

## INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

### ACTED TUNISIA/LIBYA

Date: 18/07/2018

Tender N°: T/14CUJ/86DREH/BEN/18-07-2018/002

ACTED is requesting through this tender a company to provide detailed written quotations for the supply of the following works :

**PRODUCT SPECIFICATIONS:**

1. Description: **Rehabilitation of Shohada Al Hawari School in Al Hawari, Benghazi city  
Rehabilitation of the Psychological Hospital Section (B) Men in Al Hawari Benghazi city  
Rehabilitation of the Psychological Hospital Section (C) Women in Al Hawari Benghazi city**
2. Product class / category: **Supply / Works - Rehabilitations**
3. Made in (product origin): **Various**
4. Product stage: **Finished products / Ready to use**
5. INCOTERMS (delivery conditions): **DDP Al Hawari, Benghazi city, LIBYA**

**Suppliers can bid for one or several lots. If the supplier answers only to one lot, this supplier will be considered as eligible for the tender.**

Lot n°	Description	INCOTERMS/Delivery point	Category	Delivery deadline
1	<b>Rehabilitation of Shohada Al Hawari School in Al Hawari <u>Mandatory Site visit to be done on the 25/07/2018 at 11:00AM</u></b>	DDP Al Hawari, Benghazi City	Supply / Works	<b>30/11/2018 – Timetable to be submitted by bidders</b>

2	<b>Rehabilitation of the Psychological Hospital Section (B) Men in Al Hawari</b> <u>Mandatory Site visit to be done on the 26/07/2018 at 11:00AM</u>	DDP Hawari, Benghazi City	Supply / Works	30/11/2018 – Timetable to be submitted by bidders
3	<b>Rehabilitation of the Psychological Hospital Section (c) Women in Al Hawari</b> <u>Mandatory Site visit to be done on the 26/07/2018 at 11:00AM</u>	DDP Hawari, Benghazi City	Supply / Works	30/11/2018 – Timetable to be submitted by bidders

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: **DDP Al Hawari, Benghazi city, LIBYA**
2. Date of delivery for: **30/11/2018 – Timetable to be submitted by bidders**
3. Validity of the offer: **Recommended 6 months**

**The answers to this tender should include the following elements:**

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit. Total price of each rehabilitation will be considered a Lump Sum.
- timetable for the rehabilitation works
- Signed and stamped instructions for bidders;
- A copy of company registration documents and ID of the legal representative of the company;
- The CV of the site engineer
- Proofs of past experiences in a similar field of activity (including references' contacts).
- An IBAN in the name of the company applying **only**.
- A letter confirming that the bidder has done the mandatory site visit
- A catalogue and technical specifications of the products or if there are different options, a sample of each option might to be submitted after preselection;
- Filled, signed and stamped Bidder's Questionnaire Form and Bidder's Ethical Declaration;
- Only suppliers and/or companies are eligible to bid (companies with registration certificate);
- The certificates of origin for supplies for goods/supplies is requested;
- ACTED reserves the right to exclude products from certain origins with regard to procedures of these donors (ex: EU forbidden origin of goods).

**GENERAL CONDITIONS:**

1. The **closing date** of this tender is fixed on **01/08/2018 at 17:00 (local Libyan time)** in ACTED Libyan office at the following address:  
ACTED Area office in Benghazi: First ring road, Afoyhah Area. Benghazi, Libya  
Or by email to: [libya.tender@acted.org](mailto:libya.tender@acted.org), cc: [tender@acted.org](mailto:tender@acted.org)
2. Offers shall be submitted in English and in **LYD, all taxes and duties included.**
3. Prices should **include delivery costs to required locations as well as labour fees.**
4. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
5. Bidders will sign and return all pages of the Product Specifications for which they apply.
6. The offer to the call for tender will not result in the award of a contract.
7. The supplier can bid for one or several lot. ACTED reserves the right to contract different supplier for each lot.
8. The offer must be submitted to ACTED Tunisia/Libya Logistics department in a sealed envelope with the mention:  
“*T/14CUJ/86DREH/BEN/18-07-2018/002* - not to be opened before 02/08/2018”.
9. Unsealed envelopes and late offers will not be considered.
10. **Construction and installation works should not exceed two (2) months after contract's signature.**
11. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, contractors' data shall be automatically processed.

Name of authorized representative :

Date of signature :

Signature :

**OFFER FORM – ACTED TUNISIA/LIBYA**

Date:

Tender Ref: T/14CUJ/86DREH/BEN/18-07-2018/002

**To be Filled by Bidder (COMPULSORY)****Details of Bidding Company:**

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address: ( \_\_\_\_\_ )  
Country/Governorate/City/St name/Shop-Office No
  - a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )
  - b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**The Tenderers can bid for one or several lots, they will still be considered as eligible**

**LOT 1: REHABILITATION OF Shohada Al Hawari SCHOOL IN AL HAWARI**

**PLEASE FILL IN THE ATTACHED TABLE BELOW AND THE CORRESPONDING BOQ**

Item No.	Item Description	Unit	Quantity	Unit Cost in LYD (All Taxes and Duties Included)	Total Cost in LYD (All Taxes and Duties Included)
<b>1-(DEMOLISH, REMOVING &amp; PREPARATION) WORKS</b>					
1.1	Removing and disposal all garbage away from the site and dump all materials at main disposal area, all according to the work techniques and instruction of the engineer.	M <sup>3</sup>	100		
<b>Sub-Total of Demolishing Works in LYD (All Taxes and Duties Included)</b>					
<b>2-DOORS, WINDOWS, SUSPENDED CEILING&amp; METAL WORKS</b>					
2.1	Repairing and maintain of aluminum windows, doors and portions. Repairing shall be made out by the replacing and reinstalling of any damaged parts of the aluminum or hinges, locks, handle, rubber .....etc., all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	10		
2.2	Supplying and installing of Steel Sheets for the metal doors. The work shall include all required materials and workmanship. Installing shall be made out by welding the steel sheet in the existing protection metal doors, painting shall be made by smoothing, cleaning, one coat of primer and two coats of approved paint and color, rate shall include changing of hinges, locks, handle, and all accessories all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	10		
2.3	Supplying and installing of aluminum doors and windows from approved sample as BS rate shall include hinges, locks, handle, glass and all accessories and fittings all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	45		

2.4	Repairing and maintain of gypsum suspended ceiling. Repairing shall be made out by replacing and reinstalling any damaged panel, all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	180		
2.5	Supply and install of Italian made handle and locks for wooden doors according to the approved sample, all according to the work techniques and instruction of the engineer.	No	20		
2.6	Repairing of wooden doors with the frame. The repairing shall be made by cutting off the damage parts and replacing them with new wooden parts, fixing shall made by nails and gluing the new parts with old parts, removing old paint adding wooden paste to hide any defects, rate shall include hinges, locks, handle, glass, painting, and all accessories all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	20		
2.7	Painting of wooden doors, shall be applied with two coats of wood preservative, two coats of primer, two coats of wood sheen spray paint, rate shall include removing of old paint, protection of floor and wall, knotting, skirting with tapes.....etc., all according to the work techniques and instruction of the engineer.	No	8		
<b>Sub-Total of Metal Works in LYD (All Taxes and Duties Included)</b>					
<b>3-SANITARY WORKS</b>					
3.1	Supply and installation of toilet seats cover according to the approved sample, all according to the work techniques and instruction of the engineer.	No	20		
3.2	Supply and installation of Italian flexible hose with sprayer for toilets and replacing the existing, all according to the work techniques and instruction of the engineer.	No	20		
3.3	Supply and installing of complete package of toilets box drain from approved sample, and all accessories and fittings, all according to the work techniques and instruction of the engineer.	No	10		
3.4	Supply and installing of 3/4 or 1 inches PPR pipes. Pipes shall be jointed, fixed & connected to basins, toilets& water boilers with all accessories and fittings, all according to the work techniques and instruction of the engineer.	ML	40		
3.5	Supply and installing of toilets from approved sample with dual flush, capacity of 10 liter, rate includes seat cover with stainless steel hinges, and all accessories, all according to the work techniques and instruction of the engineer.	No	1		
3.6	Supply and installing of water boiler 80 liter capacity (Ariston or equivalent product). Rate includes all accessories, all according to the work techniques and instruction of the engineer.	No	2		

3.7	Supply and install of Italian made water mixer tap according to the approved sample, all according to the work techniques and instruction of the engineer.	No	2		
3.8	Cleaning and draining of internal and external sewerage system. Rate shall include any closed parts, all according to the work techniques and instruction of the engineer.	Lump Sum	1		
<b>Sub-Total of Sanitary Works in LYD (All Taxes and Duties Included)</b>					
<b>4-MEMBRANE WORK</b>					
4.1	Supply and installation of waterproof reinforced membrane on the roof. Installation shall be made out by two layers of 4 mm thick modified bituminous and the membrane shall be laid fully torched on sloped blind concrete with minimum of 10 CM end laps and 25 CM side laps. Rate shall include installing of aluminum skirting all over the building, removing existing membrane, removing of existing gravels and reinstall it, cleaning, cracks curing, all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	600		
4.2	Supply and fill all of the construction or expansion joints with Sika flex 1a. Rate shall include removing the existing, cleaning well by using grinder, all according to the work techniques and instruction of the engineer.	ML	100		
<b>Sub-Total of Membrane Works in LYD (All Taxes and Duties Included)</b>					
<b>5-ELECTRICAL WORKS</b>					
5.1	Checking, testing and commissioning the entire electrical system in the building and fix all the system defects to ensure safe operation. The rate shall include all requirement materials such as wiring, circuit brickers, control panel boxes ..... etc. All according to the work techniques and instruction of the engineer.	lump Sum	1		
5.2	Supply and installing of 16 A single electrical switch (ABB or equivalent) produced for lighting controlling, and replacing of the existing, all according to the work techniques and instruction of the engineer.	No	6		
5.3	Supply and installing of electrical sockets with three pins (ABB or equivalent) produced for lighting controlling, and replacing of the existing, all according to the work techniques and instruction of the engineer.	No	6		
5.4	Supplying and installation of outdoor Halogen lights from 500 to 1000 watt complete with cover and all necessary from approval sample and all according to the work techniques and instruction of the engineer .	No	4		

5.5	Supplying and installation of fluorescent lamp 40 w, 120 cm long, replacing the existing from approval sample (such as Philips or any equivalent product).	No	40		
5.6	Supplying and installation of water proof fluorescent lights 4*40 w, 60 cm long complete with cover and all necessary and replacing the existing.	No	14		
5.7	Supplying and installation of fluorescent lights 2*40 w, 120 cm long complete with cover and all necessary at second floor and replacing the existing which will be installed in ground and first floors all according to the work techniques and instruction of the engineer.	No	42		
<b>Sub-Total of Electrical Works in LYD (All Taxes and Duties Included)</b>					
<b>TOTAL OF ALL in LYD (All Taxes and Duties Included)</b>					

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (Recommended: 6 months or more)
2. Terms of delivery: DDP Al Hawari, Benghazi city, LIBYA
3. Payment terms: \_\_\_\_\_ (Recommended: 50% payment at 50% of the works completed and 100% after completing the works/delivery)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF Lot 1 DOCUMENT**



**LOT 2: REHABILITATION OF THE PSYCHOLOGICAL HOSPITAL SECTION (B) MEN, IN AL HAWARI, BENGHAZI**

PLEASE FILL IN THE ATTACHED TABLE BELOW AND THE CORRESPONDING BOQ

Item No.	Item Description	Unit	Quantity	Unit Cost in LYD (All Taxes and Duties Included)	Total in LYD (All Taxes and Duties Included)
<b>1-(DEMOLISH, REMOVING &amp; PREPARATION) WORKS</b>					
1	Demolish and removing of floor tiles, the surface must be clean and free from any dust or surface contaminants and dumping the disposal materials at main disposal area, all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	32		
<b>Sub-Total of Demolishing Works</b>					
<b>2-BUILDING WORKS</b>					
2.1	Supply and building of walls from cement hollow bricks, cement mortar, shall contain 440 Kg of cement and 1 M3 sand must be mixed with clean drinkable water, all according to the work techniques and instruction of the engineer. Size 40*20*15 CM.	M <sup>2</sup>	35		
2.2	Supply and building of walls from cement hollow bricks, cement mortar, shall contain 440 Kg of cement and 1 M3 sand must be mixed with clean drinkable water, all according to the work techniques and instruction of the engineer Size 40*20*20 CM	M <sup>2</sup>	40		
<b>Sub-Total of Building Works</b>					
<b>3-CONCRETE WORKS</b>					
3.1	Supplying and cast of C30 reinforcement concrete for doors sills (20*20*150) Cm. Casting shall be made by putting up plywood formwork, reinforcement bars 90 kg/m <sup>3</sup> , pouring of C30 concrete, concrete shall contain: 350 Kg of cement, 0.8 M3 of aggregates and 0.4 M3 of sand all mixed with clean drinkable water. The rate shall include formwork, handling, vibrating, curing...etc. All according to the work techniques and instruction of the engineer.	No	5		

<b>Sub-Total of Concrete Works</b>					
<b>4-PLASTER WORKS</b>					
4.1	Supply and carry out plaster for internal walls, cement mortar shall contain 300 Kg of cement and 1 M3 sand. All must be mixed with clean drinkable water; galvanized mesh will be used as necessary. All according to the work techniques and instruction of the engineer.	M <sup>2</sup>	150		
4.2	Repairing and curing of construction joints (4.5 M) by cleaning the joints, removing any loose materials, filling in with sealed materials (such as sika flex 1a or any equivalent product) Returning of any removed layers, all according to the work techniques and instruction of the engineer.	lump Sum	1		
<b>Sub-Total of Plaster Works</b>					
<b>5-PAINTING WORKS</b>					
5.1	Supply and painting of ceiling with emulsion paint. Paint must be from approved paints (color & product) such as (Jotun, Deluxe, Super latex or any equivalent product). Rate shall include removing of old paints, one coat of primer, two coats of approved paints using putty before, preparation of surface, smoothing, knotting, stepping, protection of floor, doors, windows.....etc., all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	300		
5.2	Supply and painting using oil paint for Internal walls from approved paints (color and product) such as (Jotun, Deluxe, Super latex or any equivalent product). Rate shall include removing any old paints, one coat of primer, two coats of approved paints using putty before, preparation of surface, smoothing, knotting, stepping, protection of floor, doors, windows.....etc. all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	500		
<b>Sub-Total of Painting Works</b>					
<b>6-MARBLE, CERAMIC &amp; TILES WORKS</b>					
6.1	Supply and installation of marble (Carrara marble) for window, door& stairs. Marble shall be used with 30 mm thick and from 200 to 350 mm width. The installation shall be made by gluing small size of aggregates (5-10) mm, glue must dry out before the installation, cement mortar shall contain 350 Kg of cement and 1 M3 sand or (less than 5 mm size of crushed lime stones). All must be mixed with clean drinkable water. All according to the work techniques and instruction of the engineer.	ML	26.5		
6.2	Supply and installation of Mosaic tiles size of 50*50Cm for control room floor from approved	M <sup>2</sup>	32		

	sample. Installation shall made by cement mortar paste contains of 300 Kg of cement and 1 M3 sand must be mixed with clean drinkable water. Rate shall include backfilling with sand mixed with cement, grouting,...etc., all according to the work techniques and instruction of the engineer.				
6.3	Supply and installation of ceramic skirting for control room from approved sample. Installation shall made by cement mortar paste contains of 300 Kg of cement and 1 M3 sand must be mixed with clean drinkable water, all according to the work techniques and instruction of the engineer.	ML	42		
6.4	Grouting & scrapping of floors, all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	225		
<b>Sub-Total of Marble and Ceramic Works</b>					
<b>7-DOORS, WINDOWS, SUSPENDED CEILING&amp; METAL WORKS</b>					
7.1	Fabricate, supply, & installation of soled wooden doors with frame, made out of approved quality timber (such as Mogen wood or equivalent kind) with thickness not less than 45 mm of solid core wood. Rate shall include four hinges at least, locks, handle, painting and all accessories all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	10		
7.2	Supply and installing of high quality aluminum for windows from approved sample. Rate shall include hinges, locks, handle, rubber, glass and all accessories and fittings all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	2		
7.3	Remove maintain and reinstalling of metal doors. Rate shall include changing of hinges, locks, handle, painting...etc. all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	7		
7.4	Fabricate, supply and install of metal protection cages for flour scent and fans. The work shall include all required materials, workmanship. Fabricating shall be made out by using steel mesh and 20*20*2.5 mm cross section steel. Painting shall be made by smoothing, cleaning, one coat of primer and two coats of approved paint and color, all according to the work techniques and instruction of the engineer.	No	30		
7.5	Fabricate, supply and install of aluminum plates for toilet's wooden doors. The work shall include all required materials, workmanship. Fabricating shall be made out by using aluminum plates 10 CM to be as aluminum skirting at bottom of the door and from three side, all according to the work techniques and instruction of the engineer.	No	11		

7.6	Fabricate, supply and install of metal tower with size of 1.8*1.8 M with height of 2 M to be used for water tanks capacity 3000 liter. The work shall include all required materials, workmanship. Fabricating shall be made out by using 50*50*2.5 MM cross section of steel. Painting shall be made by smoothing, cleaning, one coat of primer and two coats of approved paint and color, all according to the work techniques and instruction of the engineer.	No	1		
<b>Sub-Total of Metal Works</b>					
<b>8-SANITARY WORKS</b>					
8.1	Fabricate and build a hand wash basin with dimensions of 220*50*100 Cm completely with siphon and three Italian water mixer taps. Rate should include concrete works, bricks work, marble works, drain works, .....etc., all according to the work techniques and instruction of the engineer.	No	1		
8.2	Supply and installing of Turkish toilet size 50*60 Cm from approved sample with 10 liter flush capacity , rate includes all accessories and fittings, all according to the work techniques and instruction of the engineer.	No	1		
8.3	Supply and installing of 3/4 and 1 inches PPR pipes, pipes shall be jointed, fixed & connected to basins, toilets, water boilers& water tanks with all accessories and fittings such as hoses, valves.....etc., all according to the work techniques and instruction of the engineer.	ML	12		
8.4	Supply and installing water tank with 3000-liter capacity made from P.V.C from approved sample. Rate shall include all accessories and fittings, valves, automatic timer, all according to the work techniques and instruction of the engineer.	No	1		
8.5	Supply and installing of 1 HP water centrifugal pump (SAER or DAM or equivalent product). All according to the work techniques and instruction of the engineer.	No	1		
8.6	Supply and installing of water heater 100 liter capacity (Ariston or equivalent product). Rate shall include all accessories, all according to the work techniques and instruction of the engineer.	No	2		
8.7	Remove, maintain and reinstalling of water heater. Rate shall include changing of valves, hoses...etc. all according to the work techniques and instruction of the engineer.	No	3		
8.8	Supply and installing of Italian water mixer taps with sprayer for showers. Rate shall include all accessories, all according to the work techniques and instruction of the engineer.	No	3		

<b>Sub-Total of Sanitary Works</b>					
<b>9-ELECTRICAL WORKS</b>					
9.1	Supply and installing of 16-line control panel. Rate shall include all necessary materials such as cables, conduits, box, circuit breakers (16, 25 & 32 A), three faces main circuit breaker .....etc. from approved sample, all according to the work techniques and instruction of the engineer.	NO	1		
9.2	Supply and installing of 16A single electrical switch (ABB or equivalent product) for lighting controlling, which will be installed in the control room, all according to the work techniques and instruction of the engineer.	No	10		
9.3	Supply and installing of electrical sockets with three pins (ABB or equivalent product) for control room all according to the work techniques and instruction of the engineer.	No	5		
9.4	Supply and installing of water heater or AC 32A switches (ABB or equivalent product), all according to the work techniques and instruction of the engineer.	No	4		
9.5	Supplying and installation of outdoor fluorescent lights 1*40 w, 120 cm long complete with cover and replacing the existing from approved sample (such as Philips or any equivalent product).	No	7		
9.6	Supplying and installation of 40*40 Cm wall fan for toilets from approval sample.	No	2		
9.7	Burying of electric trunk in the walls by using 1 inch pvc pipes which is used for monitoring and AC cables, rate shall include opening tracks in the existing walls, supplying and installing the pipes, plastering with mortar, all according to the work techniques and instruction of the engineer.	LM	60		
9.8	Pull out all wiring from sockets and switches and move them to the control room, rate will include any required materials such as wiring, steel boxes, tubing, plastering work to bury the hoses.....etc. all according to the work techniques and instruction of the engineer.	Lump Sum	1		
<b>Sub-Total of Electrical Works</b>					
<b>TOTAL OF ALL</b>					
<b>10-ADDITIONAL WORKS</b>					
10.1	Supply and installing of 18,000 BTU split units air conditioner completely with cable & switches which will be installed in the control room. Rate shall include drain works& protection cage, all according to the work techniques and instruction of the engineer.	NO	7		

<b>Sub-Total of Additional Work</b>	
<b>TOTAL OF ALL WITH ADDITIONAL</b>	

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (Recommended: 6months or more)
2. Terms of delivery: DDP Al Hawari Benghazi city, LIBYA
3. Payment terms: \_\_\_\_\_ (Recommended: 50% payment at 50% of the works completed and 100% after completing the works/delivery)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF Lot 2 DOCUMENT**

**LOT 3: REHABILITATION OF THE PSYCHOLOGICAL HOSPITAL SECTION (C) WOMEN IN AL HAWARI, BENGHAZI CITY**

**PLEASE FILL IN THE ATTACHED TABLE BELOW AND THE CORRESPONDING BOQ**

Item No.	Item Description	Unit	Quantity	Unit Cost in LYD (All Taxes and Duties Included)	Total in LYD (All Taxes and Duties Included)
<b>1-PAINTING WORKS</b>					
1.1	Supply and painting of ceiling with emulsion paint. Paint must be from approved color& product such as (Jotun, Deluxe, Super latex or any equivalent product). Rate shall include removing of old paints, one coat of primer, two coats of approval paints using putty before, preparation of surface, smoothing, knotting, stepping, protection of floor, doors, windows.....etc., all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	312		
1.2	Supply and painting using oil paint for Intern walls from approved paints (color and product) such as (Jotun, Deluxe, Super latex or any equivalent product). Rate shall include removing any old paints, one coat of primer, two coats of approved paints using putty before, preparation of surface, smoothing, knotting, stepping, protection of floor, doors, windows.....etc. all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	550		
<b>Sub-Total of Painting Works</b>					
<b>2-DOORS, WINDOWS, SUSPENDED CEILING&amp; METAL WORKS</b>					
2.1	Fabricate, supply & installation of soled wooden doors with frame, made out of approved quality timber (such as Mogen wood or equivalent kind) with thickness not less than 45 mm of solid core wood. Rate shall include four hinges at least, locks, handle, Aluminum plates, removing of existing aluminum frame, painting and all accessories all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	12.5		
2.2	Supply and installing of high quality aluminum for windows from approved sample. Rate shall include hinges, locks, handle, rubber, glass and all accessories and fittings all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	3		

2.3	Remove maintain and reinstalling of metal doors. Rate shall include changing of hinges, locks, handle, painting...etc. all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	5		
2.4	Supply and installing of colored 4 mm classes for windows from approved sample completely with the rubber. Rate shall include removing of broken glasses all according to the work techniques and instruction of the engineer.	M <sup>2</sup>	10		
2.5	Fabricate, supply and install of metal tower with size of 1.8*1.8 M with height of 2 M to be used for water tanks capacity 3000 litter. The work shall include all required materials, workmanship. Fabricating shall be made out by using 50*50*2.5 MM cross section of steel. Painting shall be made by smoothing, cleaning, one coat of primer and two coats of approved paint and color, all according to the work techniques and instruction of the engineer.	No	1		
<b>Sub-Total of Metal Works</b>					
<b>3-SANITARY WORKS</b>					
3.1	Supply and install of sewers with size of 15*15 cm complete with the cover and from the approved sample for toilets sewerage and all accessories all according to the work techniques and instruction of the engineer.	No	10		
3.2	Supply and installing of toilet seats from approved sample with dual flush, capacity of 10 liter. Rate shall include seat cover with stainless steel hinges and all accessories, all according to the work techniques and instruction of the engineer.	No	2		
3.3	Supply and installing of Turkish toilet size 50*60 Cm from approved sample with 10 liter flush capacity. Rate shall include all accessories and fittings, all according to the work techniques and instruction of the engineer.	No	1		
3.4	Supply and installation of angle valve German product according to the approved sample, all according to the work techniques and instruction of the engineer.	No	14		
3.5	Supply and installing water tank with 3000-liter capacity made from P.V.C from approved sample. Rate shall include all accessories and fittings, valves, automatic timer, all according to the work techniques and instruction of the engineer.	No	1		
3.6	Supply and installing of 1 HP water centrifugal pump (SAER or DAM or equivalent product) all according to the work techniques and instruction of the engineer.	No	1		
3.7	Supply and installing of water heater 100 liter capacity (Ariston or equivalent product). Rate includes all accessories, all according to the work techniques and instruction of the engineer.	No	2		



3.8	Remove, maintain and reinstalling of water boiler, rate shall include changing of valves, hoses...etc. all according to the work techniques and instruction of the engineer.	No	1		
3.9	Supply and installing of Italian flexible hose pipe 50 cm long from approved sample to feed toilets, basins, water boiler and replacing the existing, all according to the work techniques and instruction of the engineer.	No	12		
3.10	Supply and installing of Italian water mixer taps with sprayer for showers. Rate shall includes all accessories, all according to the work techniques and instruction of the engineer.	No	3		
<b>Sub-Total of Sanitary Works</b>					
<b>4-ELECTRICAL WORKS</b>					
4.1	Supplying and installation of 40 W fluorescent lamp, 120 cm long and replacing the existing, from approval sample (such as Philips or any equivalent product).	No	40		
4.2	Supplying and installation of 40*40 Cm wall fan for toilets from approval sample.	No	2		
4.3	Burying of electric trunk in the walls by using 1 inch pvc pipes which is used for monitoring and AC cables. Rate shall include opening tracks in the existing walls, supplying and installing the pipes, plastering with mortar, all according to the work techniques and instruction of the engineer.	LM	60		
4.4	Pull out all wiring from sockets and switches and move them to the control room. Rate shall include any required materials such as wiring, steel boxes, tubing, plastering work to bury the hoses.....etc. all according to the work techniques and instruction of the engineer.	lump Sum	1		
<b>Sub-Total of Electrical Works</b>					
<b>TOTAL OF ALL</b>					
<b>5-ADDITIONAL WORKS</b>					
5.1	Supply and installing of 18,000 BTU split units air conditioner completely with cable & switches which will be installed in the control room, rate shall include drain works & protection cage all according to the work techniques and instruction of the engineer.	NO	6		
<b>Sub-Total of Additional Works</b>					
<b>TOTAL OF ALL WITH ADDITIONAL WORKS</b>					

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (Recommended: 6 months or more)
2. Terms of delivery: DDP Al Hawari, Benghazi city, LIBYA
3. Payment terms: \_\_\_\_\_ (Recommended: 50% payment at 50% of the works completed and 100% after completing the works/delivery)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF Lot 3 DOCUMENT**

**BIDDER'S ETHICAL DECLARATION – ACTED TUNISIA/LIBYA**

Date:

Tender Ref: T/14CUJ/86DREH/BEN/18-07-2018/002

Bidder's name: \_\_\_\_\_

Bidder's address: \_\_\_\_\_

**CODE OF CONDUCT:****A. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- **Safety precautions for transport and cargo handling**

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

### **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

### **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

### **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.

2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

### **Qualifications to the Policy Statement**

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Bidder's authorized representative: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

**BIDDER'S CHECK LIST – ACTED TUNISIA/LIBYA**

Date:

 Tender Ref: [T/14CUJ/86DREH/BEN/18-07-2018/002](#)

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:**

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided <b>(Original bid is compulsory)</b>					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are <b>in LYD (all taxes and duties included)</b> .					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. The Bidding documents are filled <b>in English. (compulsory)</b>					
8. ANNEXES – Proofs of past performances in a similar field of activity (including references' contacts) <b>(compulsory)</b>					
9. ANNEXES – A Copy of Company registration documents and license are included and the ID of the legal representative of the company, as well as the CV of the site engineer, The profile of the company with clients reference address (phone number or Email) and an IBAN. <b>(compulsory)</b>					
10. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included - catalogue and technical specifications of the products or if there are different options, a sample of each option might to be submitted after preselection <b>(compulsory)</b>					

11. ANNEXES - Timetable for the rehabilitation works, certificates of origin for supplies for goods/supplies and letter confirming that the bidder has done the mandatory site visit included. <b>(compulsory)</b>					
12. ANNEXES - IBAN in the name of the company applying <b>only</b> . <b>(compulsory)</b>					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_