



## Supplier Terms of Reference for a procedure Supply and Install water tanks 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.

### Project Objective:

Distributing water tanks to ensure safe access to water for the most vulnerable Syrian refugees living in the North Bekaa. Oxfam is seeking a supplier to supply and distribute 50 water tanks (1000 L 3 Layers) in North Bekaa and water tank cleaning kits.

### Content of Works:

- Supply and distribute 50 water storage tanks. Distribution will take place in several informal settlements in North Baalbak.
- The tank should be from a reputed brand- 3 Layers- Strong & durable - Hygienic Weather and UV resistant- long life term- Resistant to stress - Manufactured with approved food grade- Polyethylene.
- Supply and distribute 50 Cleaning kit. The kit includes:
  - One Plastic Push Broom: Nylon Hard Floor Scrubbing Brush, For Cleaning of water tanks with length (1.7 m)
  - One bucket (10L plastic): durable plastic with handle and pouring spout. Minimum 10 L volume.
  - One mop: floor fabric mop with good quality
  - One bleach (1L): 5%-5.25%, Well-known Brand
  - One washing Liquid, (1L): used in cleaning of dishes/water tanks examples: golden/ferri/prill/ madar(liquid), others.
  - **Two Pairs gloves rubber: Durable rubber. Size Medium. Elbow length.**
- The period of distribution the tanks is up to 2 working days.
- The supplier's relationship will directly be with Oxfam staff and not with the refugees.
- Oxfam will inform the supplier on the date of distribution before one week.



- Oxfam staff will onsite during the distribution.
- Oxfam WASH Team will monitor and confirm the work.
- **Supplier must ensure safety and security/prevention to avoid any accident while working.**
- Oxfam has the right to increase or decrease quantities at the same unit cost.
- The contract should send specification/data sheet for the item before distributing them on the site.

**BoQ:**

#	Description	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Supply and distribute 3 layers water storage tank 1000 L to several informal settlements, with reducers and one Teflon.	Item	50		
2	Supply and distribute steel water Valve ½ inch (European Brand or equivalent)	Item	50		
3	Supply and distribute reducer to ½ inch (Brass)	Item	50		
4	Supply and distribute cleaning kit	Item	50		
<b>Total</b>					
<b>VAT</b>					
<b>Total with VAT</b>					

**Requested Documents**

- Company registration documents
- Copy of the ID of the representative/owner of the company.
- Ministry of Finance registration certificate and VAT if applicable.
- Datasheet of all the items.
- The bidder should include costs for transportation.
- Bidder shall provide completed priced Bill of Quantities (BOQ). The unit prices and rates must be presented in US dollars for each of the offer item.

**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.

**Coordination and Supervision**



The activity will be supervised by Oxfam's PHE team.

#### **Questions / Request for clarification**

Any requests for clarification may be submitted by email to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk), last day for question is on 3 January 2025, at 12 PM sharp

#### **Timeframe and Payment**

100% payment after completing the activity of the requested quantity and submitting the financial documents. Oxfam will pay based on the executed work in comparison with the BoQ.

#### **Submission details (email , subject & deadline)**

Only complete application packages will be considered. Please submit the full technical & financial offer with supportive documents by Wednesday January 6, 2025. to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk) with "Supply and Install water tanks" in the subject line.