

INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

ACTED **LEBANON**

Date: 09/08/2018

Tender N°: T/11CQC/T16/AIP/BRT/PRG/09-08-2018

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

PRODUCT SPECIFICATIONS:

1. Description:
- Lot 1 Rehabilitation works in Shehime Social Development Center
 - Lot 2 Rehabilitation works in Baysour Social Development Center
 - Lot 3 Rehabilitation works in Bsaba Social Development Center
 - Lot 4 Rehabilitation works in Beb El Tebbeneh Social Development Center
 - Lot 5 Rehabilitation works in Borj Hammoud Social Development Center
 - Lot 6 Rehabilitation works in Chiyah Social Development Center
 - Lot 7 Rehabilitation works in Ghobairy Social Development Center
 - Lot 8 Rehabilitation works in Borj El Barajneh Social Development Center
 - Lot 9 Rehabilitation works in Saida Social Development Center
 - Lot 10 Rehabilitation works in Qobbe Social Development Center

- | | |
|-------------------------------------|--|
| 1. Product class / category: | Works / Products |
| 2. Made in (product origin): | Various |
| 3. Product stage: | Works / Products |
| 4. INCOTERMS (delivery conditions): | DDP Shehime, Baysour, Bsaba, Beb El Tebbeneh, Borj Hammoud, Chiyah, Ghobairy, Borj El Barajneh, Saida, Qobbe LEBANON |

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.
ACTED can choose one or several suppliers per Lot for the same.

Lot n°	Description	INCOTERMS/Delivery point	Category	Delivery deadline
1	Rehabilitation works in Shehime Social Development Center	DDP Shehime	Works/Products	Refer to instructions in bidders' documents
2	Rehabilitation works in Baysour Social Development Center	DDP Baysour		
3	Rehabilitation works in Bsaba Social Development Center	DDP Bssaba		
4	Rehabilitation works in Beb El Tebbeneh Social Development Center	DDP Beb El tebbeneh		
5	Rehabilitation works in Borj Hammoud Social Development Center	DDP Borj Hammoud		
6	Rehabilitation works in Chiyah Social Development Center	DDP Chiyah		
7	Rehabilitation works in Ghobairy Social Development Center	DDP Ghobairy		
8	Rehabilitation works in Borj El Barajneh Social Development Center	DDP Borj El Barajneh		
9	Rehabilitation works in Saida Social Development Center	DDP Saida		
10	Rehabilitation works in Qobbe Social Development Center	DDP Qobbe		

RESPONSIBILITIES OF THE SUPPLIER:

1. Terms of delivery: **DDP Shehime, Baysour , Bsaba, Beb El Tebbeneh, Borj Hammoud, Chiyah, Ghobairy, Borj El Barajneh, Saida, Qobbe LEBANON**
2. Date of delivery for: **30 days after the signature of the contract**
3. Validity of the offer: **Prefered 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, and total price;
- Signed and stamped instructions for bidders;
- A copy of company registration documents and ID of the legal representative of the company;
- A catalogue and technical specifications of the products or if there are different options, a sample of each option might to be submitted after pre-selection;
- 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);

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **23/08/2018 at 17:00 (local Lebanese time)** in ACTED Lebanon offices at the following address:

- Beirut Office: 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
 - Or by email to: lebanon.tender@acted.org, cc: tender@acted.org
2. Offers shall be submitted in English and in **USD, Including and Excluding VAT.**
 3. Prices should **include delivery costs to required locations.**
 4. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
 5. Bidders will sign, stamp 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 offer must be submitted in two separate envelopes or two separate Emails (1- offer form 2-all other related and requested documents) with the mention: "[T/11CQC/T16/AIP/BRT/PRG/09-08-2018](#) not to be opened before **24/08/2018**".
 8. The selection of the contractors for each lot will be base on the following criteria:
 - a. 60% on the prices offered
 - b. 40% on the technical quaifications
 9. Unsealed envelopes and late offers will not be considered.
 10. 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, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org

Name of authorized representative :

Date of signature :

Signature :

OFFER FORM – ACTED LEBANON

Date:

Tender Ref: T/11CQC/T16/ AIP/BRT/PRG/09-08-2018

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.

LOT 1: REHABILITATION WORKS IN SHEHIME SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers.

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Entrance							
1.1	Ramp	Supply and install wooden or steel ramp in front of toilet. Proper finishing (painting...) and strength should be taken into consideration to withstand 120 kg. Shape to be decided on field. Average width around 120 cm. Add rails on both sides at elevation of 80 cm	7	m				
2	Kitchen							
2.1	Lock and Handle for Wooden Door	Supply and install high quality lock and handle for wooden door. Proper design to be agreed on at the field. Proper sealing and fixation to be applied. Adjust door to while applying adequate joinery works.	1	unit				
3	Hall							
3.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2	m2				
3.2	6mm Opaque Glass	Supply and install 6mm opaque glass with proper sealing and finishing to windows (removal of old glass)	1.5	m2				
3.3	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	110	m2				

3.4	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.)	2	set				
3.5	Plexiglass	Supply and install Plexiglas. Proper stainless steel screws and cover. Color to be determined on field. Height is 40 cm	2	m				
4	Office							
4.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2	m2				
4.2	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	75	m2				
4.3	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.)	1	set				
5	Warehouse							
5.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2	m2				
5.2	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.)	1	set				

5.3	Wall Cabinet	Supply and install wall cabinets with built-in locks. Should be of melamine 18mm. With edge banding. Design and color to be specified on ground. H: 0.9 m, D: 0.4 m, W: 0.4 m. Proper handles to fit as well. Proper fixation on wall with right-angled fixators of length 10 cm each and width of 2.5cm. Cabinets to be divided equally. Shelves and drawers to be added as well. Similar design as presented on ground. Glass to be added accordingly. Cabinet legs are to be added	20	m				
6	NPTP							
6.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2	m2				
6.2	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	85	m2				
6.3	Lower of Plexiglass	Adjust existing Plexiglas with proper fixation and sealing. Close previous holes with sealant and paint.	1	Unit				
6.4	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.)	1	set				
7	Toilet							
7.1	Hose Pipe	Supply and install complete hose pipe for flushing set of approved quality, with all accessories and pipe fittings needed for proper functioning and for tight connection to water supply network in the toilet.(European quality or approved equal)	1	unit				
7.2	Net	Supply and install fixed window net. Proper finishing and sealing to be applied	1	m2				
8	Kitchenette							

8.1	Floor Cabinet	Supply and install floor cabinets with built-in locks. Should be of melamine 18mm. With edge banding. Design and color to be specified on ground. H: 0.9 m, W: 0.9 m, D: 0.6 m. Proper handles to be fitted as well. 1 shelf to be added inside per cabinet. Cabinet should be placed on a 12 cm granite footing. proper works (such as but not limited to concrete, sealing,...) for protection and functionality	1	Unit				
9	IT Room							
9.1	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	95	m2				
9.2	Plexiglass	Supply and install Plexiglas. Proper stainless steel screws and cover. Color to be determined on field. Height is 40 cm	20	m				
9.3	Floor/Wall Tiles	Supply and install non-slip local made ceramic floor/wall tiles bedded on cement and sand mortar including grouting with a neat white or colored cement and PVA additive.	0.4	m2				
9.4	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.)	1	set				
9.5	6mm Glass	Supply and install 6mm glass with proper sealing and finishing to windows (removal of old glass)	1.5	m2				
10	Administration							
10.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	14	m2				
10.2	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.)	1	set				

10.3	Light fittings and outlets	Supply and install switch outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	2	unit				
10.4	Light fittings and outlets	Supply and install power socket outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	2	unit				
10.5	Repair Steel Door	Works include, but not limited to, ironmongery, hinges, rust removal and repainting, proper sealing, proper ground fixation, lock ...	3	unit				
10.6	Repair Steel Window	Works include, but not limited to, ironmongery, hinges, rust removal and repainting, proper sealing, proper ground fixation, handles...	6	unit				
10.7	Plexiglass	Supply and install Plexiglas. Proper stainless steel screws and cover. Color to be determined on field. Height is 40 cm	10	m				
10.8	Wall Cabinet	Supply and install wall cabinets with built-in locks. Should be of melamine 18mm. With edge banding. Design and color to be specified on ground. H: 2 m, L: 2.3 m, W:0.4 m. Proper handles to fitted as well. . Cabinets to be divided equally. Shelves, racks and shutters to be added as well. Similar design as presented on ground. Glass to be added accordingly. Legs are to be added as well	1	unit				
10.9	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	110	m2				
11	Reception Area							
11.1	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	70	m2				

11.2	Light fittings and outlets	Supply and install switch outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	1	unit				
11.3	Plexiglass	Supply and install Plexiglas. Proper stainless steel screws and cover. Color to be determined on field. Height is 40 cm	16	m				
11.4	Lighting Point	Supply and install 2 LED fluorescent lights in one set (23W) . Each having a length of 120 cm. Lights should be electronic ballast. Including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.)	2	set				
11.5	6mm Opaque Glass	Supply and install 6mm opaque glass with proper sealing and finishing to windows (removal of old glass)	0.5	m2				
12	Toilet							
12.1	Rails	Supply and install SST004 rails. Rails should be circular of 8 cm diameter. Proper fixation, concrete works, plastering, painting, etc. should be included.	2	m				
12.2	Net	Supply and install fixed window net. Proper finishing and sealing to be applied	0.5	m2				
12.3	Wall Cabinet	Supply and install wall cabinets with built-in locks. Should be of melamine 18mm. With edge banding. Design and color to be specified on ground. H: 2 m, L: 2.3 m, W: 0.4 m. Proper handles to fit as well. . Cabinets to be divided equally. Shelves, racks and shutters to be added as well. Similar design as presented on ground. Glass to be added accordingly. Proper fixation on wall with right-angled fixators of length 10 cm each and width of 2.5cm	1	unit				
12.4	Ramp	Supply and install wooden or steel ramp in front of toilet. Proper finishing (painting...) and strength should be taken into consideration to withstand 120 kg. Shape to be decided on field. Average width around 90 cm	1	unit				
12.5	Round Junction Box Covers	Supply and install high quality covers. Proper sealing and finishing to be applied such as painting and covering	5	unit				
13	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							

13.1	Wall-hung Foldable Workbench and Pegboard	<p>Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm).</p> <p>Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.</p>	11	unit			
13.2	Light Fittings and Outlets	<p>Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker</p>	11	unit			
13.3	Lab Stools	<p>Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.</p>	11	pcs			
13.3	Bookcase	<p>Supply and install wooden bookcase. Should be of I and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.</p>	1	unit			

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 Shehime, LEBANON

3. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 1 DOCUMENT

LOT 2: REHABILITATION WORKS IN BAYSOUR SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT	
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)								
1.1	Wall-hung Foldable Workbench and Pegboard	Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.	11	unit					
1.2	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	11	unit					
1.3	Lab Stools	Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.	11	pcs					



1.4	Bookcase	Supply and install wooden bookcase. Should be of 1 and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	pcs				
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BIDDER'S COMMENTS/REMARKS:

- 3. _____
- 4. _____

BIDDER'S TERMS AND CONDITIONS:

- 4. Valid of the offer: _____ (Recommended: 6 months or more)
- 5. Terms of delivery: DDP Baysour, LEBANON
- 6. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 2 DOCUMENT

LOT 3: REHABILITATION WORKS IN BSABA SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT	
1	Kitchen								
1.1	Sink and Cabinet	Supply and install stainless steel sink and aluminum cabinets. High quality aluminum to be utilized. Connections to water network and wastewater. High quality flexible drain. All legs and handles to be added. Washbasin mixer of CE approved brand. Dimensions L=170cm, H=80cm, D=41cm. Cabinets to be divided equally. Shelves and drawers to be added as well. Similar design as presented on ground	1	unit					
1.2	Wall Cabinet	Supply and install wall cabinets with built-in locks. Should be of melamine 18mm. With edge banding. Design and color to be specified on ground. H: 80 cm, L: 170 cm, D: 41 cm. Proper handles to be fitted as well. Proper fixation on wall with right-angled fixators of length 10 cm each and width of 2.5cm. Cabinets to be divided equally. Shelves and drawers to be added as well. Similar design as presented on ground	1	unit					

2		Dentistry						
2.1	Light fittings and outlets	Supply and install power socket outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	3	unit				
2.2	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2.5	m2				
2.3	Net	Supply and install fixed window net. Proper finishing and sealing to be applied. Aluminum frame	1.25	m2				
3		Male Toilet						
3.1	Light fittings and outlets	Supply and install power socket outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	2	unit				
3.2	Water Taps	Supply and install CE approved taps with proper connection and finishing (plastering, paint...)	5	pcs				

3.3	Piping	Supply and install 3/4"(PEX/ PPR) pipes. Proper connections and fitting should be utilized. Perform modifications to existing pipes to accommodate new installation of items and pipes. Proper finishing should be applied. Works include but not limited to plastering, concrete works and finishing.	6	m				
3.4	Lock and handle for Wooden Door	Supply and install CE approved lock. Works should be done with proper finishing and sealing. Handle model to be selected on ground	1	unit				
3.5	Net	Supply and install fixed window net. Proper finishing and sealing to be applied. Aluminum frame	0.5	m2				
4	Female Toilet							
4.1	Net	Supply and install fixed window net. Proper finishing and sealing to be applied. Aluminum frame	2.5	m2				
4.2	Lock and handle for Wooden Door	Supply and install CE approved lock. Works should be done with proper finishing and sealing. Handle model to be selected on ground	1	unit				
4.3	European Flushing Set	Supply and install proper Itani flushing set for European seat	2	unit				
4.4	Toilet Seat Covers	Supply and install proper EU seat covering. High quality material should be utilized. Type and color to be decided on field	1	pcs				
4.5	Hosepipe	Supply and install high quality hosepipe. Proper connection to existing network	1	unit				

4.6	Light fittings and outlets	Supply and install power socket outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	2	unit				
5	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
5.1	Light	Supply and install 120 cm 18W fluorescent light. Proper sealing, finishing and electrical connections (starters...)	1	pcs				
5.2	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	6.5	m2				
5.3	Shelf	Supply and install a 40x40 cm shelf. Lamination color to be specified on ground. 1mm pvc edge banding. Right angle sections to fixed	1	unit				

5.4	Wall-hung Foldable Workbench and Pegboard	<p>Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.</p>	11	unit				
5.5	Light Fittings and Outlets	<p>Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker</p>	11	unit				
5.6	Lab Stools	<p>Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.</p>	11	pcs				

5.7	Bookcase	Supply and install wooden bookcase. Should be of 1 and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	pcs				
6	Clinic Room							
6.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2.5	m2				
6.2	Light fittings and outlets	Supply and install power socket outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	2	unit				
7	Office							
7.1	Sunscreen Shades	Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation	2.5	m2				
8	Reception Area							

8.1	Zinc Roofing	Supply and install zinc 8/10 mm roofing. Proper chassis to be provided (2x4 cm rectangular tube). Works include but not limited to concrete works, ironmongery, sealing, and painting. Proper platform and chassis to be painted anti-rust and final coating. Zinc to be used is 8/10 mm. proper flashing to be done. The final decision and design will be on ground (similar to existing) and upon the approval if ACTED's engineer	18	m2				
8.2	Rails	Supply and install SST004 rails. Rails should be circular of 8 cm diameter. Proper fixation, concrete works, plastering, painting, etc. should be included.	60	m				
9	Entrance							
9.1	Lock and handle for Metal Door	Supply and install CE approved lock. Works should be done with proper finishing and sealing. Handle model to be selected on ground	1	unit				
9.2	Rails	Supply and install SST004 rails. Rails should be circular of 8 cm diameter. Proper fixation, concrete works, plastering, painting, etc. should be included.	6	m				
9.3	Floor/Wall Tiles	Supply and install non-slip local made ceramic floor/wall tiles bedded on cement and sand mortar including grouting with a neat white or colored cement and PVA additive.	4	m2				

10		Outside Area						
10.1	Paint	Supply and paint walls and elements (wooden, metal, aluminum), such as doors, windows... after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture. Spray paint be used on aluminum elements, if necessary	450	m2				
10.2	Paint	Supply and paint metal poles. Poles should be scrubbed beforehand and treated for anti-rust and zinc phosphate. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Poles are 43 @ 2.5 m and diameter=3" and 4 @15 diameter=6"	46	pcs				
10.3	Paint	Supply and paint metal structure. Structure should be scrubbed beforehand and treated for anti-rust and zinc phosphate. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Structure made out of 4x4 square metallic tubes.	40	m2				

10.4	Water Tanks	Supply and install triple-layer 1000L PE tanks. Proper connections and fittings to be applied. Proper removal and disposal of old tanks away from site. Adjusting connections wherever needed. Proper repair for platform if needed	2	pcs				
10.5	Electric Cables	Supply proper piping for main electric cables (4"-6"). Proper insulation to be installed as well. Proper elevation, elevation and connection of cables. Adequate CE approved main circuit breaker Repair and damaged wire with adequate one	18	m				

BIDDER'S COMMENTS/REMARKS:

5. _____
6. _____

BIDDER'S TERMS AND CONDITIONS:

7. Valid of the offer: _____ (Recommended: 6 months or more)
8. Terms of delivery: DDP Bsaba, LEBANON
9. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 3 DOCUMENT

LOT 4: REHABILITATION WORKS IN BEB EL TEBBENEH SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Children's Room/Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Doors	Supply and install wooden door (same design and paint). Install proper casing, jamb. Complete, with frame, yale lock, architrave, ironmongery, hardware, lock with key, and handle. Add threshold. Add 1 m2 of opaque glass	2	m2				
12	Paint	Supply and paint exterior window shutters after proper cleaning and drying. Proper sanding and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	3	m2				
1.5	Shutter	Supply and install wooden shutter frame & window with all fixation accessories (hinges, lock and handle). The wood must be treated against insects and humidity. Adjusting the inner box and surrounding frame with proper plastering. Appropriate coloring paint should be applied. Same design as present	3	m2				



1.7	Wall-hung Foldable Workbench and Pegboard	<p>Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm).</p> <p>Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.</p>	7	unit				
1.8	Light Fittings and Outlets	<p>Supply and install 4 slots power outlet including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker</p>	7	unit				
1.9	Lab Stools	<p>Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.</p>	7	pcs				
1.11	Bookcase	<p>Supply and install wooden bookcase. Should be of l and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.</p>	1	unit				
1.12	Sunscreen Shades	<p>Supply and install thick shades with proper sealing and finishing. Sizes provided are actual sizes of utilities. Contractor should accommodate and take into account the additional measures needed for installation</p>	6	m2				

BIDDER'S COMMENTS/REMARKS:

7. _____
8. _____

BIDDER'S TERMS AND CONDITIONS:

10. Valid of the offer: _____ (Recommended: 6 months or more)
11. Terms of delivery: DDP Beb El Tebbeneh LEBANON
12. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 4 DOCUMENT

LOT 5: REHABILITATION WORKS IN BORJ HAMMOUD SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	8	unit				
1.2	Bookcase	Supply and install wooden bookcase. Should be of l and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	unit				
1.3	Pegboard	Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.	8	unit				

BIDDER'S COMMENTS/REMARKS:

9. _____
10. _____

BIDDER'S TERMS AND CONDITIONS:

13. Valid of the offer: _____ (Recommended: 6 months or more)
14. Terms of delivery: DDP Borj Hammoud, LEBANON
15. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 5 DOCUMENT

LOT 6: REHABILITATION WORKS IN Chiyah SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Wall-hung Foldable Workbench and Pegboard	Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.	11	unit				

1.2	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	11	unit				
1.3	Lab Stools	Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.	11	pcs				
1.4	Bookcase	Supply and install wooden bookcase. Should be of 1 and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	unit				

BIDDER'S COMMENTS/REMARKS:

11. _____
12. _____

BIDDER'S TERMS AND CONDITIONS:

16. Valid of the offer: _____ (Recommended: 6 months or more)
17. Terms of delivery: DDP Chiyah, LEBANON
18. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)



Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 6 DOCUMENT

LOT 7: REHABILITATION WORKS IN Ghobairy SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Wall-hung Foldable Workbench and Pegboard	Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.	11	unit				

1.2	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	11	unit				
1.3	Lab Stools	Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.	11	pcs				
1.4	Bookcase	Supply and install wooden bookcase. Should be of 1 and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	unit				
1.5	Machines/unit	Supply and install 12000 BTU split Type AC. Apply proper finishing and sealing.	1	unit				

BIDDER'S COMMENTS/REMARKS:

13. _____
14. _____

BIDDER'S TERMS AND CONDITIONS:

19. Valid of the offer: _____ (Recommended: 6 months or more)
20. Terms of delivery: DDP Ghobairy, LEBANON
21. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 7 DOCUMENT

LOT 8: REHABILITATION WORKS IN Borj El Barajneh SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Wall-hung Foldable Workbench and Pegboard	<p>Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.</p>	11	unit				

1.2	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	11	unit				
1.3	Lab Stools	Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.	11	pcs				
1.4	Bookcase	Supply and install wooden bookcase. Should be of 1 and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	unit				
1.5	Machines/unit	Supply and install 12000 BTU split Type AC. Apply proper finishing and sealing.	1	unit				
2	Decorative Construction Class (UNHCR)							
2.1	Wall Scrubbing	Scrub walls and ceilings from existing paints. Level all areas. Perform any concrete works needed to achieve desired smooth area	80	m2				
2.2	Floor tiles' Rubbing and Polishing	Perform the task with proper apparatus. Take all preventive measures to reduce dust and dirt. Proper operation should be taken	80	M2				

		so that not to cause collateral damage						
2.3	Paint	Supply and paint walls and doors after proper cleaning and drying. Proper plastering and aligning prior to painting. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field). Probably asking for a rough texture	120	M2				

BIDDER'S COMMENTS/REMARKS:

15. _____
16. _____

BIDDER'S TERMS AND CONDITIONS:

22. Valid of the offer: _____ (Recommended: 6 months or more)
23. Terms of delivery: DDP Borj El Barajneh , LEBANON
24. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 8 DOCUMENT

LOT 9: REHABILITATION WORKS IN Saida SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Wall-hung Foldable Workbench and Pegboard	Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.	11	unit				
1.2	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	11	unit				

1.3	Lab Stools	Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.	11	pcs				
1.4	Bookcase	Supply and install wooden bookcase. Should be of 1 and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	unit				

BIDDER'S COMMENTS/REMARKS:

17. _____
18. _____

BIDDER'S TERMS AND CONDITIONS:

25. Valid of the offer: _____ (Recommended: 6 months or more)
26. Terms of delivery: DDP Saida, LEBANON
27. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

END OF Lot 9 DOCUMENT

LOT 10: REHABILITATION WORKS IN Qobbe SOCIAL DEVELOPMENT CENTER

All prices mentioned below should include transportation cost to mentioned Social Development Centers

Sr.	Division of Work	Description	QTY	UNIT	Unit price USD Excluding VAT	Total price USD Excluding VAT	Unit price USD including VAT	Total price USD Including VAT
1	Electronic Repair Class (CHECK ANNEX FOR ILLUSTRATIVE ASSISTANCE)							
1.1	Wall-hung Foldable Workbench and Pegboard	Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm.	11	unit				
1.2	Light Fittings and Outlets	Supply and install 4 slots power outlet including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker	11	unit				



1.3	Lab Stools	Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.	11	pcs				
1.4	Bookcase	Supply and install wooden bookcase. Should be of I and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.	1	unit				
2	Room to be Constructed							
2.1	Paint	Supply and paint walls, doors, and windows after proper cleaning and drying. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field)	180	m2				
2.2	PVC Piping	Supply and install 1" pipes with smaller sizes (if needed). Primary connection to existing metal pipe. Proper demolition of tiles and concrete to install pipes. Proper tiling and finishing proper sealant. Proper leveling after pipe installation. Proper fittings to be installed to washbasins. Proper connection to drain. Proper connection to water supply and washbasin inlet. Replacement of any damaged or needed part (during implementation) for proper functionality	25	m				
2.3	Washbasin	Supply and Install Lecico washbasin of dimensions (0.8x 0.4x 0.4). Proper connection to wall and ground. Apply proper finishing (plastering, adaptation and piping works, flexible drain, etc.	2	unit				
2.4	Water Taps	Supply and install CE approved taps with proper connection and finishing (plastering, paint...)	2	pcs				

2.5	Plexiglass	Supply and install Plexiglas. Proper stainless steel screws and cover. Color to be determined on field. Height is 40 cm	50	m				
2.6	Demolition	Demolition of hollow blocks complete with removing all material arising from site and make good surrounding finish. Provide all necessary equipment and remove all debris from site to dedicated safe places. Doors and frames should be removed properly to be reassembled again	32	m2				
2.7	Hollow Block	Supply and install Hollow block walls thickness 40*20*10 cm, including sand-cement mortar	23	m2				
2.8	Natural Stone Skirting	Natural stone skirting 2cm thick and 10 to 12 cm in height (should be adequate with existing skirting in all specs)	20	Lm				
2.9	Re-assembly of Door	Removed door should be reinstalled with the same previous installation procedure. Works include but not limited to (plastering, tiling, painting, concrete works...)	2	unit				
2.11	Stainless Steel Cover	Supply and install 20x20cm stainless steel cover. Proper removal of old one. Proper sealant and functionality	2	unit				
2.12	Mirror	Supply and install high quality mirror (50x50 cm). Works should include fixation and sealing	1	m2				
2.13	Internal Plastering	Internal plastering for walls 15 to 20 mm thickness in two coats	42	m2				
2.14	Floor/Wall Tiles	Supply and install non-slip local made ceramic floor/wall tiles bedded on cement and sand mortar including grouting with a neat white or colored cement and PVA additive.	20	m2				

2.15	Rubber Flooring	Supply and install non-slip, shock-absorbent rubber flooring. Linoleum flooring, reducing injuries from falls, nontoxic, antibacterial, low VOC emissions, CE European product standards, shock absorbable, Fire resistant B1 as specified UNE-EN 1176:1998 and 1177:1998, linoleum skirting is measuring with the lay floor	80	m2				
2.16	Fluorescent Light	Reposition Fluorescent chassis with proper electrical connections. Connection should be embedded within walls and ceiling. Works should include but not limited to, plastering, demolition, painting, pvc tubes, ...	2	unit				
2.17	Wall Scrubbing	Scrub walls and ceilings from existing paints. Level all areas. Perform any concrete works needed to achieve desired smooth area	100	m2				
2.18	Floor tiles' Rubbing and Polishing	Perform the task with proper apparatus. Take all preventive measures to reduce dust and dirt. Proper operation should be taken so that not to cause collateral damage	30	m2				
3	Surrounding Area							
3.1	Paint	Supply and paint walls, doors, and windows after proper cleaning and drying. Task should be done in 2 coats (24hr between each coat). One primer and one finishing layer (colors to be specified on field)	180	m2				
4	Male Toilet							
4.1	Floor/Wall Tiles	Supply and install non-slip local made ceramic floor/wall tiles bedded on cement and sand mortar including grouting with a neat white or colored cement and PVA additive.	5	m2				
4.2	Demolition	Demolition of urinaries. Proper removal of construction waste	2	pcs				

4.3	Demolition	Demolition of Granite separators. Proper removal and given to SDC. In case of destruction, a new piece of the same size should be given to the SDC	2	pcs				
5	IT Room							
5.1	Light Bulb	Supply and install 18 W 60 cm fluorescent light. CE approved or equal	4	pcs				
6	CFS (Nursery)							
6.1	Lighting Point	Supply and install LED lights . Lights should be electronic ballast. Including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.). Ballast should have an output of 1700 mA, DC 30-40 V. Input should be AC 175-240V with 72 W. shape of light and model same as existing	9	set				
6.2	Lighting Point	Supply and install LED lights . Lights should be electronic ballast. Including all wiring and related Works (pvc pipes, wires, switch, fitting, plastering etc.). Ballast should have an output of 300 mA, DC 24-42 V. Input should be AC 100-265 V. Shape of light and model same as existing	9	set				
7	All SDC							
7.1	Net	Supply and install fixed window net. Proper finishing and sealing to be applied. Aluminum/metal to be used as material	5	m2				
7.2	Steel Security Bars for Window	Supply and install security bars from square 2.5 cm metal tubes. Proper fixation and plastering to be done. Proper painting (zinc phosphate and primer with coloring). Proper finishing. Separation between bars around 7-10 cm	5	m2				

7.3	Steel Cage	Supply and install cage from steel bars (similar model to existing) Proper fixation and plastering (and welding) to be done. Proper painting (zinc phosphate and primer with coloring). Proper chassis to hold cage as well to be installed	15	m2				
7.4	Steel gate	Supply and install steel gate from steel bars (adequate model for the existing works) Proper fixation and plastering (and welding) to be done. Proper painting (zinc phosphate and primer with coloring). Proper chassis to hold cage as well to be installed. Division of the gate to be decided on ground. Proper metal works and artifacts to have an adequate and proper shape	7.5	m2				

BIDDER'S COMMENTS/REMARKS:

19. _____
20. _____

BIDDER'S TERMS AND CONDITIONS:

28. Valid of the offer: _____ (Recommended: 6 months or more)
29. Terms of delivery: DDP Qobbe, LEBANON
30. Payment terms: _____ (Recommended: 30% advance payment and 70% after completing the works/delivery)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____







Date: _____

END OF Lot 10 DOCUMENT

- Annex -

Electronic Repair Class:

Supply and install melamine wall-hung foldable workbench. Top plate material should be of wood adhesion sheeting with PVC edge bending. Bench should be fitted with safety-lock and quick release system of brackets. Top plate should be resting on 2 rods. Proper hinges and fixation to the wall is required. L=100 cm and W=50 cm. 2 shelves to be included above the table. Capacity of system is 120 Kg. Top plate should be fitted with 1 high plastic grommet on each side (hole size 2.5 cm). Supply and install high quality plastic peg board above workbench of same size. It should include 3 rubber-made multi-purpose hooks, 1 single straight-peg hook and 2 peg board meshed-baskets of sizes less than 8 cm. Color to be specified on ground.

<p align="center">Basket</p> 	<p align="center">Single Hook</p> 
<p align="center">Grommet</p> 	<p align="center">Multi-purpose Hook</p> 
<p>Plastic Peg Board</p> 	<p>Foldable Workbench</p> 

Supply and install 4 slots power outlet including all wiring and related Works (PVC pipes, wires, switch, fitting, plastering etc.) All connections should start from main circuit breaker



IT Class Equipment:

Supply and equip with lab stools. Should have a pneumatic height adjustment, swivel, casters. Finishing should be with polished chrome base and upholstery black vinyl.



Supply and install wooden bookcase. Should be of I and melamine lamination on chip wood. 1mm PVC edge banding for casing and shutters. Should have 4 shelves. Total L= 2m, D=40 cm and overall W=80 cm. Color to be decided on ground. Closet includes high quality built-in locks and handles.



BIDDER'S QUESTIONNAIRE – ACTED LEBANON

Date:

 Tender Ref: [T/11CQC/T16/ AIP/BRT/PRG/09-08-2018](#)
A. Company Name:

B. Company Owner(s) / Partners full names: 1. 2. 3. 4.	C. Company Legal Authorised Representative for this Tender: Complete Name: _____ Position in the Company: _____ Signature: _____
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D. Additional Information about the Company:
 1. Official Date of Registration: _____
 2. Company Type / Profession as per Registration: _____
 3. Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

 4. Total number of full time employees:
 5. Company Telephone Number:
 6. Company Fax Number:
 7. Email Address:

8. Have you worked with NGOs before? If Yes, please list them with detailed information:

-
-
-

9. Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

-
-
-

In Lebanon	In Europe	Other

10. Bank Accounts:

(Please mention yes or no only)

E. Past Performances:

1) Contract Award History

Please the last supply contracts awarded by your company since 2009 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

2) Company Assets as of January 1st 2015:

Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production centre, etc.)

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			



I undersigned _____, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____

Position: _____

Signature & Stamp: _____

Date: _____



BIDDER'S ETHICAL DECLARATION – ACTED **LEBANON**

Date:

Tender Ref: [T/11CQC/T16/ AIP/BRT/PRG/09-08-2018](#)

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 **LEBANON**

Date:

Tender Ref.: T/11CQC/T16/ AIP/BRT/PRG/09-08-2018

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					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD .					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier (compulsory)					
7. PRO-06-03 Version (BIDDER'S CHECK LIST) is attached, filled, signed and stamped by the supplier					
7. The Bidding documents are filled in English .					
8. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items)					
9. ANNEXES – A Copy of Company registration documents and license are included and the ID of the legal representative of the company (compulsory)					
10. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____