Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon

Tender No: IRL – T2023 – 030
Date: 26/04/2023
Location: Lebanon
Project Name: Upgrade Water Supply Networks in Most Vulnerable Areas in Akkar North Lebanon

ABOUT ISLAMIC RELIEF

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items.
After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

Summary of Project:

Through this project, IRL will improve the access to safe water for the host community and refugees in the most vulnerable villages in North Lebanon and Akkar governorates, Lebanon.

IRL is requeting a consultant that will design the water distribution system and follow up the activities (monthly visits if needed for a max of 6 visits for each network), in order to ensure the success of the project and facilitate reaching the objectives.

1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.

الدفع بعد الفاتورة الرسمية خلال خمسة عشرة يوماً على شكل شيك يصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.

2. Bank fees when cheque withdrawn are on the account of the supplier.

الرسوم البنكية عند صرف الشيك على حساب المورد

3. Prices must include VAT and it must be shown on the invoice, will pay in Lebanese Pound with the exchange rate of 15,000 LBP.

ألاسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة و تدفع باليرة البنانية على سعر صرف 15,000 ل ل.

4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.

لن يتم إعتماد أي نموذج أخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.

5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand in the locked box that's found beside the reception office at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.

على المتقدم لهذه المناقصة ملىء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يضع هذا المغلف بيده في الصندوق المقفل الموجود بجانب مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسلة في البريد الالكتروني لن تأخذ بعين الاعتبار.

6. The tender will be closed on 17/05/2023 at 4:00 pm and any bid will not be accepted after this time.

المناقصة سوف تغلق 2023/05/17 الساعة 4:00 عصراً وأي مناقصة بعد هذا الوقت ستكون مرفوضة.

7. Procurement department is the only responsible department, any inqui
8. ry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.

قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتوصلوا مع قسم المشتريات

من خلال البريد الالكتروني (procurement@islamicrelief-leb.org) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.

9. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered

على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالاضافة الى صورة عن هوية مالك الشركة.

10. Invoice must be official and legal.

الفاتورة يجب أن تكون قانونية بالكامل.

11. Prices must be in United states dollars. الأسعار بالدولار الأمريكي
12. Prices include delivery to any place in Lebanon at any time requested.

السعر شامل التوصيل الى أي مكان في لبنان.

13. Portfolio to be submitted attached to the quotation.

تقديم السيرة الذاتية مرفقة بالعرض المقدم.

14. Please take all the above notes into consideration, or your quotation will be disregarded.

الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.

TOR FOR A CONSULTANT

Contents

I. Introduction:

Islamic Relief (IR) is an international relief and development charity which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfill their potential. We are an independent Non-Governmental Organization (NGO) founded in the UK in 1984 by Dr. Hany El-Bana, Dr. Essam El-Haddad, Dr. Mohammed El-Alfy, and Dr. Ihsan Shebib Working in over 30 countries, we promote sustainable economic and social development by working with local communities to eradicate poverty, illiteracy, and disease. We also respond to disasters and emergencies, helping people in crisis.

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

II. Scope of work:

Through this project, IRL will improve the access to safe water for the host community and refugees in the most vulnerable villages in North Lebanon and Akkar governorates, Lebanon.

IRL will support the North Lebanon Water Establishment (NLWE) by developing water infrastructure in Akkar Governorate and T5 region (Tripoli and surrounding cazas), more specifically targeting the area under the coverage of the Qoubayet local office and Minnieh local office under NLWE.

This Action will directly target a total of about 9,700 individuals, namely in the villages of Deir Ammar, Fraydis, Ein Tenta, and Sendyeneh through: Developing, upgrading, and rehabilitating water schemes to provide water services.

In Deir Ammar:

A field visit was conducted to inspect the water stations, the concrete water tank, and the locations where the network needs to be replaced or maintained. As a result, we concluded that the region needs the following:

- A water line with a length of about 1,000 meters, from the Dhaybieh station towards the town;
- A water line in Al-Bayader district with a length of 400 m;
- A water line in Al-Khashee district with a length of 550 m;
- A water line from Al-Yahoudieh Mosque to the main concrete tank (Length = 300 m).

In Fraydis:

The village of Fraydis, is about 7 km away from Qoubayet station. This village is supposed to be supplied with water from Al-Bireh reservoir, which receives water from the Qoubayet reservoir. We conducted a technical analysis of the village's network by visiting all the streets of the village, and we deduced the following:

- The network in the village is old, worn out, and unusable;
- Residents secure their water via trucks, which are purchased at high prices;
- Fraydis is located next to the village of Al-Qusayr and the village of Dankah, whose water network has been renewed by the Solidarity International Association;
- Fraydis is the last village in the group of eastern villages that can get water from Al-Bireh reservoir, therefore, if its water network is upgraded, we can reduce the waste of water that occurs due to the old, worn-out network;
- The length of the network is about 1,700 m, and the population of the village is about 600 persons.

Our study was conducted by identifying the coordinates of the main network points in cooperation with representatives of NLWE and then drawing the points and a preliminary network path on Google Earth with some basic information about the network.

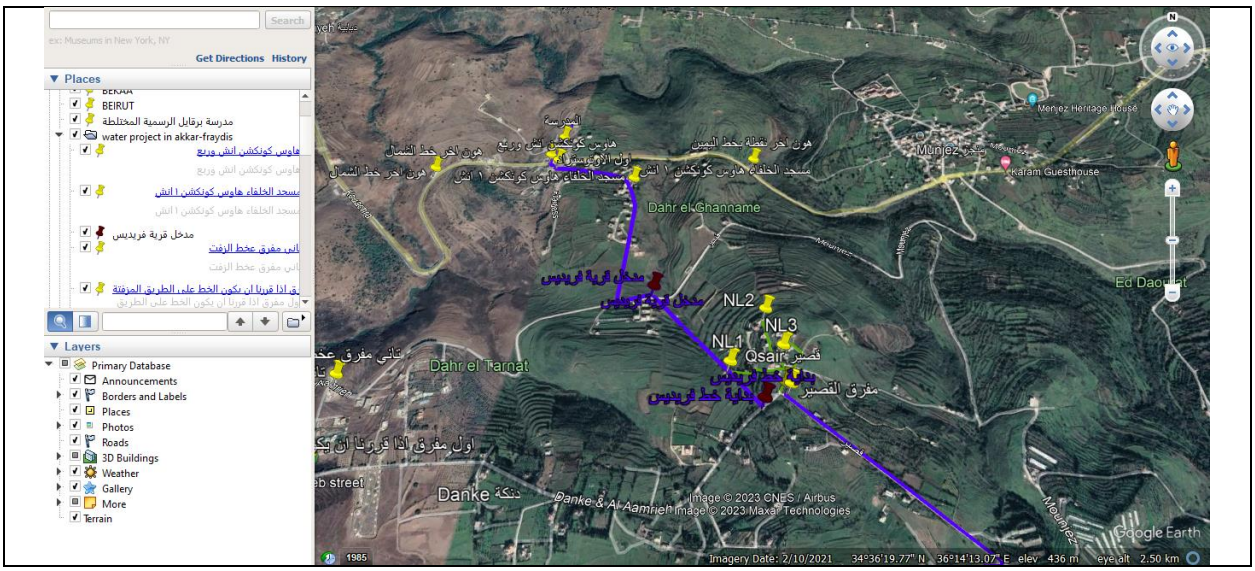

Figure 1: the suggested network on google earth

In Ein Tenta:

Following the same procedure that was done in Fraydis, we suggested a network in cooperation with the representatives of NLWE, but for a part of the village because the water source of the village is from Ein Zeit village, and the quantity of water available is about 200 m3 as per the engineer of NLWE, so this quantity is sufficient for a part of the village (about 41 buildings which is about 25% of the village). The length of the proposed network is about 1,500 m, which covers around 450 residents, whilte the population of the village is about 2,000 persons.

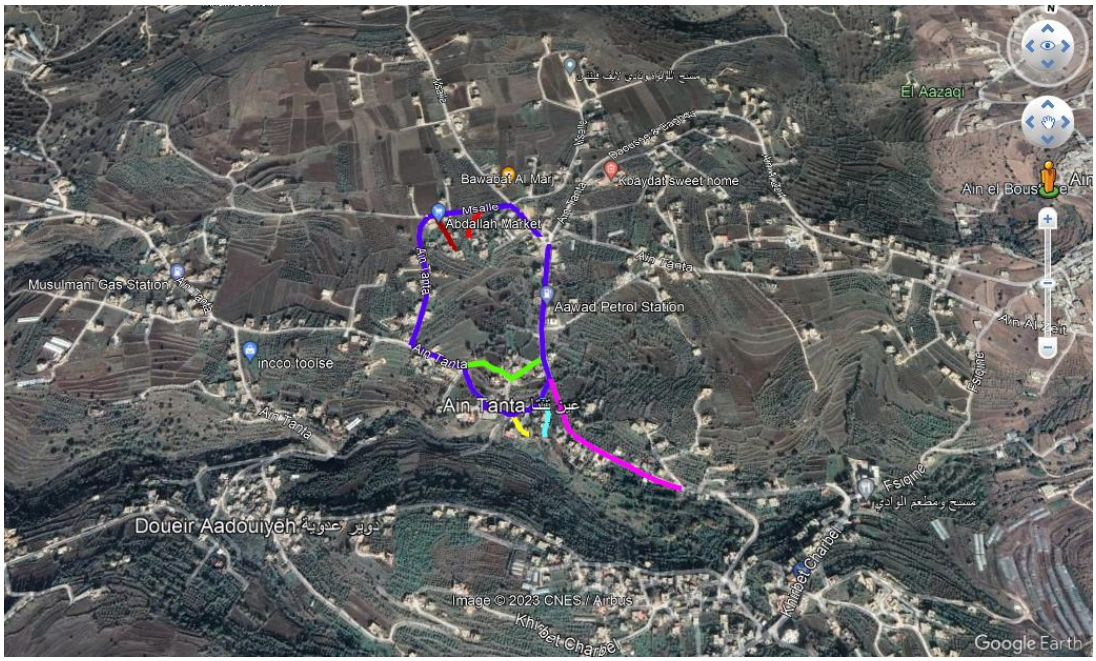

Figure 2: the suggested network in Ein Tenta village

In Sendyeneh:

A visit was conducted to the village of Sendyeneh, which contains a concrete reservoir that can distribute water to the whole village by gravity. However, this reservoir does not receive the water coming from Qoubayet reservoir due to its high level compared to the level of Qoubayet reservoir, therefore, the existing network needs an upgrade by the installation of a break tank (small tank on a specific point with booster) whose level lower than Qoubayet reservoir level, in order to fill it with water and then pump the water to the main Sendyeneh reservoir.

Consequently, a land is needed to apply the above-mentioned idea. Following our communication with the WE in Qoubayet and other local actors, we recognized the presence of land owned by the municipality that can be used for the purpose. By executing the break tank, with securing a power

source, we will be able to supply water for the rest of the village (around 50% of the village). The population of the village is about 2,000 persons.

In all the targeted villages, families depend heavily on private wells and on purchasing water (bottled water and water delivered by truck), except in Deir Ammar, where residents still benefit from the old network, but insufficiently.

The action of IRL will be in the form of an infrastructure project, which includes the installation of water networks (where required), the installation of a break tank in Al-Sendyeneh, and the installation of water counters at household units' level to sustain the water needs of the villages.

The executed infrastructure will be handed over to the NLWE which will be responsible for its operation and maintenance, in addition to collecting fees from the subscribed users and ensuring that there are no illegal connections. The action will aim at increasing the trust of the community in the NLWE, and facilitate better coordination between the NLWE and the municipalities.

Considering the complexity and size of the water distribution system that will be implemented, IRL will hire a consultant to design the system, which includes all aspects of the system, such as the distribution network and the reservoir, to mention a few. The consultant should have extensive experience and understanding of the area, and the state of the water situation in the area.

The consultant, below named as "Consultant", will thus design the water distribution system and follow up the activities (monthly visits if needed for a max of 6 visits for each network), in order to ensure the success of the project and facilitate reaching the objectives.

II.A. Duration of Design:

All works shall be conducted and finished no later than 30 days after issuing the work contract. As time is of essence of the contract, no time extension shall be granted due to the occurrence of any incidents or phenomena except force majeure cases.

II.B. Equipment, Material, and Labor:

All required equipment, materials, and labours for the required work shall be provided by the consultant.

II.C. Transportation:

All transportation, including transportation of the Consultant personnel and equipment to/from the job site and local transportation between job sites, shall be provided by the Consultant.

II.D. Accommodation and Other Expenses:

All accommodation and other expenses, if required for satisfactory performance of the work (coordination fees, communication fees, income tax, etc.) shall be provided by the Consultant.

II.E. Other Conditions:

Conditions not specified herein or elsewhere in the Contract Agreement, shall be agreed from both parties and put in written.

II.F. Inception mission:

The Consultant shall conduct an Inception Mission to meet with the stakeholders, identify data sources, review all project tasks, and prepare a detailed implementation plan. The Consultant shall submit a detailed Inception Report at the end of the Inception Mission.

II.G. Support during the implementation:

- Visits: The consultant shall have site visits during the implementation process of the project on a monthly basis if needed in order to check the different stages of the project and report to IRL any problem inspected in the field.
- Submittals: the consultant shall support IRL in the analysis and the approval of different submittals that will be submitted by the contractor prior to the implementation phase.

The Consultant is required to design a fully functioning water distribution system to provide water to the villages' locations.

The design should take into consideration the following aspects:

II.H. Storage:

The existing reservoirs in Deir Ammar and Sendyeneh should be inspected and the capacity of each reservoir has to be measured. These reservoirs shall be integrated into the water distribution network, depending on the feasibility study's results. The Consultant shall first inspect them to verify their usability. This is to be done by:

1. Structural Verification and Safety Insurance
2. Concrete and steel reinforcement investigation and tests
3. Inspection of mechanical equipment
4. Finishing items inspection
5. Water storage volume measurement
6. Reservoir scenarios

The break tank in Al-Sendyeneh:

The purpose of the break tank in Al-Sendyeneh is that the large reservoir that currently exists does not receive water from the Qoubayet Reservoir because its level is higher than the level of the Qoubayet Reservoir. Therefore, there is a part of the village that receives water directly from the Qoubayet Reservoir (the part whose level is lower than the level of the Qoubayet Reservoir) and another part does not receive water. In this context, we aim to build a break tank (concrete or plastic according to the need and study) on land belonging to the municipality whose level is lower than the level of the Qoubayet reservoir, and thus pumping water from this reservoir to the large reservoir and as a result supply water to all the houses of the village. The consultant must conduct a complete study to install this break tank with all accessories and necessary extensions and the pump needed to deliver water to the large reservoir, along with studying the construction of the electrical room and all its details, excavations, and backfilling, within specific and carefully studied drawings and specifications.

II.H.i. Structural Verification and Safety Insurance:

The Consultant shall be responsible for the verification of the structure of the existing water reservoirs. The verification shall include the foundation, the walls, and the upper slab. The verification shall identify if there is any failure due to aging or other factors and the repair methodology to be applied.

Moreover, the verification shall define whether the water reservoirs are safe and can carry the full load filled up with water, taking into consideration the dead, live load, and any other factor that can affect the structure.

(note: to be shown separately in the Consultant budget)

II.H.ii. Concrete and Steel Reinforcement Investigation and Tests:

The Consultant shall perform several tests in order to check up and identify the causes of damage for both the concrete and steel reinforcement. The Consultant shall start with the following:

A. Visual inspection:

The Consultant shall perform a visual inspection as a non-destructive method to assess the actual conditions of the concrete water reservoirs. During the inspection, particular attention should be given to the following defects:

- Cracks
- Spalling
- Corrosion of steel and rust staining
- Honeycombing due to poor vibration or grout loss
- Varying color or texture
- Areas in which remedial finishing work has already been carried out
- External contamination or surface deposits

- Wet or damp surfaces

All the above-mentioned defects, if detected, shall be investigated and defined. A repair methodology shall be identified and priced in order to ensure the sustainability of the structure.

B. The Schmidt rebound hammer (ASTM C805):

The Consultant shall perform Schmidt rebound hammer to test the surface-hardness and provide a quick check of concrete uniformity. The Schmidt rebound hammer shall be applied to the different surfaces of the concrete reservoirs and the rebound number shall be determined in order to estimate the compressive strength and stiffness of concrete. The Consultant shall avoid the existence of coarse aggregate and voids near the surface which may slightly affect the result of the test. The Consultant shall provide a calibration chart for a rebound hammer along with its relative compressive strength.

C. Durability and serviceability:

The Consultant shall test the concrete durability and serviceability by a non-destructive method, after the approval from IRL, in order to avoid any damage to the water reservoirs. The durability and serviceability of concrete water reservoirs shall be identified and determined throughout the whole structure and a repair method shall be provided, if the test shows a non-durable or a non-serviceable structure.

D. Hammer Method:

The Consultant shall perform a hammer method test in order to check for voids and delamination. The different sections, where voids exist, shall be identified and assessed in order to provide a repair method.

(note: to be shown separately in the Consultant budget)

II.H.iii. Inspection of Mechanical Equipment:

The Consultant shall inspect and test all mechanical equipment related to the reservoirs and the valve chambers and verify their integrity.

II.H.iv. Finishing items inspection:

The Consultant shall assess the condition of finishing items and shall provide an estimation of quantities for repair where possible. Finishing items include fences, steel gates, steel doors, steel windows, glasses, waterproofing, and painting. Fences, steel gates, windows and doors shall be mounted with lock, handle, and sustainable steel structure. The water reservoirs shall be waterproofed internally and externally to avoid any leakage or contamination of water.

II.H.v. Water storage volume measurement:

Finally, the Consultant shall measure the capacity of the existing reservoirs in order to assess the need of having additional water storage capacity within the water distribution system by building an additional reservoir or replacing the existing for a bigger capacity. The operations cost of the different possible scenarios shall be assessed.

II.H.vi. Reservoir Scenarios:

The Consultant shall estimate the required rehabilitation of the whole water tank along with the undercoat (quantity and the quality for painting…). In case rehabilitation is not viable, the Consultant will estimate the feasibility and requirements for demolition and new construction. The Consultant shall integrate the capacity and geographical location of the reservoirs into the distribution system and verify the need for either one or multiple, based on the relevant data.

The Consultant shall specify multiple solutions for the storage of the water in line with the design of the water distribution system, which should focus on reusing the existing facilities. Multiple scenarios can be proposed with higher efficiency and capacity.

II.I. Water Network:

The Consultant will receive the information regarding the existing or the proposed network in the targeted villages. He will then assess the network and perform a random spot-check test on the lines, and crosscheck the results with the documents provided. He will then go on to design the full network, reaching all beneficiaries, taking into consideration that it is important to reuse most, if not all, of the existing network. This design will primarily depend on the water demand of the villages, projected over 25 years to account for population growth, and should be in line with a topographical survey that the Consultant will perform.

The water network pipelines, materials of construction, line size, pressure releasing systems, bends, valves, end-use water pumping systems and water meters should be taken into consideration in the design phase.

The work includes the following:

- Calculation and sizing of the pipes.
- Design and sizing the needed valves, fittings and manholes.
- Calculation and sizing the pipes for house connections including water meters and protection boxes.

Concerning the inspection of the existing network, the Consultant shall share with IRL all relevant details he discovers regarding its condition and the correspondence with the document provided by IRL.

II.I.i. Calculation and sizing the primary and secondary transmissions lines:

The Consultant shall be responsible to find the optimum path for the water supply network and to do all the needed calculations in order to size all the transmission lines. The Consultant should follow all the standards, criteria, and factors approved by the Ministry of Energy and Water in Lebanon in his calculations and sizing of the pipes. The design should ensure that we have acceptable pressure and velocity at each junction, pipe, and house connection.

II.I.ii. Designing and sizing the needed valves and fittings:

The Consultant shall be responsible to do all the needed calculations in order to design and specify the places for all the needed valves, fittings and manholes for the water supply network needed for a proper operation and maintenance of the network.

II.I.iii. Calculation and sizing the pipes of the house connections:

The Consultant shall be responsible to do all the needed calculations in order to size the pipes of all house connections. The design should ensure acceptable pressure and velocity at each junction, pipe, and household connection.

The Consultant shall be responsible to specify and design all the needed valves, fittings and accessories for the installation of service connections and water meters, including protection boxes.

III. Deliverables:

Upon completion of all the inspections, surveys, studies, and design, the Consultant shall prepare a report which includes all the results of the inspections and the studies that were performed, with an analysis of the results and a study of their impact on the system.

The Consultant shall be responsible to provide IRL with a detailed report, showing all the factors, criteria, and technical standards that are used in the design of this water supply network meanwhile the Consultant should provide IRL with a signed certificate showing his responsibility for his proposed design and for any mistake might be faced during the implementation due to the design.

A detailed mapping of all the houses in the villages is required. The mapping list consists of:

- Number of buildings
- Number of floors
- Number of individuals in each building
- Total number of individuals in each village
- Number of schools
- Number of mosques/churches
- Total number of households in each village

- Volume of water tank for each building
- Number of small farms
- Number of shops, fuel stations
- The Cadastral limits for each locality

Additionally, the Consultant shall analyze the need for a topographical survey for all main roads and lanes in the villages. The results of the survey consist of:

- AutoCAD plan drawing shows all the elevations, nature, and types for each surveyed road and lanes, the place and type for all existing utilities, the place for all buildings, houses, schools, mosques and water tanks
- AutoCAD longitudinal profile drawing for all the surveyed roads and lanes which shows the elevations for each surveyed point and the distance and cumulative distance among all the surveyed points
- AutoCAD drawing shows all the contours' lines for the surveyed area in all localities.

The Consultant shall also provide a detailed work plan and a working simulation which includes the water source, the distribution network, the pumping station and the storage. The Consultant must specify the methodology used for the design as well as the profile of the key design engineers.

This design will include, but will not be limited to the following:

III.A. Reservoir:

Based on the design of the system, the demand and the output of the water source, the storage needs for the system will be calculated and compared to the capacity of the existing reservoirs, the possibility to integrate them into the system and their ability to reliably hold this capacity. Based on this, the Consultant shall provide multiple options for storage, which will focus as much as possible on reusing the existing reservoirs or their locations. These options will include the results of the analysis of the existing reservoirs, and the solutions to any problems that they may have. Then the Consultant shall specify the work to be done on the reservoirs, which could be either restoration or demolition and rebuilding.

The Consultant shall be responsible to generate a full detailed tender showing: general technical specifications, particular specifications, drawings, appendices required, the required material, the quality, installation methodology, suggested brands for each item and all the needed documents that will be used by IRL to hire a contractor to implement this work. In addition to that, the Consultant shall produce detailed design drawings for all parts of work. The Consultant shall be responsible to generate a bill of quantities setting out the quantities of procurement, quantities of work and defining how quantities will be measured for payment, in addition to confidential cost estimation for all the works.

III.B. Water Network:

The Consultant shall provide IRL with a report regarding the state of the existing network and its usability. In case the network has any problems that may affect the distribution system, the Consultant shall include the appropriate plan of action for repairs in the design of the water distribution system. The Consultant shall design the water distribution network with the existing network as a base and shall be responsible for providing the complete design.

The Consultant shall be responsible to provide IRL with a set of detailed drawings of the network; the drawings shall consist of the following:

- Detailed AutoCAD plan drawing for the water supply network showing the path of pipes, the direction of the flow, the size of each pipe, the place and type of each valve and manhole.
- Detailed profile drawings showing the ground elevation and the profile for each line, the depth of excavation for each pipe, the size of pipe, the place and type of valves, the velocity in each pipe, pipe details, the pressure at each junction, the hydraulic pressure at each junction and the place and type of each fitting.
- Detailed AutoCAD plan drawings showing all the technical specifications for all required valves, fittings and manholes.

The Consultant shall be responsible to generate a full detailed tender showing: general technical specifications, particular specifications, drawings, appendices required, the required material, the quality, installation methodology, suggested brands for each item, and all the needed documents that will be used by IRL to hire a contractor to implement this project. In addition to that, the Consultant shall produce shop drawings for all parts of work.

The Consultant shall be responsible to generate a bill of quantities setting out the quantities of procurement, quantities of work and defining how quantities will be measured for payment meanwhile the Consultant shall provide IRL with confidential cost estimation for all the construction works.

In case the bidding Consultant identifies a need for any additional tasks in order to finalize the full design for this project, he should detail technically the additional tasks he is willing to undertake and price it as detailed as possible in his quotation.

III.C. Break Tank and Pumping Station in Al-Sendyeneh village:

The Consultant shall provide IRL with a detailed design of the break tank, including the break tank location, volume, and methodology for installation. The Consultant shall also provide IRL with a flow rate and a pump size.

The Consultant shall provide a design for the pump room, the size of the pump to be installed with the tank along with the elevations, pumping heads, pump level, reported quantum of water

pumped, location, and sizing of the water pumping station with all required mechanical and electrical protections.

The Consultant shall provide a design for the size of the pipe to be installed to connect the pump to the transmission line connected to the Water reservoir.

The Consultant shall provide a design for the size, specifications, and locations of the required valves (check valves, air release valves, anti-hammer valves…), fittings to be mounted and room to be installed. The electrical control panel (PLC) with all required protections.

The Consultant shall provide a design for the size, specifications and location of the electrical generator, the fuel tank, the step-up voltage systems, solar panels, and their electrical system and the connection of the pump to the power grid.

The Consultant shall provide a design for the size and specification of the treatment unit based on the raw water analysis, if found to be needed (Chlorination, iron treatment, etc.).

The Consultant shall provide a design for the size, specifications, and number of fire extinguishers, and other safety items.

The Consultant shall provide a design for the inspection of the existing transmission line supplying water to the reservoir to ensure its proper use as an adduction line from the break tank to the reservoir.

The Consultant shall provide a design for the landscape design including the fence, security, guard house, roads, walkways, external lighting, etc.

The Consultant shall be responsible to generate a full detailed tender showing: general technical specifications, particular specifications, drawings, appendices required, the required material, the quality, installation methodology, suggested brands for each item, and all the needed documents that will be used by IRL to hire a contractor to implement this project. In addition to that, the Consultant shall produce shop drawings for all parts of work. The Consultant shall be responsible to generate a bill of quantities setting out the quantities of procurement, quantities of work, and defining how quantities will be measured for payment meanwhile the Consultant shall provide IRL with confidential cost estimation for all the construction work.

IV. Application process:

IV.A. Proposition to submit:

Based on all information detailed above and his own expertise, the Consultant is expected to share a detailed proposal defining the design that should be considered to ensure reaching the project objective and related output.

The following elements will have to be included within the Consultant’s proposal:

- Definition of studies and activities that would have to be considered to ensure the design of the water distribution system at all phases, including a description of related objectives and methodologies considered.
- Description of the modalities considered to ensure proper coordination and communication with IRL regarding the system design, follow-up, and results.
- Description of the means and resources to be considered for a qualitative and timely implementation.
- A detailed work plan (weekly basis), phasing activities considering period and dates of the project.
- A detailed budget presenting the Consultant's proposal regarding materials, equipment, human resources and logistical support costs that are forecasted for the design period.

IV.B. Consultant's profile required:

IV.B.i. Legally registered:

IV.B.ii. Professional experience required:

For this proposition, IRL will consider Consultants being active in Lebanon, more specifically with the Ministry of Energy and Water and the Water Establishments, and having experience with water infrastructure implementation, more specifically toward public services access.

IV.B.iii. Consultant's staff profile:

Staff of the Consultant will have to have a related background and sufficient experience in water distribution system design, in order to ensure efficiently all aspects of the Consultant's design.

IV.B.iv. Languages:

- Fluency in English (oral and written)
- Fluency in Arabic (oral and written)

IV.C. Selection process:

After the reception of the offers, the selection committee will meet and proceed to the first pre-selection. Then, the pre-selected Consultants will be invited to an interview to present in more detail the outline of their design and proposal. At this stage, Islamic Relief - Lebanon may request additional documents in order to proceed with the final selection.

IV.C.i. Financial Analysis:

A detailed budget presenting the Consultant's proposal regarding materials, equipment, human resources, and logistical support costs that are forecasted for the design.

IV.C.ii. Administrative Analysis:

- Registration documents.
- Presentation of all the activities of the Consultant in Lebanon and its current areas of intervention.

IV.C.iii. Technical Analysis:

Written Proposition of no more than 20 pages presenting;

- Definition of studies and activities that would have to be considered to ensure the design of the water distribution system at all phases, including a description of related objectives and methodologies considered.
- Description of the modalities considered to ensure proper coordination and communication with IRL regarding the system design, follow-up, and results.
- Description of the means and resources to be considered for a qualitative and timely implementation.
- A time frame detailing the duration of each activity and study of the design.
- A detailed BoQ, including all the costs needed for the design of the system, and all the expenses related to this design.
- List of similar consultancies performed in the past 10 years:

  Provide a table presenting for each consultancy the following elements:

  - Name of project/kind of consultancy
  - Total value of the contracted consultancy
  - Total value of the works designed and/or supervised
  - Duration of the contract
  - Starting date
  - Contracting authority and location of the works
  - Issuing of final acceptance:
    - Yes
    - Not Yet (ongoing contract)
  - Presentation of both most relevance experience, within the past 10 years, related to water distribution systems design in Lebanon, including, but not limited to:
    - Contract signed with a partner or donor
    - Narrative description (not more than 5 pages) of the related project and results
    - (Any document proving that you have already performed this type of activity)

- Description of Consultant's expert staff profile

Note that an incomplete file will not be analyzed and the offer will not be part of the final selection.

IV.D. Questions and Clarifications:

Bidders may submit questions by email, up to three (3) calendar days before the deadline for submission of tenders, specifying the publication reference and the Tender title to the following address:

Procurement@islamicrelief-leb.org

mentioning as title of the email:

IRL-Upgrade Water Supply Networks in Most Vulnerable Areas in Akkar North Lebanon

IV.E. Eligibility:

Participation in tendering is open on equal terms to any consultant.

In any case, whatever the status of the participants to this call for tenders, applicants must comply with the following rules:

- Not involved in violation of human rights (Slavery, child labor, human trafficking)
- Not restricted to conduct business by any local, national and international legal bodies

IV.F. Notification award and contract signature:

The successful bidder(s) will be informed in writing that its tender has been accepted (notification of award). Islamic Relief will send the signed framework agreement purchase documents in two original copies to the successful bidder.

If the successful tenderer fails to sign and send back the contract within ten (10) working days, Islamic Relief can consider after notification the award as null and void.

IV.G. Ownership of tenders:

Islamic Relief shall retain ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

Agency Information:

1	Name of Agency	
2	Name of the Owner and Partner	Owner: Partner: Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2019 ☐ 2020 ☐ 2021 ☐ Bank Statement ☐
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached ☐
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

Reference List

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	**Reference 2**	**Reference 3**
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			

Delivery Time

How many days, from the time of signing the Contract will it take you to start the design?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التصميم ؟

Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	