

## NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS

### ACTED **LEBANON**

Date: 04/09/2018

Tender N°: T/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018

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: **Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – CHURCH STREET (Mrayjeh Municipality)  
Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – AL NOUR, MRAYJEH STREET (Mrayjeh Municipality)  
Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – HARET HREIK (Haret Hreik Municipality)**
2. Product class / category: **Works / Products**
3. Made in (product origin): **Various**
4. Product stage: **Works / Products**
5. INCOTERMS (delivery conditions): **DDP Southern suburb of Beirut 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.**

Description	INCOTERMS/Delivery point	Category	Delivery deadline
Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – CHURCH STREET	DDP Southern suburb of Beirut	<b>Works/Products</b>	<b>Refer to instructions in bidders' documents</b>
Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – AL NOUR, MRAYJEH STREET	DDP Southern suburb of Beirut		
Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – HARET HREIK	DDP Southern suburb of Beirut		

**RESPONSIBILITIES OF THE SUPPLIER:**

1. Terms of delivery: **DDP Southern suburb of Beirut LEBANON**
2. Date of delivery for: **8 months after the signature of the contract**
3. Validity of the offer: **Preferred 9 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 copy of the Lebanese Contractors classification as:
  - a. Grade one classification Contractor for Water Project with the Ministry of Energy and Water, **and**
  - b. Five stars classified contractor (roads, civil works, and buildings) in CDR (Council of Development and Reconstruction), **and**
  - c. Establishment projects in the value of at least two million USD during the last five years.
- Temporary Insurance Value: 45.000.000 LBP (forty-five million Lebanese Pounds only) as Bank guarantee.
- 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 04/10/2018 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/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018](mailto:T/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018) not to be opened before **05/09/2018**”.
8. The selection of the contractors for each lot will be base on the criteria mentionned in the bid conditions : ”Method of Contracting”
9. Unsealed envelopes and late offers will not be considered.
10. Please note that ACTED will need to follow EuropeAid’s Guidelines concerning the origin of supplies. For more information, EuropeAid procurement guidelines are fully detailed in PRAG  
[http://ec.europa.eu/europeaid/prag/welcome.do?header\\_description=Manuel+DEVCO+des+procedures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9e+s+par+le+budget+g%E9n%E9ral+de+LUE+et+du+11e+FED&header\\_keywords=ePrag+%2C+europa&locale=en](http://ec.europa.eu/europeaid/prag/welcome.do?header_description=Manuel+DEVCO+des+procedures+financi%E8res+et+contractuelles+Applicable+aux+actions+ext%E9rieures+financ%E9e+s+par+le+budget+g%E9n%E9ral+de+LUE+et+du+11e+FED&header_keywords=ePrag+%2C+europa&locale=en).  
In particular, rules of origin & nationality are detailed in section 2.3.1 of PRAG2015, and further in annex A2A.  
**ACTED reserves the right to exclude products or reject bids from certain origins with regard to guidelines of EuropeAid (please refer Annex a2a\_ecprogrammes\_eligibility2014\_2020\_en (1))s**
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, 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](mailto:transparency@acted.org)*

**Name of authorized representative :**

**Date of signature :**

**Signature :**

**OFFER FORM – ACTED LEBANON**

Date:

Tender Ref: **T/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018**

**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.

## PREAMBLE TO BILL OF QUANTITIES

**General**

This preamble should be considered an integral part of the tender documents and specifically the Bill Of Quantities. The Contractor shall be deemed to have read this preamble and taken it into consideration in filling the Bill Of Quantities. The Bill Of Quantities does not purport to be either exhaustive or explanatory of all the obligations and duties of the Contractor who shall be deemed to have satisfied himself as to the correctness and sufficiency of the rates and prices entered by him in the Bill Of Quantities all of which shall cover all his obligations under the Contract (including those in respect of the supply of goods, materials, plant or services or contingencies) and all matters and things necessary for the proper therein and completion of the works and the remedying of any defects therein and which may reasonably be inferred to be necessary for the works as described in the Contract documents whether expressly mentioned therein or not.

The Bill Of Quantities is to read and construed in conjunction with Volume 1 Bid Conditions and Procedures – Conditions of Contract, volume 2 Technical Specifications and the Drawings. The text in the Bill Of Quantities shall not be altered or qualified in any way by the Bidder. Any such alteration or qualification to the text shall be ignored and the text shall remain as printed. Moreover, such alteration or qualification is liable to result in a Bid, which is otherwise favorable, not being considered.

The Contractor shall be deemed to have visited the Site, to have taken into account all local and existing conditions.

The unit prices are to be fully inclusive value of the works described in the specifications, in the drawings, in the Bill Of Quantities as directed by the Engineer for proper execution of the works and contract.

All the general requirements in Part 1 of the Technical Specifications are to be implemented. Few of them are paid directly under separate items as Pay Items in the Bill of Quantities. All other requirements covered under this part, they are paid indirectly as they are considered subsidiary obligation of the Contractor.

All goods, materials, equipment and accessories shall be submitted to the Engineer for prior approval.

The Bill Of Quantities shall be priced in US Dollars. The rates inserted in the Bill Of Quantities shall be in words (letters) and in figures. In the case of discrepancy between the two, the rates written in words shall govern.

**Item Description**

The items in the Bill Of Quantities do not necessarily contain full description of the required Works, and when pricing, the Contractor shall allow in his unit rates for all obligations, liabilities and services stipulated in the relevant sections of:

- Volume 1: Bid Conditions and Procedures, Conditions of Contract
- Volume 2: Technical Specifications Volume 4: Drawings

**Rates and Prices**

The Contractor shall be deemed to have inserted against each item in the bill of quantities such rates and prices as he may deem necessary to cover the execution of the Contract. Where neither price nor rate is entered against an item it shall be deemed to be "nil" and measured accordingly. Any item, which is not priced, shall be deemed to have been included in other rates and priced and in the Contract price.

Rates and prices shall be inserted in the unit rate column of the Bill Of Quantities.

The unit prices inserted in the Bill of Quantities are to be the full inclusive value of the work described in the specifications and contract documents and shall cover the cost of all labor subsistence and traveling, materials, temporary work, structural plant, watching and any other cost whatsoever, together with all risks, liabilities and obligations set forth or implied in the Contract Documents.

The unit rates and prices inserted by the Contractor shall apply throughout the Contract and to any additional work, which might be ordered by the Engineer.

**Specification, Quantities, Measurement**

Cross Reference: Where Specification section numbers or type of work numbers are given on the Drawings or in the Bill of Quantities they are intended to help define the part or parts of the specification which apply to particular kinds of work or parts of the works.

If the references are to specific items or kinds or types of work within a section of the Specification, they must be taken as applying to the section as a whole, including all other relevant information. The references are not exclusive of other relevant information and requirements stated in other parts or sections of the Specification. The Specification as a whole must be taken as applying to the Works as a whole.

The quantities given in the bill of quantities are the estimated quantities. In no sense shall such quantities be considered as limiting or extending the amount of the work to be done by the Contractor. Quantities set out in the Bill Of Quantities shall not be taken as the actual quantities for ordering or purchasing of materials. The Contractor shall be responsible for checking quantities and for making any necessary surveys and investigations prior to placing any order for materials.

All measurements in the Bill Of Quantities are strictly net. The principle of net measurements shall also apply to all works executed. All quantities measured for payment shall be measured by the Engineer on the basis of actual net quantities of work fixed in position. Items and/or quantities not used shall neither be measured nor included by the Contractor in his statements.

Provisional items shall be used at the discretion of the Engineer and only if ordered or required by the Engineer in writing.

The Employer shall have the right to modify the scope of work by eliminating or adding any part of it to suit his budget and interests. In this respect, the Employer shall have the right to modify, reduce/eliminate and/or add the quantity of any item in the Bill Of Quantities. The new contract amount shall be calculated accordingly. The Contractor shall take this into consideration when filling the rates in the Bill Of Quantities and therefore shall have no right to claim against these changes.

**Items to be Fully Inclusive**

Unless otherwise specifically stated in the Bill Of Quantities, the rates and prices for all items shall be fully inclusive of all that is necessary to fulfil the liabilities and obligations arising out of the Contract and shall include but will not be limited to:

- Labour and all costs in connection therewith,
- Materials, products, goods, equipment, consumable, accessories and all costs in connection therewith,
- Contractor's equipment, including but not limited to provision and construction of plant, scaffolding, tools, vehicles and the like, and all cost in connection therewith,
- Contractor's facilities and accommodations,
- Site administration and security,
- Water, lighting and power for the Works,
- Compliance with traffic regulations,
- Compliance with Safety, Health and Environmental Regulations,
- Protection and maintenance of Public and Private roads, services and properties,
- Reparation of damages occurred on the site,
- Construction and maintenance of access and service roads allowing free and secure passing over or across for vehicles and personnel in the neighborhood,
- Continuous potable and irrigation water supply during the execution phase,
- Utilities protection,
- All charges, overheads, indirect cost and Contractor's profit,
- Insurances, Bonds and guarantees,
- All charges, customs and import duties,

- Laboratory equipment and tests as described in the specifications, bill of quantities or as directed by the Engineer and all costs in connection therewith,
- Coordination of work,
- Giving notices and making applications, including the payment of fees and charges in connection therewith,
- Preparation and submittal of reports, records, photos, certificates, notices, proposals, and other information and data required by the Engineer,
- Design, details, calculations and drawings (computerized) required by the Engineer,
- Detailed survey,
- Temporary works and services associated with the Works and the design thereof,
- Samples of materials,
- Assembling, fitting and fixing materials, products and goods in position,
- Any method of fixing, fixing to any nature of base or background including preparation and providing of fixing materials,
- Waste of materials,
- Square, raking and curved cutting,
- Work at any location or height,
- Work in small, isolated quantities,
- Protection of all work,
- Testing and commissioning of service installations and all costs in connection therewith,
- All work, services and materials which according to the true intent and meaning of the Contract may be reasonably inferred as necessary for completion of the works as described in the drawings, specifications, bill of quantities, or in the Contract, whether expressly mentioned or not, - Removal, after the completion of work, of all equipment, materials, tools and accessories used or unused to execute the Contract,

All Additional works and quantities not included in the BOQ shall be approved written by the Engineer prior to execution.

#### **Abbreviations**

The following abbreviations are used in the Bill of Quantities:

Sq. Square	mm Millimetre
Cu. Cubic	l.m. / m
Linear meter	Nr Number
m2 Square meter	Hr Hour
m3 Cubic meter	Kg Kilogram
km Kilometre	DN Nominal diameter
dia. Diameter	PN Nominal pressure
T Ton	LS Lump sum
kW Kilowatt	P.C Prime cost

- The cost of fulfilling all the requirements of the Contract Documents included in Volume 1 – Bid Conditions and Procedures, Conditions of Contract, volume 2 Technical Specifications, volume 3 Bill Of Quantities, volume 4 Drawings and any addenda (if applicable) issued during tendering period, and which are not otherwise itemized separately and accounted for in the Bill Of Quantities shall be deemed to be included in other work items  
The scope of works might be reduced according to availability of funds

Relevant Spec. Measurement No	Description	Quantity	Unit				
				UNIT PRICE EXCLUDING VAT (USD)	TOTAL PRICE EXCLUDING VAT (USD)	UNIT PRICE INCLUDING VAT (USD)	TOTAL PRICE INCLUDING VAT (USD)
<b><u>Section I: General Requirement (Mandatory)</u></b>							
Part 1	Mobilization, demobilization, site and labor insurance	1	LS				
Part 1	TOPOGRAPHICAL SURVEY The price shall include all necessary works for the execution of the site topographical survey for verification of design levels, quantity measurements and the design of permanent and temporary structures as specified and as directed by the Engineer.	1	LS				
Part 1	TEMPORARY SIGN BOARD The price shall include the cost of manufacturing, supplying and erecting “Temporary Sign Boards”, each size 2000mm wide 3250mm high, including all required foundations, fixing accessories, required pole with breakaway connection, painting and marking, complete as specified to the approval of the Engineer.	3	Nr				
Part 1	EXECUTION AND SHOP DRAWINGS The price shall include all necessary works and materials for the preparation and submission to the Engineer’s approval of all execution and	1	LS				



	shop drawings concerning all temporary and permanent works under this contract (retaining walls, bridges, culverts, channels, etc...). The price shall also include but not limited to the detailed design, all necessary design calculations, working drawing, details and complete information concerning work, methods of erection, construction method and program work taking into consideration safety and non-stop traffic along the main roads. The price shall include the submission of construction documents in complete submittal packages to the Engineer for approval. Construction shall not commence before the receipt of approval of the relevant Construction Documents. The price shall be paid as a lump sum on approval of all documents.						
Part 1	AS-BUILT DRAWINGS The rate shall include the following works: - Verification of revised tender and approved shop drawings. - Implementation of changes incurred on approved shop drawings due to site condition as consented and instructed by the Engineer. - Preparation and submittal of the aforesaid in one original and three copies completed within a period of 4 weeks following the completion date. The rate shall be a lump sum value payable upon approval of submittal	1	LS				
	Visibility Plaque: Plaque for visibility to be installed upon completion of the project, (3M x 4M) with two steel tubes to be fixed in concrete foundation underground, Detailed design will be shared	2	PSC				
				<b>Total Section I:</b>			

**Section II: Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut**  
**- CHURCH STREET (Optional)**

Relevant Spec. Measurement No	Description	Quantity	Unit	UNIT PRICE EXCLUDING VAT (USD)	TOTAL PRICE EXCLUDING VAT (USD)	UNIT PRICE INCLUDING VAT (USD)	TOTAL PRICE INCLUDING VAT (USD)
<b>EARTHWORKS</b>							
2.02.03	Realignment of existing underground water pipes of different sizes and type, and to the Engineer's satisfaction. (Provisional Sum)	150	M				
2.02.03	Realignment of existing underground sewer pipes of different sizes and type, and to the Engineer's satisfaction. (Provisional Sum)	100	M				
2.02.03	Realignment of existing underground storm water pipes of different sizes and type, and to the Engineer's satisfaction. (Provisional Sum)	50	M				
2.02.03	Realignment of existing underground telephone cables and duct of different sizes and type, and to the Engineer's satisfaction. (Provisional Sum)	100	M				
<b>ENVIRONMENTAL WORKS</b>							
<b>UPVC Drainage Pipes completed as specified including supply, installation and testing.</b>							
10.01.04	250mm diameter	80	M				
10.01.04	300mm diameter	55	M				
10.01.04	400mm diameter	125	M				
<b>R.C Drainage Pipes completed as specified including supply, installation and testing.</b>							
10.01.04	500mm diameter.	45	M				
10.01.04	600mm diameter.	25	M				
10.01.04	700mm diameter.	130	M				
<b>UPVC Type SN4 Sewer Pipes completed as specified including supply, installation and testing.</b>							

10.01.04	250mm diameter.	82	M				
10.01.04	300mm diameter.	110	M				
10.01.04	400mm diameter	234	M				
<b>Precast Reinforced concrete storm water manholes, with heavy-duty Ductile iron frame and grating cover, internal size 1.20mx1.20m, including supply of materials, installation and testing, completed all to the satisfaction of the Engineer, as specified, and shown on drawings.</b>							
10.04.04	Depth not exceeding 2.5m.	13	Nr.				
10.04.04	Depth more than 3m and not exceeding 5m.	5	Nr.				
10.04.04	Precast or cast in situ reinforced concrete road gully (60*60cm) with Ductile iron heavy duty grates and frames all completed as specified and as per drawings and to the Engineer's satisfaction.	45	Nr.				
10.04.04	Precast or cast in situ reinforced concrete road interceptor with Ductile iron heavy duty grates and frames all completed as specified and as per drawings and to the Engineer's satisfaction.	45	M				
<b>Precast Reinforced concrete sewer manholes, with heavy-duty Ductile iron frame and cover, including supply of materials, installation and testing, completed all to the satisfaction of the Engineer, as specified, and shown on drawings.</b>							
10.04.04	Depth not exceeding 2.5m.	18	Nr.				
10.04.04	Depth more than 3m and not exceeding 5m.	5	Nr.				
<b>Sewer service connection, per connection installed, including supplying, transporting storing &amp; installing of UPVC pipes connections to link the customers with the network, with all necessary fittings and concrete encasement, completed all to the satisfaction of the Engineer, as specified, and shown on drawings.</b>							
10.04.04	Including house chamber construction.	25	Nr.				
10.05.04	Connection of the proposed potable water pipes line to the existing potable water system, completed all to the satisfaction of the Engineer.	2	Nr.				
10.05.05	Connection of the proposed sewer pipes line to the existing sewage network, completed all to the satisfaction of the Engineer.	2	Nr.				

10.05.05	Connection of the proposed storm water pipes line to the existing network, completed all to the satisfaction of the Engineer.	2	Nr.				
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**TOTAL SECTION II**

**Section III: Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – Al Nour School - Mrayjeh – Sewer (Optional)**

Relevant Spec. Measurement No	Description	Quantity	Unit	UNIT PRICE EXCLUDING VAT (USD)	TOTAL PRICE EXCLUDING VAT (USD)	UNIT PRICE INCLUDING VAT (USD)	TOTAL PRICE INCLUDING VAT (USD)
<b>Cutting of paved roads for pipe trenches and manholes This item shall be measured by linear meter along the pipe centerline.</b>							
1.1	For a 250mm pipes diameter	133	M				
1.1	For a 250mm pipes diameter	133	M				
1.1	For a 400mm pipes diameter.	365	M				
1.1	For a 500mm pipes diameter	275	M				
<b>Excavation for pipe trenches including shoring System where required and directed by the engineer This item shall be measured by linear meter along the pipe centerline.</b>							
1.2	For a 250mm pipe diameter average depth over 2m but not exceeding 3m.	133	M				
1.2	For a 400mm pipe diameter average depth over 2m but not exceeding 3m.	277	M				
1.2	For a 400mm pipe diameter average depth over 3m but not exceeding 4m	88	M				
1.2	For a 500mm pipe diameter average depth over 2m but not exceeding 3m.	275	M				
1.3	Concrete Class B (for pipe works) This item shall be measured by cubic meter	20	M3				
1.4	Reinforcing Steel This item shall be measured in kilograms	600	KG				
1.5	Supply, laying and testing of UPVC pipes (Class 4) This item shall be measured in	130	M				

	linear meter of pipes completely supplied, installed and tested D=250mm						
1.6	Supply, laying and testing of concrete pipes This item shall be measured in linear meter of pipes completely supplied, installed and tested. D=400mm	365	M				
1.6	Supply, laying and testing of concrete pipes This item shall be measured in linear meter of pipes completely supplied, installed and tested. D=500mm	275	M				
<b>Construction of reinforced concrete manholes for sewer gravity lines This item shall be measured in unit of manholes</b>							
<b>Unclassified Excavation This item shall be measured by cubic meters.</b>							
1.7.1	Pits depth over 2m but not exceeding 3m.	275	M3				
1.7.1	Pits depth over 3m but not exceeding 4m.	190	M3				
<b>Selected fill and backfill This item shall be measured by cubic meters</b>							
1.7.2	Pits depth over 2m but not exceeding 3m	275	M3				
1.7.2	Pits depth over 3m but not exceeding 4m.	155	M3				
1.7.3	Concrete for Manhole Class "A" This item shall be measured by cubic meters.	52	M3				
1.7.4	Concrete for Benching Class "B" This item shall be measured by cubic meters.	15	M3				
1.7.5	Concrete for Blinding Class "D" This item shall be measured by cubic meters.	12	M3				
1.7.6	Reinforcing Steel This item shall be measured in kilograms	6240	KG				
<b>Ductile iron cover (600 mm diameter) and frame This item shall be measured in unit completely installed and tested.</b>							
1.7.7	Medium Duty Ductile Iron Cover	20	Nr				
1.7.7	Heavy Duty Ductile Iron Cover	28	Nr				
<b>Aluminum Ladder This item shall be measured in unit completely installed and tested.</b>							
1.7.8	For Manholes A1, B1 and C1	22	Nr				
1.7.8	For Manholes A2, B2 and C2	5	Nr				
<b>Backfilling Pipe Trenches This item shall be measured by linear meters along the center line of pipes</b>							

1.8	For a 250mm pipe diameter	130	M				
1.8	For a 400mm pipe diameter	365	M				
1.8	For a 500mm pipe diameter	275	M				
<b>Repaving of pipe trenches and around manholes (Provisional) This item shall be measured by linear meters along the center line of pipes</b>							
1.9	For a 250mm pipe diameter	130	M				
1.9	For a 400mm pipe diameter	365	M				
1.9	For a 500mm pipe diameter	275	M				
<b>Water Proofing Works This item shall be measured by square meters or by cubic meters.</b>							
1.10.1	Waterproofing membrane	20	M2				
1.10.2	Geotextile Sheet	35	M2				
1.10.3	Epoxy Primer	100	M2				
1.10.4	Bituminous Coating for buried surfaces	150	M2				
1.10.5	Concrete hollow blocks (10cm thick)	300	Nr				
1.10.6	Epoxy Mortar (12mm thick)	4.5	M3				
<b>House Connection</b>							
1.11.1	Sewer service connection, per connection installed, Excluding house chamber construction.	40	Nr				
1.11.2	Sewer service connection, per connection installed, Including house chamber construction	20	Nr				
	Visibility Plaque: Plaque for visibility to be installed upon completion of the project, (3M x 4M) with two steel tubes to be fixed in concrete foundation underground, Detailed design will be shared	2	Nr				
<b>TOTAL SECTION III</b>							
<b><u>Section IV: Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – Haret Hreik Sewer (Wastewater System) (optional)</u></b>							
Relevant Spec. Measurement No	Description	Quantity	Unit	UNIT PRICE EXCLUDING VAT (USD)	TOTAL PRICE EXCLUDING VAT (USD)	UNIT PRICE INCLUDING VAT (USD)	TOTAL PRICE INCLUDING VAT (USD)

<b>Cutting of paved roads for pipe trenches and manholes This item shall be measured by linear meter along the pipe centerline.</b>							
1.1	For a 200mm pipes diameter	341	M				
<b>Excavation for pipe trenches including shoring System where required and directed by the engineer This item shall be measured by linear meter along the pipe centerline.</b>							
1.2	For a 200mm pipe diameter average depth not exceeding 2m.	280	M				
1.2	For a 200mm pipe diameter average depth over 2m but not exceeding 3m.	61	M				
1.3	Concrete Class B (for pipe works) This item shall be measured by cubic mete	5	M3				
1.4	Reinforcing Steel This item shall be measured in kilograms.	200	Kg				
1.5	Supply, laying and testing of UPVC pipes (Class 4) This item shall be measured in linear meter of pipes completely supplied, installed and tested. D= 200 mm	341	M				
<b>Construction of reinforced concrete manholes for sewer gravity lines This item shall be measured in unit of manholes</b>							
<b>Unclassified Excavation This item shall be measured by cubic meters</b>							
1.7.1	Pits depth not exceeding than 2.5m.	250	M3				
1.7.2	Selected fill and backfill This item shall be measured by cubic meters. Pits depth not exceeding than 2.5m.	110	M3				
1.7.3	Concrete for Manhole Class "A" This item shall be measured by cubic meters	75	M3				
1.7.4	Concrete for Benching Class "B This item shall be measured by cubic meters.	14	M3				
1.7.5	Concrete for Blinding Class "D" This item shall be measured by cubic meters	12	M3				
1.7.6	Reinforcing Steel This item shall be measured in kilograms.	10000	Kg				

1.7.7	Ductile iron cover (600 mm diameter) and frame This item shall be measured in unit completely installed and tested. Heavy Duty Ductile Iron Cover	24	Nr				
1.7.8	Aluminums Ladder This item shall be measured in unit completely installed and tested. For Manholes A1 and A2	24	Nr				
1.8	Backfilling Pipe Trenches This item shall be measured by linear meters along the center line of pipes For a 200mm pipe diameter	341	M				
1.9	Repaving of pipe trenches and around manholes (Provisional) This item shall be measured by linear meters along the center line of pipes For a 200mm pipe diameter	341	m				
<b>Water Proofing Works This item shall be measured by square meters or by cubic meters.</b>							
1.10.1	Waterproofing membrane	30	M2				
1.10.2	Geotextile Sheet	25	M2				
1.10.3	Epoxy Primer	150	M2				
1.10.4	Bituminous Coating for buried surfaces	200	M2				
1.10.5	Concrete hollow blocks (10cm thick)	100	Nr				
<b>House Connection</b>							
1.12.1	Sewer service connection, per connection installed, Excluding house chamber construction.	10	Nr				
1.12.2	Sewer service connection, per connection installed, Including house chamber construction.	25	Nr				
	Visibility Plaque: Plaque for visibility to be installed upon completion of the project, (3M x 4M) with two steel tubes to be fixed in	2	Psc				

	concrete foundation underground, Detailed design will be shared.						
<b>TOTAL SECTION IV</b>							
<b><u>Section V: Rehabilitation of Waste water and Storm water network in Southern suburb of Beirut – Haret Hreik Storm (optional)</u></b>							
Relevant Spec. Measurement No	Description	Quantity	Unit	UNIT PRICE EXCLUDING VAT (USD)	TOTAL PRICE EXCLUDING VAT (USD)	UNIT PRICE INCLUDING VAT (USD)	TOTAL PRICE INCLUDING VAT (USD)
<b><u>EARTHWORKS</u></b>							
2.9.03	Road Excavation Trench Excavation and Backfilling for Storm water Gravity Pipes, completed all as shown on the drawings, specified and to the Engineer's satisfaction.	1,600	m <sup>3</sup>				
<b><u>SUB-BASE AND BASE COURSES</u></b>							
3.02.08	Granular Sub-base Course, completed all as specified and to the Engineer's satisfaction.	110	M3				
3.03.08	Aggregate Base Course completed all as specified and to the Engineer's satisfaction.	250	M3				
<b><u>BITUMINOUS CONSTRUCTION</u></b>							
4.02.06	Bituminous Prime Coat completed all as specified and to the Engineer's satisfaction	835	M2				
4.02.06	Bituminous Tack Coat completed all as specified and to the Engineer's satisfaction.	835	M2				
4.05.27	Bituminous Wearing Course completed as specified and to the Engineer's satisfaction	55	M3				
4.05.27	Bituminous Binder Course as specified and to the Engineer's satisfaction.	55	M3				
<b><u>ENVIRONMENTAL WORKS</u></b>							
<b>UPVC Drainage Pipes completed as specified including supply, installation and testing.</b>							
10.01.04	200mm diameter	35	M				
10.01.04	250mm diameter.	500	M				

10.01.04	300mm diameter.	650	M			
<b>Cast in situ Reinforced concrete storm water manholes, with heavy-duty Ductile iron frame and grating cover, internal size 1.20mx1.20m, including supply of materials, installation and testing, completed all to the satisfaction of the Engineer, as specified, and shown on drawings.</b>						
10.01.04	Depth not exceeding 2m.	30	nr			
<b>Cast in situ Reinforced concrete storm water manholes, with heavy-duty Ductile iron frame and cover, internal size 1.20mx1.20m, including supply of materials, installation and testing, completed all to the satisfaction of the Engineer, as specified, and shown on drawings.</b>						
10.01.04	Depth not exceeding 2m	5	Nr			
10.01.05	Connection of the proposed sewer or storm pipes lines to the existing network, completed all to the satisfaction of the Engineer.	9	nr			
<b>CONCRETE, STEEL AND STRUCTURES</b>						
5.01.08	Concrete blinding foundation beds, Class C (110/25) for structures as specified and to the Engineer's satisfaction.	15	M3			
5.01.08	Cast in situ Reinforced concrete, Class 250/20(B25) for pipes encasement completed as specified, shown on drawings and to the Engineer's satisfaction.	10	M3			
5.03.04	High Tensile Steel bar reinforcement completed as specified and to the Engineer's satisfaction.	0.4	T			
5.09.04	Precast or cast in situ reinforced concrete road gully (60*60cm) with Ductile iron heavy duty grates and frames all completed as specified and as per drawings and to the Engineer's satisfaction.	70	Nr			
<b>TOTAL SECTION IV</b>						
<b>GRAND TOTAL (SECTION I + SECTION II + SECTION III + SECTION IV)</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 Southern suburb of Beirut, LEBANON



3. Payment terms: \_\_\_\_\_ (Recommended: 25% advance payment and 75% after completing the works/delivery)

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

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

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

**END OF OFFER FORM**

**- Annex -**

- Kindly refer to the drawings for more information
- Kindly refer to Bid Conditions
- Kindly refer to the technical and general specifications for more information

**PS: the needed documents are available on a CD and can be collected free of charge from ACTED offices (Beirut Office: 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut. Contact number: + 961 1 324331)**

All interested bidders are requested to pass by ACTED offices to collect the above mentioned documents.

The eligible companies will be only the ones who have a copy of the Lebanese Contractors classification as:

- a. Grade one classification Contractor for Water Project with the Ministry of Energy and Water,
- b. Five stars classified contractor (roads, civil works, and buildings) in CDR (Council of Development and Reconstruction),
- c. Establishment projects in the value of at least two million USD during the last five years

**BIDDER'S QUESTIONNAIRE – ACTED LEBANON**

Date:

Tender Ref: T/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018

**A. Company Name:**

<p><b>B. Company Owner(s) / Partners full names:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p><b>C. Company Legal Authorised Representative for this Tender:</b></p> <p>Complete Name: _____</p> <p>Position in the Company: _____</p> <p>Signature: _____</p>
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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 list 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 1<sup>st</sup> 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/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018](#)

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/11DBH/90DLIN-90DMIN/BRT/PRG/04-09-2018

**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. <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 USD</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. PRO-06-03 Version (BIDDER'S CHECK LIST) is attached, filled, signed and stamped by the supplier					
8. The Bidding documents are filled <b>in English</b> .					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items)					
10. ANNEXES – A Copy of Company registration documents and license are included and the ID of the legal representative of the company <b>(compulsory)</b>					
11. ANNEXES – Coloured catalogues and pictures (or technical data sheets) of item(s) are included					
12. Bank guarantee <b>(compulsory)</b>					
13. Classification documents <b>(compulsory)</b>					

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

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