



Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon



Islamic Relief
Lebanon

Tender No: IRL - T2023 - 045

Date: 22/12/2023

Location: Lebanon - Tripoli

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:

Islamic Relief Lebanon is implementing a WASH project in Tripoli to improve access to clean and safe water. 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. This Action will directly target vulnerable communities in different locations by: Developing, upgrading, and rehabilitating water schemes to provide water services.

Islamic Relief Lebanon intends to contract a construction company to implement the following water supply activities:

- 1. Scheme 1: Sir Dannieh proposed Pump Station**
- 2. Scheme 2: Bkaasfrine proposed Water Lines**
- 3. Scheme 3: Deir Ammar proposed Water Lines (Optional based on budget availability- final decision remains at IR Lebanon to proceed with the Scheme)**



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Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

فردان، شارع صائب سلام،
سنتر كجك الطابق 4 و 5،
بيروت، لبنان



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 Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.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 عشر 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 Bank fees when cheque withdrawn are on the account of the supplier.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.
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة.
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 إعتداد أي نموذج آخر 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 at the reception 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 ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يتم تسليم هذا المغلف بيده في مكتب الإستقبال في مكتبتنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسلة في البريد الإلكتروني لن تأخذ بعين الاعتبار.
6. The deadline to fill and submit this quotation is on 19/01/2024 at 4:00 pm and any bid will not be accepted after this time.
ان مدة انتهاء صلاحية هذه المناقصة هي في 2024/01/19 الساعة 4:00 عصراً وأي مناقصة تقدم بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry 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 يتصلوا مع قسم المشتريات من خلال البريد الإلكتروني (procurement@islamicrelief-leb.org) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.
8. 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 بالإضافة الى صورة عن هوية مالك الشركة.
9. Invoice must be official and legal.
الفاتورة يجب أن تكون قانونية بالكامل.





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10. Prices must be in United states dollars.
الأسعار بالدولار الأمريكي
11. Prices include delivery to any place in Lebanon at any time requested.
السعر شامل التوصيل الى أي مكان في لبنان.
12. Portfolio to be submitted attached to the quotation.
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. 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.



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2. SPECIFICATION OF REQUIREMENT

Main Deliverables

Deliverable	Description	Timeline
Sir Dannieh proposed Pump Station	Upgrade of the existing Syr Dannieh pump station by installation of a new submersible pump in a barrel with manhole, cabinet and all related activities, in accordance with the attached specifications, BOQ and drawings. The work will be under the supervision of IRL or a 3 rd party assigned by IRL.	Date of delivery is as soon as possible after contract signature.
Bkaasfrine proposed Water Lines	Rehabilitation of the existing Water supply network in Bekaasefrine – North Lebanon, by installation of new pipelines and all related works, in accordance with the attached specifications, BOQ and drawings. The work will be under the supervision of IRL or a 3 rd party assigned by IRL.	Date of delivery is as soon as possible after contract signature.
Deir Ammar proposed Water Lines	Rehabilitation of the existing Water supply network in Deir Ammar – North Lebanon, by installation of new pipelines and all related works, in accordance with the attached specifications, BOQ and drawings. The work will be under the supervision of IRL or a 3 rd party assigned by IRL.	Date of delivery is as soon as possible after contract signature.
Method statement	The bidder is requested to submit a method statement including delivery schedule for each scheme.	Date of delivery is as soon as possible after contract signature.
Material	The bidder must fill the list of material submittals attached, in addition to data sheets. Materials that are not submitted will be scored as “0”	During submission of bid
Team Communication	Contractor’s team need to coordinate with IRL team officially regarding delivery process and implementation.	During delivery.
Restrictions	Supplier’s team is not allowed to communicate with beneficiaries and Water Establishment. It is IRL team responsibility to prevent any miss communication with beneficiaries and Water Establishment.	During delivery.
Field Visit	Field visit to project site needs to be in coordination with the logistics team 7 calendar days before the tender deadline. Please arrange with the log team: procurement@islamicrelief-leb.org	Before Tender deadline





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3. SERVICE REQUIREMENTS AND SCOPE OF WORK

For Service requirement and scope of work refer to the attached documents as follow:

1. Scheme 1: Sir Dannieh proposed Pump Station

Volume 2: General Specifications
Volume 4: Detailed BOQ
Volume 5: Tender drawings

2. Scheme 2: Bkaasfrine proposed Water Lines

Volume 2: General Specifications
Volume 3: Particular Specifications
Volume 4: Detailed BOQ
Volume 5: Tender drawings

3. Scheme 3: Deir Ammar proposed Water Lines (Optional based on budget availability- final decision remains at IR Lebanon to proceed with the Scheme)

Volume 2: General Specifications
Volume 3: Particular Specifications
Volume 4: Detailed BOQ
Volume 5: Tender drawings

Below One Drive link presents all the above volumes related documents for each water scheme:

<https://drive.google.com/drive/folders/1zJltobjUwRa6J1OxUmnGjD8KB-1-r-HZ?usp=sharing>



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4. AWARD CRITERIA

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
Financial capacity and company profile Company should have stable financial capacity and good capital.	5%
Working experience with INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular Infrastructure including Water supply & pump stations projects. Having at least +5 years of experience in the abovementioned field, with an overall budget for implemented projects not less than 500,000 USD, including 2 projects in last 5 years with a scale similar to the project.	5%
Field visit to project site: needs to be in coordination with the logistics team 7 calendar days before the tender deadline. Please arrange with the log team: procurement@islamicrelief-leb.org	5%
Quality of commodities Items quality should be in line with desirable attached specs. <u>The bidder must fill the list of material submittals attached, in addition to data sheets. Materials that are not submitted will be scored as "0"</u>	35%
Price Items price should be in line with market prices including provision, installation, testing and operating, uploading, offloading transporting to site of IRL project.	50%
Total	100





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.	2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> Bank Statement <input type="checkbox"/>
8	Company Structure including attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
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			





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Delivery Time

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
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Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	



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Anti-Bribery and Anti-corruption

Bribery: The offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organization's activities.

Corruption: The misuse of entrusted power for private gain.

Islamic Relief does not allow any of its people to behave in a corrupt manner whilst carrying out Islamic Relief's work. Islamic Relief people must not give or accept bribes or facilitation payments; nor give or accept inappropriate hospitality; and must always, in acting for Islamic Relief, have the highest ethical and legal standards.

Islamic Relief has a zero tolerance policy on anti-corruption and bribery. The rule is simple:

YOU MUST NOT OFFER OR ACCEPT BRIBES OF ANY KIND, WHETHER DIRECT OR INDIRECT.

The bribe can be of anything – be that money, inappropriate gifts or hospitality, kickbacks or facilitation payments – and of any value. The size of the bribe is irrelevant if its purpose is to influence your or their conduct in some way. A bribe is still a bribe even when it may appear normal practice in the country you are operating in.

The bribe can also be indirect as well as direct. Either way, it is still a bribe and you and/or Islamic Relief could commit a crime.

This form should be signed by all staff and vendors to ensure the protection of our team and vendors and to show their high commitments towards this policy:

Name:

Position:

Signature:



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Child Protection Core Statement

Islamic Relief believes that all children have a right to personal dignity and protection from abuse and it recognizes the special responsibility and duty of care it bears to create a safe environment for children within the projects and programmes it manages and supports. The interest of child safety and protection should be paramount to any other interest which might compromise it.

تؤمن الإغاثة الإسلامية أن جميع الأطفال لهم الحق في العيش بكرامة، ولهم الحق في الحماية من أي شكل من أشكال الاعتداء، كذلك تأخذ الإغاثة الإسلامية على عاتقها مسؤولية حمايتهم وتوفير المناخ الآمن لهم في كافة أنشطتها. لذلك فإن الإغاثة الإسلامية تطلب من جميع الشركاء والموردين، ومن لهم أي علاقة بنشاطات الإغاثة الإسلامية أن يحترموا و يعملوا على رعاية وحماية الأطفال بشكل عام، بما في ذلك الالتزام بتنفيذ سياسات وإجراءات فعالة لحماية ورعاية الأطفال وصغار السن من الإساءة والاستغلال بكافة أشكاله وبخاصة الحماية من الإساءة والاستغلال الجسدي، الجنسي، العاطفي، أو أي نوع آخر من الإساءة، وإعطائهم الحق في المشاركة في أية قرارات تتعلق بهم مع احتفاظهم بحقهم في التظلم في حالة تعرضهم لأي إساءة أو استغلال.



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Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;
and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.





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Modern Slavery Policy

Dear vendor,

As you may already be aware of Modern Slavery Act 2015 and the importance of this to Islamic Relief and their operations around the globe. It is imperative that our suppliers are given as much information about modern slavery and that we both work together to help eliminate this within our supply chains nationally and globally and in each and every country in which we operate. The governance team here in the UK have designed a sensitization form (attached) that will provide suppliers information about Modern Slavery and help them understand this better and why this is very important for Islamic Relief.

We therefore kindly request that you read and understand the attached Modern Slavery Sensitization Form and confirm receipt of this. Once this has been read and understood we urge you to remove all forms of modern slavery from your premises, offices and the entire supply chain.

Islamic Relief may undertake an audit at any time and perform checks to ascertain that our suppliers adhere to this legislation and that there is no evidence of Modern Slavery within your business and premises.

We hope this will not deter you in supplying goods, services or works to Islamic Relief and trust you will support us in this noble task.

If there is any further information required then please do not hesitate to contact us.

Best Regards

Procurement officer

For further information on the Modern Slavery Act 2015 please refer to the website link below;

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>



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