**Draft I, 16.02.2021**

Project:

**Design Study of Antelias Blood Bank**

**Terms of Reference**

**Design study for Antelias Blood Bank**

Date: ……………………………………….

Signature ………………………………………..

1. **General Condition for the planning work**

**Background**

The Lebanese Red Cross started blood transfusion services in 1964 with the opening of the first blood bank in Beirut. Today, LRC has 13 transfusion centres and covers more than 20% of the estimated national blood needs (42,000+ blood products in 2020). Whereas, the Lebanese Red Cross Blood Transfusion Services are the only standalone blood transfusion services centres ready to receive voluntary donors to serve patients and hospitals across Lebanon.

Today LRC BTS perform collection testing preparation, storage and distribution of blood in all its centers.

Accordingly, Lebanese Red Cross Blood Transfusion Services core rationale of this project is to realize the design plan, drawings and BOQ of a blood bank that will:

* Receive blood donors and perform whole blood collection
* Receive collected whole blood units and samples from other LRC Blood Transfusion Centers and/or blood drives
* Test the samples received
* Prepare blood components from whole blood units received (RBC, Plasma, Platelets)
* Store blood components in storage devices
* Distribute blood products

**Program**

The offer should contain the necessary plans, drawings and BOQ needed for the renovation of BTS Antelias Centre

The base for the project of the BTS Antelias Centre renovation is the document **“Design Guidelines Antelias Blood Bank”**.

The given surfaces and volumes in the schedule of spaces must be achieved, it is considered as the minimum. If due to architectural and or functional reasons rooms must be reduced or enlarged, the planner is free to do so; however, must mention this in the explanatory report. The exact distribution and relations of the areas and uses will be subject of meetings with the planer and the representatives of the Lebanese Red Cross.

**Architectural Part**

Design emphasis should be placed on the functionality, expandability and workflow of the existing premises, this counts for the for both users’ frequent premises visitors (i.e. employees) and occasional visitors (i.e. patients, donors etc.).

**Renovation Part**

The renovation will be done for the 1st floor at Antelias LRC building. The design must be compliant to the American Association Blood Bank (AABB) guidelines.

1. **Planning structure**

We ask the bidder to specify his financial offer according to the given project structure.

* **Complete Design Plans, Drawing and BOQ**
* **Supervision of renovation works**

The bidder should also specify the needed working days for each step in his offer.

The LRC reserves the right to stop the project after each step without the obligation of paying for any loses due to the cancellation of the project. The steps must at least include the following:

**Design study on the proposed center**

* Kickoff meetings with the client in order to understand the needs and functioning of a blood bank.
* Analyzing the intention and needs for the blood bank, provided through the workshops and the documents of the LRC
* Proposal of one or several layout design options with sketches in scale 1:200/1:100 and possible volume studies
* Present and discuss the first findings with the representatives of the Red Cross
* Integrate the comments and recommendations of the client in the renovation project
* Present the reviewed Pre-Project to the client and finalize it
* Submit the layout design and all detailed drawings (mechanical, electrical, data...etc.) with the related BOQ of the renovation project.
* Establishing a cost estimate (accuracy +/- 15%)
1. **Timeline**

The following timeline for the implementation of the renovation project study is foreseen.

Selection process of the planner

* 1 months

Kickoff workshop with the planner and representatives of the Red Cross/Blood Bank

* 2 days

Presentation of the first draft project

* After 1 month

Feedback to the planner by the Red Cross

* 7 days

Presentation of the reviewed project

* 10 days

Cost and presentation of BOQ

* 5 days

Final project document

* 3 days
1. **Deliveries with the Offer**

The offer should be sent in a written (on Paper) form and at least include the following documents.

Financial quotation for the mentioned planner work structured to the following structure.

* Design Plans
* Detailed Drawings
* BOQ
* Optional works
* Extra fees and extra expenses

Two Reference projects of similar complexity of the planner’s office.

* Project of similar complexity and volume including Name and Reference persons on a Format A3, (horizontal).

Personal experiences of the planner in charge

* (Diploma, Experiences, Projects implemented in Lebanon)

**Evaluation scheme:**

The documents will be analyzed and rated according to the schedule below to select the best offer overall.

**Price,** financial quotation 30 %

**2 Reference projects** of similar complexity (each 20 %) 50%

of the Planners office

**Personal experiences** of the planner in charge 20%

(Education, Projects implemented etc.)

**Implementation phase**

The renovation phase will be subject of a tender again; however, the planner of the design plan phase will be supervising the renovation phase.

**Reservations**

The present tender process is not under the public law therefore the Lebanese Red Cross reserves the right to select according to its own criteria. There will be no possibility of a juristic contestability of the selection process.

**E. Questions about the Process**

Any question in related to the tender can be send latest by 19 March 2021 in a written form to the following address Mohamad.elhaj@redcross.org.lb. After this date no more questions will be answered. The Answers will be sent to each bidder.

**Annex:**

* Site plan
* Design Guidelines Antelias Blood Bank