها مسؤولية حمايتهم وتوفير المناخ الآمن لهم في كافة أنشطتها. لذلك فإن الإغاثة الإسلامية تطلب من جميع الشركاء والموردين، ومن لهم أي علاقة بنشاطات الإغاثة الإسلامية أن يحترموا و يعملوا على رعاية وحماية الأطفال بشكل عام، بما في ذلك الالتزام بتنفيذ سياسات وإجراءات فعالة لحماية ورعاية الأطفال وصغار السن من الإساءة والاستغلال بكافة أشكاله وبخاصة الحماية من الإساءة والاستغلال الجسدي، الجنسي، العاطفي، أو أي نوع آخر من الإساءة، وإعطائهم الحق في المشاركة في أية قرارات تتعلق بهم مع احتفاظهم بحقهم في التظلم في حالة تعرضهم لأي إساءة أو استغلال.



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Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;
and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.





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Modern Slavery Policy

Dear vendor,

As you may already be aware of Modern Slavery Act 2015 and the importance of this to Islamic Relief and their operations around the globe. It is imperative that our suppliers are given as much information about modern slavery and that we both work together to help eliminate this within our supply chains nationally and globally and in each and every country in which we operate. The governance team here in the UK have designed a sensitization form (attached) that will provide suppliers information about Modern Slavery and help them understand this better and why this is very important for Islamic Relief.

We therefore kindly request that you read and understand the attached Modern Slavery Sensitization Form and confirm receipt of this. Once this has been read and understood we urge you to remove all forms of modern slavery from your premises, offices and the entire supply chain.

Islamic Relief may undertake an audit at any time and perform checks to ascertain that our suppliers adhere to this legislation and that there is no evidence of Modern Slavery within your business and premises.

We hope this will not deter you in supplying goods, services or works to Islamic Relief and trust you will support us in this noble task.

If there is any further information required then please do not hesitate to contact us.

Best Regards

Procurement officer

For further information on the Modern Slavery Act 2015 please refer to the website link below;

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>



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