**Terms of Reference**

**Supply and install of Holding Tanks in the informal settlements**

**Oxfam Lebanon Programme**

**Background:**

**Oxfam** is a global movement of people, working together to end the injustice of poverty. Oxfam has been working in Lebanon since 1993. We provide humanitarian assistance to vulnerable people affected by conflict, and we promote economic justice and good governance, and women’s rights. Oxfam also works with local partners to contribute to the protection and empowerment of marginalized women and men.

In responding to the Syrian Refugee Crisis, Oxfam addresses the emergency water needs through WaSH service provision to populations residing in informal settlements; and to those of the Lebanese host communities through efforts to improve water infrastructure and management systems.

Oxfam’s response includes water trucking services, water tank distributions, and water quality monitoring; provision of family latrines with gender-sensitive considerations and for persons with special needs, construction of grey water systems, and latrine desludging services; in addition to raising awareness around public health issues in local partners.

**Project Objective:**

***Oxfam is seeking a contractor to rehabilitate existing latrines by installing plastic holding tanks for the vulnerable and eligible families in the informal tented settlements in villages located in North Bekaa region***.

**Scope of Work:**

The contractor is requested for each unit to:

* Desludging of an existing swage pit and discharge the effluent into an approved treatment plant by OXFAM representative.
* Decommission and disinfect of the existing sewage pit.
* Excavate a new underground pit to fit a 1000L horizontal 3 layered PE Holding Tank. In case the old pit is deemed suitable by OXFAM representative, the contractor can install the tank in it instead.
* The excavated debris can be used to backfill the decommissioned pit, the surplus material should be deported to ana aproved dump site by OXFAM’s representative.
* Install a squat seat and sanitation plumbing to connect the seat with the newly installed holding tank.
* Installing the existing latrine structure over the squat seat
* Casting reinforced concrete on the latrine base, the entire structure should act as an anchor above the newly installed holding tank.
* In case the ground was gravelled, the contractor shall reinstate the work area with gravel as well

**Content of Works:**

* Estimated quantity of holding tank **installation is 48**.
* The Contractor must submit a detailed workplan before the beginning of the implementations.
* The period of execution of the works on the site shall be according to workplan submitted by the contractor. Daily penalty equivalent to 10% of the contract value if the contractor exceeds the specified working days.
* Quantity may increase or decrease, as Oxfam has the right to request half the quantity only if needed.
* Oxfam will inform the contractor on the location of the holding tanks and the contractor must adhere to this.
* Oxfam has the right to request the re-building of any facility not installed in the location that Oxfam staff shared.
* The period of execution of the works in each site shall be up to **3 weeks** from date of handover of site.
* The contractor will be responsible to provide transportation for his worker to the sites all the days, considering restrictions on movements.
* The tender items are not dividable.
* The Site Engineer may amend what he deems "technically" suitable for the project and after taking the approval of Oxfam, and the Contractor must abide completely with what was required by the supervising committee.
* The Contractor’s relationship will directly be with OXFAM staff and not with the refugees.
* OXFAM will inform the contractor on the date of starting the construction before one week.
* OXFAM staff or his/her representative will onsite during the construction.
* The contractor shall execute all work required in the presence of the site Engineer or his/her representative considering that the supervision committee has the right to require

re-implementation in case of violation of specifications agreed in the technical Book of Conditions or the instructions of the supervising committee or which have been executed in the absence of Oxfam supervisors without informing the supervisor of the time of executing the works.

* Oxfam WASH Team or his/her representative is responsible to monitor and confirm the work.
* All Holding Tanks should be as per BoQ.
* The contractor should have the capacity to work in more than one site/area at the same time if needed.
* The contractor should have the capacity to excavate in different type of soil (muddy or rocky) and comply to secure the needed heavy machine based on the execution requirement.
* Oxfam has the right to increase or decrease quantities at the same unit cost.
* The contractor should assign a site engineer to follow the execution work and be the focal point from the contractor field side.
* The contractor should ensure safety and security/prevention to avoid any accident while implementing the activity.
* The contractor should prepare and submit technical and financial offer for the works with details of the execution plan, detailed Bills of Quantities, and execution schedule.

**Location** **and** **numbers**

|  |  |
| --- | --- |
| Village | Total Number Latrines |
| Bechouat | 4 |
| Btedaai | 1 |
| Deir El Ahmar | 9 |
| Haouch Tall Safiye | 34 |
| Total | 48 |

**The Contractor must:**

- Ensure that the supplied items are brand new **not renewed**, and that applies to all the supplied items. Preference is given to the items that have proven technical quality and efficiency during the operation.

**Facilities Construction:**

1. The contractor is committed to all the engineering designs relative to these Technical Conditions including the quantities and dimensions. The Contractor may not increase or decrease these quantities without the written consent of Oxfam.
2. The Holding Tanks shall be installed in the specified places only and exclusively under the directives of the supervising team of Oxfam and conform to the requirements of the beneficiaries of these facilities, **taking into account access to the holding tank for the process of emptying the pit hole**. Oxfam programme team will share the exact location and direction of the requested latrines.

**Qualification:**

1. Copies of the original documents that indicated the establishment or the legal status and registration of the supplier.
2. Three references, two of them from customers who have work with the bidding parties long ago.
3. At least Three years of experience in the same domain (company name, contact name and phone number).
4. Contractor should have experience working in the informal settlement (provide document: name of project, area, other details)
5. Contractor should have experience in working in Bekaa (provide document: name of project, area, other details).
6. Detailed list of tools and machinery that will be used in the implementation of the project.
7. CV for the key persons, mainly person will be on site (project manager, civil engineer).
8. I.D. card for the person signing on the bid empowered by the power of attorney.
9. Bill of Quantities priced.

**Bill of Quantity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Holding Tank Installation for Existing Pits** | **UNIT** | **QUANTITY** | **Unit rice (USD)** | **TOTAL PRICE (USD)** |
| 1 | Desludging of existing Pit Works shall include but not limited to: - Removal of accumulated sludge via vacuum truck - Transport and discharge the desludged sewage into an approved Wastewater treatment plant. | M3 | 48 |  | **$ -** |
| 2 | Supply and install a horizontal plastic septic tank with a capacity of 1000 litter 3 layers. Works shall include but not limited to: - Excavation of underground hole to fit the supplied tank - Supply and install a 4" opening for desludging purposes through the concrete base. - The tank should be put on a plane surface (ex.bedding)  - Excavated material should be used to backfill the desludged pit - Excess excavated soil and debris should be deported to approved dump location. | Unit | 48 |  | **$ -** |
| 3 | Supply and cast reinforced concrete base (1.5\*1.5m \* 0.2m) with steel mesh 10mm, steel mesh, 1 bar every 25 cm. | Unit | 48 |  | **$ -** |
| 4 | Connecting the existing latrine outlet with the new installed holding tank. Works shall include but not limited to: - Supply and install 4" PVC connection pipe between the latrine and the holding tank. - Supply and install PVC fittings (reducers, elbows, P-traps and any needed accessory).  - Supply and install squat seat | Unit | 48 |  | **$ -** |
|  |  | **TOTAL** | | | **$ -** |
|  |  | **VAT 11% (if applicable)** | | | **$ -** |
|  |  | **Total After Tax** | | | **$ -** |

**Coordination and Supervision**

The activity will be supervised by Oxfam’s PHE team. Oxfam may assign additional staff during the implementation of activity.

**Questions / Request for clarification**

Any requests for clarification may be submitted by email or to [eelkhoury@oxfam.org.uk](mailto:eelkhoury@oxfam.org.uk) ccing [SHeneskehian@oxfam.org.uk](mailto:SHeneskehian@oxfam.org.uk)

**Timeframe and Payment**

100% payment after completing the construction of the requested quantity and submitting the financial documents. Oxfam will pay based on the number of constructed latrines.