



Terms of Reference for supplier to conduct

Rehabilitation of WaSH Facilities

Oxfam Lebanon Programme

Background:

Oxfam is an organisation that works to address the causes of poverty through campaigning and responding to the needs of the poor. In Lebanon, Oxfam works in both development and humanitarian contexts, focusing particularly on Water, Sanitation and Hygiene (WaSH), Protection and Emergency Food Security and Livelihoods. 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 and local authorities through efforts to improve water infrastructure and management systems.

Under WASH program, Oxfam has been responding to the Syrian Crisis since 2013, operating via integrated projects in the informal tented settlement across 2 municipalities in the Bekaa. 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 system, and latrine desludging services; and provision of public health awareness activities.

Project Objective:

The project aims to ensure the safe access for Syrian refugees in Saaide and Bouday ITSs in North Bekaa to proper and functional WaSH facilities, and to increase the capacity of the community technical volunteers by involving them in the monitoring and oversighting of the rehabilitation works in their sites.

Operational objective: *Oxfam is seeking a contractor to rehabilitate the existing WaSH facilities in Saaide and Bouday ISs located in North Beqaa.*

Closing Date: Offers to be submitted on or before Thursday July 1st, 2021 at 3:00 PM.

Submission should be by email to lebanonprocurement@oxfam.org.uk with subject

"RFQ-LBQZQ-21-0029 Rehabilitation of Wash Facilities".

Content of Works:

- Estimated quantities for latrine, water storage tank and hand washing facility rehabilitation item are specified in the attached BoQs.
- Location of WaSH facilities is in Saaide and Bouday ISs located in North Beqaa.
- Oxfam has the right to increase and decrease quantities based on what will be deemed necessary on field.
- A sample of each requested item needs to be approved by Oxfam team before installation (water tap, valve, wood base...)



- The period of execution the works in each site shall up to **3 calendar days** from date of handover the site and the contractor should have the capacity to work in more than one site.
- The contractor should prepare and keep at enough items in his stock.
- 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.
- The contractor will be responsible to provide transportation for his worker to the sites all the days, taking into account restrictions on movements.
- The contractor must visit work sites before submitting his technical offer and he must match the technical offer with the actual status for the execution and construction process.
- 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 maintenance before one week. Maintenance plan will be prepared and shared with contractor.
- Oxfam staff or his representative will onsite during the execution.
- The contractor shall execute all work 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 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.
- The contractor shall explain the technical aspect of what being requested by Oxfam's team to the community technical volunteers (CTVs).
- Oxfam WaSH Team or his representative is responsible to monitor and confirm the work.
- All rehabilitation should be as per the BoQ and drawings.
- The contractor should have the capacity to work in more than one area in the same time if needed.
- The contractor should have the capacity to complete the work in one site within three days.
- 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.
- Ensure safety and security/prevention to avoid any accident while distributing.
- Oxfam has the right to increase or decrease quantities at the same unit cost.
- The contractor must take into consideration COVID-19 precaution measures during the maintenance.
- The tender items are not dividable.



The Contractor must:

Insure 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.

- 1) The contractor is committed to all the engineering designs with 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 execution shall in the specified sites only and the indicated WaSH facilities that will be handed over by Oxfam team. The implementation should be exclusively under the directives of the supervising team of Oxfam and conform to the requirements of the beneficiaries of these facilities Oxfam programme team will share the exact locations and facilities that need to be repaired in gradually.



Procedure of execution in the informal tented settlements will be shared with contractor after signing the contract.

All the bidders must do a site visit that will be organized by Logistic team and program team before submitting their offers.

Selection criteria for administrative compliance:

This part concerns the information given in the supplier questionnaire, each Bidding parties can also include any other document he wishes, to assist us in judging their suitability according to the below criteria:

- Company Profile.
- List of machinery and technical specification of materials to be used in rehabilitation works.
- At least Three years of experience in the same domain (company name, contact name and phone number).
- Two references (with Recommendation Letters), should be longstanding customers of at least one year (company name, contact name and telephone number).
- Size of customer database - along with a list of your main customers including any Non-Governmental Organisations (NGOs) and U.N. agencies
- Copies of Institution registration certificate and VAT registration certificate (if available) apply for companies only not individuals.

	Awarded criteria			
Capability / competence of tenderer to perform the service required	Availability of commodity (CVs, organogram, and company profile).	15	70	70%
	List of machinery and technical specification of materials to be used in rehabilitation works	15		
	Experience in rehabilitation and construction of similar type of works, of similar scale	20		
	Experience with Oxfam that deemed a good quality	10		
	Experience with other international NGOs of a similar Oxfam volume.	10		
Prices for services	Final price and feasibility of the proposed budget and alignment of the budget lines with the services required	30	30	30%



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 US dollars for each of the offer items.

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 to akfoury@oxfam.org.uk cc SHeneskehian@oxfam.org.uk

Site Survey:

Supplier intend to apply to the site visit should send email to akfoury@oxfam.org.uk cc SHeneskehian@oxfam.org.uk.

A mandatory meeting will be held at the Oxfam Zahle office, the tentative date will be on 25/06/2021 at 09:30 am, to present the project requirements and allow for a Q&A for interested bidders.

A mandatory site visit on the same day at 10:00 am will be facilitated by the Oxfam technical team.

Failure to attend the meeting and site visit will be considered as disqualified and result in rendering the absent bidder as 'non- eligible'.

Timeframe and Payment

100% payment in Fresh USD after completing the rehabilitation of WaSH facilities and submitting the financial documents. Oxfam will pay based on the price mentioned in the Bill of quantity and number of WaSH facility rehabilitated.