

Terms of Reference  
Contractor for installation privacy sheets for prefabricated latrines  
Oxfam in Lebanon

## 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.

## Purpose

Oxfam is seeking a company to provide rehabilitation and maintenance works in collective shelters in Choof district.

## Operational objective:

- 1. Supply and install Privacy sheet for prefabricated latrines: which includes TOT sheet 0.5m, 3m length and 2.2 m meters height, and width of 1.2 m ,L shape with a frame galvanized steel coated 4mm in diameter for structural support. Also, for the roof 3m x 1.2m, small gaps or vents near the top to allow air circulation, metal base or concrete to prevent movement and screws or bolts to secure the metal sheet to the frame and to the existing latrines and showers.**
2. The period of execution of the works shall be up to 5 calendar days from date of handover.
3. The Site Engineer may amend what they deem "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.
4. The Contractor's relationship will directly be with OXFAM staff OXFAM will inform the contractor on the date of starting the construction one week ahead.
5. The contractor shall execute all works required in the presence of the site Engineer or his representative considering that the supervision committee has the right to require re-implementation in case of violation of the agreed specifications.
6. An Oxfam staff or a representative will be responsible to monitor and confirm the work.
7. The contractor should have the capacity to complete this works within 7 days.
8. Oxfam has the right to increase or decrease quantities at the same unit cost.
9. The quantity of items requested will differ based on the needs which will be defined later for emergency response.

Table of quantity:

Shelter Name	Cadaster	Quantity	Unit	Unit price USD	total price USD
Haret El Naameh Mixed Intermediate Public School	Naame	39	M2		
Professional grease (Chhim)	Chhim	39	M2		
Technical school of the martyr Rafik Hariri - Ketermaya	Ketermaya	26	M2		
Aanout Mixed Intermediate Public School	Aanout	39	M2		
Dawoud Al Ali School	Sibline	26	M2		
Mufti Dr. Muhammad Ali Al-Jawzo Institute (Barja)	Barja	26	M2		
Baasir Mixed Intermediate Public School	Baassir	13	M2		
Al-Maqasid School (in Baasir)	Baassir	26	M2		
Lebanese coast (Dibbiye)	Dibbiye	39	M2		
Baaklin Secondary Public School	Baaqline	39	M2		
El Naameh mixed intermediate public school	Naame	26	M2		
Al Maghiriya Mixed Intermediate	Al mghyarieh	26	M2		
Total					
VAT (11%)					
Total after VAT					

#### Selection criteria for administrative compliance:

Company Profile.

- Copies of Institution registration certificate and VAT registration certificate (if available) applicable for companies only not individuals.

#### Selection criteria for technical compliance, the supplier should provide:

- Organization Chart + CVs for the main person will work on the project,
- Separate PDF Data Sheets for Each Item
- At least two years of experience in the same domain (company name, contact name and phone number).
- Two references should be longstanding customers of at least one year (company name, contact name and telephone number).
- Submit a letter indicating that they have a skilled individual (Plumbers, Construction Workers, aluminium installer ... etc)

#### Pricing / Required Details

The prices must be presented according to the following titles:

- 1- All tenderers must be qualified technically and financially to be able to submit their offers.
- 2- The unit prices and rates must be presented in Fresh US dollars for each of the offer items.

**NB: This purchase is made for emergency situations.**

### Coordination and Supervision

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

**Date of start:** One week after signing the agreement.

Offers needs to be submitted to [lebresponseprocurement@oxfam.org.uk](mailto:lebresponseprocurement@oxfam.org.uk).

### Questions / Request for clarification

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

### Timeframe and Payment

100% payment after delivery of the requested quantity, technical approval and submitting the financial documents.

Please submit all documents as mentioned above to [lebresponseprocurement@oxfam.org.uk](mailto:lebresponseprocurement@oxfam.org.uk) by **Saturday 30th November,2024** mentioning "Privacy sheets for prefabricated latrines" in the subject line.