

## PIPES LTA - Bid Terms of reference (TOR)

### PROJECT/ASSIGNMENT TITLE:

Long Term Agreement - LTA for the purchase of pipes for water and sewage networks

### Objectives:

- Set the basis for the supply of pipes that may be requested for the implementation of water and wastewater network projects selected and agreed between UNICEF and the respective Water Establishment - WE (Beirut & Mount Lebanon Water Establishment - BMLWE; North Lebanon Water Establishment - NLWE; Beqaa Water Establishment - BWE; South Lebanon Water Establishment - SLWE) in compliance with the defined specifications attached herewith.
- Ensure availability of materials for implementation of WASH stabilization projects according to agreed schedule
- Set the quality and prices and timeframes that the Supplier will meet for the timely delivery of pipes to the respective WEs' warehouse(s) in full compliance with the specifications stipulated in the attached list, where UNICEF Purchase Order (OP) will be placed based on the price, terms and condition of the LTA during the validity of the LTA (three years)
- Ensure compliance with agreed warranties and their duration in respect of the goods supplied and delivered

### Background

UNICEF WASH Programme has been scaled up in response to the Syrian crisis, providing support and services to both refugees and host Lebanese communities bearing the greatest burden of impact of the Syria Crisis on Lebanon.

WASH Programmes are being formulated and delivered within the framework of the Humanitarian Regional Response Programme to the Syrian Crisis and also shaped by the emerging Stabilisation programme led by the Government of Lebanon.

Humanitarian WASH services are provided with the primary purpose of satisfying vital needs (water), dignity (sanitation) and prevention of public health risks (hygiene).

WASH stabilization measures are being planned to restore/strengthen public water access and sanitation services and hygiene promotion in those most impoverished Lebanese communities, and to address environmental damage caused by over extraction and wastewater disposal practices, compounded by underlying capacity and institutional reform weaknesses. National and government regional partnerships have been long established with the Ministry of Energy and Water and the four Water Establishments which manage water and wastewater services and locally with municipalities.

As water and wastewater projects are considered one of the priorities in UNICEF WASH program of interventions, detailed needs assessments are on-going at the MEW, Water Establishments and Municipalities to determine an appropriate mix of sustainable stabilization response. Carefully targeted support in improving infrastructure, capacity development, encouraging technical innovation and supporting institutional reform processes, aims to bridge humanitarian assistance with longer-term development objectives foster more sustainable natural resource management and practices.

Due to the nature of stabilization projects that seek to reduce community vulnerability, the timely implementation and delivery of supplies is essential. Any delay in the process chain can result in significant impact to the lives of communities who depend on safe water and wastewater services. Projects supported under this LTA are strategically aligned to achieving the stabilization goals, associated with infrastructure improvements.

### **Purpose of Assignment and scope of work:**

Purpose of Assignment is to ensure fast delivery of pipes and accessories to be installed by Water Establishment, in response to unexpected needs due to sudden break down or bad functioning.

The scope of work depends on the needs that would be raised by Water Establishments throughout the year, so the supplier may be ready to high and sudden variations of demands. Services just include delivery to the place, the Water Establishments being in charge to install the material.

### **Deliverable:**

1. The supplier shall provide the respective price corresponding to the type/class of pipes listed in attached Annex A. These prices will be fixed for the period of the LTA and used throughout the duration of the LTA for any Purchase Order/s raised by UNICEF.

The delivery cost must be a standard cost for each Water Establishment(s)' warehouse(s) (list of warehouses and respective addresses attached herewith in Annex B) that will apply to each purchase order under the LTA that will be delivered to the respective Water Establishment(s).

2. The supplier shall complete the standard warranty form including conditions and period that will apply to the respective types of pipes listed in the attached Annex.
3. The supplier should commit to delivery time according to quantities of pipes requested, as splited in the Bill of Quantities.

### **Methodology**

All material to be supplied by the Contractor shall be inspected by the Water Establishment of concern at the nominated site for approval. All materials will be stored in an appropriate way as recommended by the manufacturer and the Contractor shall be responsible for such until handing over to the Water Establishment for instalment.

### **Responsibilities:**

The Supplier shall respect the prices, terms and conditions agreed in this LTA throughout its duration and shall be held accountable for the timely delivery of the types and quantities of pipes(s) requested in UNICEF's Purchase Order/s.

The Supplier guarantees that the prices specified in this LTA are the maximum prices that shall be charged during the entire term of the LTA. The Supplier may however give a discounted price on placement of bulk orders without compromise on quality for specific Purchase Orders.

All risks of loss or damage of pipes prior to and during transportation and delivery at final destination at WEs' warehouse(s) shall remain with the Supplier.

The Supplier shall be responsible for providing all the necessary personnel, equipment, materials and supplies for delivery (for the uploading and downloading of pipes) and make all the necessary arrangements for the proper performance of its obligations under this LTA.

UNICEF may issue Purchase Order(s) from time to time during the term of this LTA, making reference to this LTA terms and conditions, setting out the quantities and other instructions for the delivery of Pipes.

UNICEF shall pay the Supplier the agreed sum based on the quantities ordered at the prices specified in this LTA, unless a discount is offered by the Supplier.

UNICEF is not obligated to order any minimum quantity of goods from the Supplier pursuant to this LTA and is entitled to procure the same or similar goods from other suppliers if the price or quality variable is deemed too great or the conditions of the LTA cannot be met.

**Timing:**

The Supplier shall acknowledge that the agreed delivery schedule(s) are critical in the performance of this LTA and that it shall abide by the delivery periods specified in Purchase Orders.

**Reporting requirements:**

The Supplier shall sign the Purchase Order prepared by UNICEF under the conditions of the LTA and requirements of the specified product prior to arranging delivery and shall submit to UNICEF the corresponding invoice upon final delivery and acceptance of goods.

**Qualification Requirements:**

- Duly registered pipes' manufacturing and/or supply firm in Lebanon
- Strong financial capacity to fulfil the requirement (large orders)
- ISO Certificate or equivalent for the required products
- Internal and external audit report of the factory
- Standard health and safety procedure applicable at the company/factory
- Quality assurance certificate.
- Proof of expertise undertaking similar works and reference letters for similar supplies/projects implemented all over Lebanon (North Lebanon/Akkar, Beqaa, South Lebanon and Beirut & Mount Lebanon)

**Terms of Payment**

Payment will be made upon final delivery of agreed pipes at the WE's warehouse(s), receipt by UNICEF of official handing over minutes from the respective WE(s) and evaluation of performance from its contracted quality control company within 30 days of the delivery.

**Timing/Duration of LTA:**

The LTA duration is three years from the date of its signature by all parties concerned (UNICEF and selected supplier(s)) with the possibility of extension up 5 years maximum by mutual agreement pending satisfactory performance and requirement.

**Duty Station:**

Lebanon, all areas

**Administrative issue**

The LTA will be set up as individual non-exclusive arrangement which will provide UNICEF the flexibility to source outside the LTA should market circumstances change and better offers exist outside the LTA, in order to obtain the best value for money.

Terms and conditions will be pre-defined in the LTA(s), and performance will be closely monitored.

A formal monitoring and review system shall be established by UNICEF for each LTA to monitor the extent to which the supplier has met agreed performance indicators (e.g. quality, delivery lead time, etc.) for each PO during the course of the year in order to decide whether the LTA/LTAs should remain in use or not.

UNICEF will have the right to change/amend or terminate the LTA if:

- a) A major change in current market conditions/prices occurs that invalidates the intent of the LTA to ensure UNICEF gets value for product
- b) The performance of the current LTA/LTAs supplier(s) is deemed not satisfactory based on performance evaluations
- c) There is a major change in the projected quantities, which necessitates higher capacity than what the LTA Supplier can provide in a timely manner
- d) There is a change in pipe specifications which are not covered in the LTA

UNICEF Chief of WASH at Beirut to supervise the contract with the support from UNICEF WASH Zonal Officers.

**Annex(es)**

- A- Pricing for Pipes LTA.
- B- List of WEs warehouses where pipes would be delivered