# Invitation to bid No: 2021-023 Qab Elias Warehouse Construction – PHASE II “Framework Agreement until Finalizing the Project”

The Lebanese Red Cross Society (LRCS) hereby invites sealed bids from manufacturers/reputed firms/ registered suppliers for the supply of the following supplies/ services:

|  |  |  |
| --- | --- | --- |
| **Lot No.** | **Item description** | **Delivery Location** |
| **1** | **ARCHITECTURE WORL** | **QAB ELIAS** |
| **2** | **ELECTRICAL WORK**  |
| **3** | **MECHANICAL WORK**  |
| **4** | **CIVIL WORK** |

ITENDER DETAILS

The Tender details are as follows:

|  |  |
| --- | --- |
| INCOTERMS | DDP – Beirut Delivery Duty Paid |
| Delivery address | Spears |
| ITB Published | Saturday 10 July 2021  |

All documents can be downloaded from <http://www.redcross.org.lb/> (Please select “Tender” from the menu at the top right of the page). Tenderers are advised to check the website regularly as any changes or additional information related to this tender will be updated via the website.

**IF YOU ARE NOT ABLE TO DOWNLOAD THE ANNEXES PLEASE CONTACT:** **Hoda.fakih@redcross.org.lb**

Tenders must be submitted in a sealed envelope

|  |  |
| --- | --- |
| Mailing address | Lebanese Red Cross Head Quarters,Spears Street, Kantari, Beirut, Lebanon**Please submit your bid in a SEALED Envelope to FINANCE DEPARTMENT at 1st floor.** |
| **Tender deadline** | **Date: Friday 23 July 2021****Time: 5:00:00 PM** PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE |
| Bids to be marked | “Tender reference: **2021-023**. Do not open before **Friday 23 July 2021**” |
| **Deadline for questions** | Date: **Monday 19 July 2021**,Time: 5:00:00 PM  |
|  | **BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN *(written by hand bids will be considered as ineligible)***  |

IMPORTANT INFORMATION REGARDING THIS ITB:

**- BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN *(written by hand bids will be considered as ineligible)***

**- Please SIGN AND STAMP all the mentioned documents below**

**-All works shall be executed as per Specifications**

**- All dimensions shall be reviewed on site (you are free to do a site visit in order to check the location, the land is next to EMS Branch at Qab Elias)**

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids thatare deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

|  |  |  |  |
| --- | --- | --- | --- |
| #  | Annex  | Document  | Instructions |
| 1 | Annex 1 | LRCS Supplier Registration Form | Complete ALL sections in full, sign, stamp and submitMandatory. |
| 2 | Annex 2  | Bid Form  | Complete ALL sections in full, sign, stamp and submitMandatory. |
| 3 | Annex 4 | Past Performance & Bidder References: Minimum 2 proofs of similar working experience with an international, NGO, national NGO, private, or public sector Provide 2 references (phone and mail) | Mandatory , sign, stamp and submitProof of experience shall be a copy of contract/purchase order signed or copy of Job Completion.Note that the notification of contract award is not aProof of experience for LRCS. |
| 4 | Annex 5 | Tender Award and Acknowledge Certificate | Mandatory , sign, stamp and submit |
| 5 |  |  Copy of company registration – (Ministry of Justice)- وزارة العدل) ) شهادة تسجيل شركة تجارية  | Mandatory |
| 6 |  | Copy of tax registration (Ministry of Finance( (وزارة المالية) شهادة تسجيل الشركة | Mandatory |
| 7 |  | Copy of VAT registration (Ministry of Finance) (وزارة المالية) شهادة تسجيل في الضريبة على القيمة المضافة  | Mandatory |
| 8 |  | اذاعة تجارية | Mandatory |
| 9 |  | ***IBAN BANK DOCUMENT*** *STAMPED BY THE BANK* | Mandatory |

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB.

A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected.

c. All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically noncompliant will not be financially evaluated.

II. TENDER PROCESS

The following processes will be applied to this Tender:

 Tender Period

 Tender Closing

 Tender Opening

 Administrative Evaluation

 Technical Evaluation

 Financial Evaluation

 Contract Award

 Notification of Contract Award

# Instructions to bidders

Tenderers must meet all the requirements specified in the tender documents and therefore advised to go through the tender documents carefully before submission and be certain that they are able to comply with the specified terms & conditions.

1. **Bidding in lots:**

If the tender is divided into lots bidders should make every effort to bids for all items within the lot they are interested in. If bidders fail to complete all items within the lot LRCS reserves the right not to award the lot to the bidder. Bidders must complete at least one lot to be considered eligible. Bidders can bid for as many lots as they wish.

1. **Items and Quantity:**

LRCS reserves the right to split up the order between suppliers.

1. **Specifications:**

 The detailed specification in respect of each item with packing, marking/ labelling instructions etc. are given in **Annex 3 - Detailed Specifications – ANNEX A** which tenderers must adhere to.

**Eligibility:**

* 1. Bidders are solely responsible for ensuring that the full bid is received by LRCS in accordance with the ITB requirements, prior to the specified date and time mentioned above. LRCS will consider only those portions of the bids received prior to the closing date and time.
	2. All responsive Bids shall be Typed on the LRCS Bid Form.
	3. Bids submitted are at the Bidders risk and LRCS takes no responsibility for the receipt of such Bids.
	4. Bidders are solely responsible for ensuring that the full Bid is received by LRCS, in accordance with the ITB requirements:

**Hard Copy:**

Bid shall be placed in an outer sealed envelope, addressed and delivered to:

“Tender reference: 2021-022 do not open before **Friday 23 July 2021**”

Failure to comply with the above may disqualify the Bid.

* 1. Tenderer(s) must be Manufacturers, accredited Wholesalers, Traders / Suppliers, Agents in their registered country.
	2. Any unsealed tenders and tenders received after the submission deadline will not be accepted.
	3. Tenderer(s) should have the capacity and capability to supply the items in accordance with the specifications within the prescribed delivery time and the terms & conditions mentioned herein.
	4. Contracts can be awarded individually or jointly.
1. **Price:**
	1. Price should be best and final offer
	2. Include discounts for early payment, if any
	3. All prices should be denominated in the currency that is specified in the **Addendum** attached.
	4. Applicable VAT/duty rates should be clearly stated per item in the offer as to facilitate any tax/ duty exemptions/ reimbursement

4.

1. **INCOTERMS:**

DDP INCOTERMS©2010 as defined by the International Chamber of Commerce will be used to govern the terms of delivery/ contract.

1. **Delivery Destinations:**

Details of the consignee and necessary details for the paperwork will be agreed at the time of signing contract with successful Tenderer/s. Tenderer(s) shall be responsible for all costs arising from packing, forwarding and delivering of goods to actual points of delivery including loading, unloading, transport and insurance and clearance costs as per the stated INCOTERMS.

1. **Delivery/Readiness Period:**

The delivery/readiness must be within the agreed timeframe after the of signing the contract by both parties and all the items/quantities must be delivered at the delivery destinations within a maximum period as agreed on the signing of the contract. The successful Tenderer will be required to agree to the Delivery Schedule (as stated, in tranches so they meet the requirements of our consignee)

1. **Packaging:**

All goods must be appropriately packed (if applicable – refer **Annex 3 - Detailed Specifications-ANNEX A**) suitable for sea/road transportation and loading/unloading including rough handling to final destinations.

1. **Marking/Labelling:**

Marking / labelling instructions are provided in **Annex 3 - Detailed Specifications – ANNEX A**

1. **Presentations:**

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules, which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized

1. **Language:**

 The documents submitted will be accepted in English language only. The certificate, etc. from local government or local authorities (if applicable) could be provided in actual language All markings and labelling should appear in English only.

1. **Samples:**

Please refer to the **Addendum** if samples are required with the bid submission or not. If required samples of all the items must be submitted together with your Tender documents. Samples must meet the required specifications as per **Annex 3 - Detailed Specifications- ANNEX A**. Each sample must be clearly labelled. LRCS reserves the right to reject bids where Tender documents are not accompanied by the samples.

1. **Validity Period:**

Bids shall be valid for at least the minimum number of days specified in the Addendum, and from the date of Bid closure. LRCS reserves the right to determine, at its sole discretion, the validity period in respect of Bids, which do not specify any such maximum or minimum limitation.

 If the bid is successful and contracted, the bid will remain valid for the duration of the contract.

1. **Your offer should clearly state the following:**
	1. Country of origin of the goods
	2. Place of manufacture and place of despatch
	3. Unit prices / Total prices, etc. as per **Annex 2 - Bid Form**
	4. Price should be net after deduction of any discount and should be compatible with the appropriate INCOTERMS specified in the **Addendum**.
	5. Firm dates for starting and completion of delivery at delivery points.
	6. Confirmation to comply with the specifications as per **Annex 3 - Detailed Specifications + ANNEXES** , if you can meet the specifications. If not, state clearly.
	7. Confirmation to agree to accept the terms and condition as per this tender document and the general terms and conditions, stated within Annex 5 Tender and Award Acknowledge Certificate.
	8. Full packing details (contents, weight and volume)
2. **Award of Contracts:**

This ITB does not commit LRCS to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. The Bidder of an offer made by LRCS will regard as an offer made by the Bidder and not as an acceptance any bid submitted.

No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of LRCS and the successful Bidder.

LRCS may award contracts for part quantities or individual items. LRCS will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened.

LRCS reserves the right to cancel any ITB, to reject any or all Bids in completely or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future LRCS ITBs.

1. Acceptance:

LRCS reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB closure.

1. CONFIDENTIALITY:

This ITB or any part hereof, and all copies hereof shall be returned to LRCS upon request. This ITB is confidential and proprietary to LRCS, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to

Others without the prior written consent of LRCS, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

1. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

 The preparation of submission of Bids,

 The clarification of Bids,

 The conduct and content of negotiations,

 Including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by LRCS in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to LRCS, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

1. IMPROPER ASSISTANCE

Bids that, in the sole opinion of LRCS, have been compiled:

- With the assistance of current or former employees of LRCS, or current or former contractors of LRCS in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,

- With the utilization of confidential and/or internal LRCS information not made available to the public or to the other Bidders,

In breach of an obligation of confidentially to LRCS, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from LRCS, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITB was an official, agent, functionary, or employee of, or otherwise engaged by LRCS and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITB relates.

1. CORRUPT PRACTICES

LRCS has zero tolerance for corruption. The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by LRCS as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favoritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by LRCS, including tendering, award or execution of core serves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate LRCS policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore, agrees to inform LRCS immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific LRCS country operations

1. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of LRCS and the Bidder’s interests during the procurement process.

If during any stage of the procurement process or performance of any LRCS contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify LRCS immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of LRCS, or cases in which any LRCS official, employee or person under contract with LRCS may have, or appear to have, an interest of any kind in the Bidder’s business or any kind of economic ties with the Bidder. The Bidder shall take steps as LRCS may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of LRCS.

1. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid closure time shall not be honored.

Withdrawal of a Bid may result in your suspension or removal from the LRCS suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

1. LATE BIDS

All Bids received after the ITB closure will be rejected.

1. OPENING OF THE ITB

The Tender Opening will take place at the time and location stated within Addendum.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence LRCS in its decision concerning the award of the contract will result in the immediate rejection of the tender.

1. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the LRCS General Conditions, or the Special Conditions of Contract, as applicable, are acceptable.

1. CANCELLATION OF THE ITB

In the event of an ITB cancellation, Bidders will be notified by LRCS. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

The ITB may be cancelled in the following situations:

-where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;

-the economic or technical parameters of the project have been fundamentally altered;

- Exceptional circumstances or force majeure renders normal performance of the project impossible;

- All technically compliant Bids exceed the financial resources available; or there have been irregularities in the procedure, in particular where these have prevented fair competition.

LRCS shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if LRCS has been advised of the possibility of damages. The publication of a procurement notice does not commit LRCS to implement the programme or project announced.

1. QUERIES ABOUT THIS ITB

For queries on this ITB, please contact the Procurement, on the following email: **Hoda.fakih@redcross.org.lb**

All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number.

Bids shall not be sent to the above email.

All questions during the tender period, as well as the associated answers, will be shared with all invited bidders.

1. ITB DOCUMENTS

This ITB document contains the following:

1. This Invitation to Bid.

2. Addendum

3. Annex 1: LRCS Supplier Registration Form.

4. Annex 2: LRCS Bid Form.

5. Annex 3: Detailed Specifications.

6. Annex 4: Past Performance and Reference Check.

7. Annex 5: Tender and Contract Award Acknowledgement Certificate.

8. Annex 6: General Conditions of Procurement Contract.

9. Bidder Checklist.

Bidders shall observe the highest standard of ethics during the procurement and execution Of such contracts. LRCS will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely

# Addendum

|  |  |  |
| --- | --- | --- |
| **Bidders Instructions :** | **Item:** | **Specifications:** |
| Price | Currency | USD  |
|  | Exchange rate  | For evaluation purposes, we will use the following exchange rate: 1USD = LBP1,507.5No other currencies are acceptable.**Regarding the payment terms and as mentioned in the Tender Documents LRC is 45 days from the date of invoice and In case of payment in LBP, the value of the Lebanese Pound shall be determined according to the exchange of the US dollar issued by the Beirut Stock Exchange, on the payment's date****LRC is paying in Fresh Transfer USD – VAT AMOUNT TO BE PAID WITH CHEQUE LBP** |
| INCOTERMS© | Terms of delivery | DDP – Beirut Delivery Duty Paid |
| Tender delivery | Delivery address | Lebanese Red Cross Society Finance office- 1st FloorHead QuarterSpears Street,KantariBeirut, Lebanon |
|  | Delivery email |  |
| Goods/ services delivery period | Start period |  |
|  | Delivery deadline | **BEFORE WINTER**  |
| Marking/ labelling |  | 2021-023 |
| 0Language | Tender document language | English |
| Samples | Samples to be delivered with bids? |  |
| Bid validity | Offer to be valid for | **1 YEAR** |
| Liquidated damages | Damages per calendar day of delay | 0.5% of contract value  |
|  | Maximum delay damages | 5% of contract value |
| Payment | Invoice to be raised on delivery of | Each batch/ final delivery |
|  | Payment terms | 45 calendar days after the submission of all required documentationBidder should submit a Bank Guarantee from his fresh account to match the down payment |
|  | **Tender deadline** | **Date: Friday 23 July 2021****Time: 5:00:00 PM** |
|  | Bids to be marked | “Tender reference: 2021-023. Do not open before 23 July 2021” |
|  | Deadline for questions | Date: 19 July 2021Tim0e: 5:00:00 PM |

**Annex 1 Supplier Registration Form (Must be signed and stamped)**

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire. All bidders should completely fill up this form. If found blank then the bidder's tender shall not be included in the Final Evaluation

|  |  |
| --- | --- |
| 1. NAME OF COMPANY:
 |  |
| Mailing Address |  |
| Country: |
| Contact Person (s)  |  |
| Telephone No | Fax:  |
| Email |  |
| Website |  |
| Owner(s) Name(s): |  |
|  |
| Nationality: |  |
| VAT Number |  |
| Date of Registration of VAT |  |
| 1. ORGANISATION REGISTRATION:
 | Year Established: Under the laws of: |
| 1. SIZE OF BUSINESS
 | No. of Employees: No. of Branches:  |
| No. of International Offices:  |
| Location of Factories:  |
| No. of Plants:  |
| No. of Warehouses |
| 1. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES:
 | Name Address Nature of Affiliation |
|  |
|  |

## Annex 2 - Bid Form (Must be signed and stamped)

* **LRCS will award Framework Agreement to One Bidder or More.**
* **BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN *(written by hand bids will be considered as ineligible)***
* **LRC might proceed with awarding the whole lots or part of them. Bidders must take into consideration that they might execute the Either the Four Lots or ONLY one of them**

**Lot 1: ARCHITECTURE WORK**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Item/Milestone Required Detailed Specifications** | **Unit** | **Estimated Quantity**  | **Unit Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **VAT %** | **Unit Price in USD, inclusive VAT% delivery, installation and all other fees** | **TOTAL Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **TOTAL Price in USD, Inclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** |
| **General**The quantities listed here below are not final.The contractor shall ascertain for himself the actual quantities and items required. The contractor is deemed to have visited the site, satisfied himself with the existing conditions. The contractor is to allow in his tender for all items, materials, workmanship which in his opinion make part of the work and are not mentioned in the bill of quantities as no extra payment will be allowed on the ground of such claim. |
| **1** | **HOLLOW BLOCKS** |
| Supply and fix hollow and solid blocks bedded in cement and sand mortar including wall ties, anchors, fixings control joints and reinforced concrete jambs, sills and lintels complete as shown on drawings and as specified. |
| **1-1** | 1. 200 mm thick hollow block work Complete with galvanized steel angles fixed to columns each three courses | **M2** | **80** |   |   |  |   |   |
| **2** | **PLASTERING** |
| Plastering to all areas shall be measured net, openings not include:a-The price shall include for running rules , all narrow widths, for taking out joints on block walls or backing concrete face for key, for making good to frames around pipes and other fittings , plastering to jambs and reveals of openings, side of columns, window sills; all of which shall be included.b-Price shall also include Expanded metal lath, angle beads at all corners and plaster stops at opening edges, expansion joints, sills, labor, curing, erecting and dismantling of scaffoldings, additives, pigments and all incidentals required as specified. |
| **2-1** | Prepare surfaces, supply and apply cement and sand plaster, 15mm thick, to masonry and reinforced concrete walls including beads, joint strips, metal lath at junctions of different surfaces and other accessories, all as specified.Internal plaster for Walls and Internal Ceiling:Internal plaster shall be perfectly vertical and horizontal with all 90 degree angles unless otherwise shown on drawings with galvanized steel angle beets and at all corners and galvanized steel wire mesh between block work and RC elements | **M2** | **580** |   |   |  |   |   |
| **3** | **FLOORING AND COVERING WORKS** |
| These specifications cover floor and wall cladding intended to be used for the project in accordance with the drawings.- The contractor shall be responsible for the design.- All material and manufactured items that are liable to damage shall be delivered in the original package, containers, ect … bearing the name of the manufacturer and the brand, and shall be carefully loaded, transported, unloaded, stored in an approved manner, protected from damage and exposure to weather or dampness during transit and after delivery to the site.Damaged materials and manufactured items shall not be used in the works specified under this section.Any materials and manufactured items damaged during and after bedding or setting in position shall be removed and replaced by and at the contractor’s expense.- Plasticizer proposed by the contractor and approved by the engineer shall be used in the mortars. Use of lime will in no account be permitted. |
| - Ceramic floor tiles shall be laid as directed by the architect.The ceramic tiles shall be thoroughly soaked in water for a minimum of twenty four hours before laying.Tiles and skirting shall be bedded in cement and sand mix with addition of approved plasticizer.- All joint shall be as close as possible.- Thick creamy slurry of white or tinted cement mixed with sufficient water shall be brushed over the floor until all joints are thoroughly filled.- The surface of the floor shall be very gently rubbed with a wood block to bring tile surface to true planes, excess slurry shall be removed, and the floor shall be rubbed with burlap to clean the tiles and finish the joints to the satisfaction of the owner representative.- Walking on tiles shall not be allowed for five days after lying. |
| ***-*** Anti-absorption less than 0.03 percent, which keeps water and other liquids such as blood, chemicals and cleaning products, as well as bacteria from penetrating and becoming trapped within the tiles and creating an impenetrable tile, so no staining and bacteria clusters. |
| - Corner-pieces and cone based skirting to finish and close off all sensitive areas for bacterial growth. |
| Ceramic floor tiles shall be laid as directed by the architect.The ceramic tiles shall be thoroughly soaked in water for a minimum of twenty four hours before laying. |
| All joint shall be as close as possible |
| **CERAMIC TILE INSTALLATION**Ceramic Wall Tile1. Ceramic wall tile in mastic adhesive shall be installed in accordance with the manufacturer’s written instructions. Prime wall surfaces and seal raw edges prior to adhesive application.Ceramic Floor Installation1. Ceramic floor as per finish Schedule. Ceramic tile shall be set with dry-set or latex Portland cement mortar bond coat on cement mortar bed underlayment.Grouting and Pointing1. Grout all joints to their full depth. After cleaning, re-grout where necessary, remove excess grout, particularly at cushion edges, to leave clear cut outline of tile and perfectly clean without the use of acid solution. |
| **3-1** | The ceramic tiles (30cm\*30cm) shall be thoroughly soaked in water for a minimum of twenty four hours before laying.(Refer to Floor Finish Layout) | **M2** | **50** |   |   |  |   |   |
| **4** | **PAINTING** |
| **General**Coatings are thin surface facings applied in liquid form which solidify to protect building components from harmful exposure. Appropriate coating selection depends upon performance, appearance, cost, and rate of deterioration of the substrate should the coating fail. Coatings are made up of the prepared substrate, prime coats or undercoats, and finish or topcoats, all of which should be compatible for adhesion and resistance to deterioration.The contractor shall, when pricing the rates of this bill, take into consideration including and allow for the costs or expenses of all requirements stipulated in the preambles, drawings and technical specification of the contract. Type of paint shall be in accordance with the specification and the applicable Standards. The contractor should allow in his pricing that the engineer will use as many different colors or combination of colors to meet an approved color scheme. All paint works should conform to manufacturer instruction regarding number of coats, rate of application or drying time Supply and apply cement sand filling layer to the ceiling and walls above false ceiling level.Supply and apply emulsion paint on plastered walls composed of two coats of putty " supercryel " emulsion paint. Water-based paint system to internal ceilings as shown on the drawings comprised of one undercoat, three coats of putty, and three finishing coats off white or approved Color. |
| **Safety And Health Considerations**Hazards associated with coating application and surface preparation include toxic fumes from strong solvents; toxic dust from sandblasting, grinding, or fire, and toxicity of coating solvents when absorbed through skin or inhaled. In addition, use of photochemically reactive solvents may be limited or restricted by air-pollution controlling ordinances. - The specifications cover paint work to exposed concrete and plastered surfaces, wood work, ferrous and non-ferrous surfaces in accordance with the Schedule of Finishes, Drawings, and Bills of Quantities and as directed in writing by the owner representative.- The term “Paint” as used herein includes emulsions, enamels, lacquers, sealers and other coatings, organic or inorganic, whether used as prime, intermediate or finish coats.All painting works shall be applied by skilled workmen experienced in this work.- All surfaces must be clean, free from dirt or grease.- The paint must be an epoxy finish group resistant to wear and loads. It must be also resistant to solvents and chemicals attack.- It must be anti-bacteria and easily to clean.- Prepare surfaces, supply and apply primer coat, putty filler, three thick undercoats and three finishing coats of approved acrylic copolymer emulsion paint as specified.- Primers applied to surfaces of different materials shall be as follows: - The Contractor shall submit to the owner representative for approval the brand and quality of the paints he proposes to use.If approval is given to a brand of paint the Contractor shall use the primers, undercoats etc... Manufactured or recommended by the manufacturers of that brand.- Complete color charts for the paints to be used shall be submitted to the owner and the architect representative for approval.Mixing and application of paint shall be in accordance with the specifications of the manufacturers concerned and to the approval of the owner representative.- All cracks and holes shall be cut out properly square and made good with suitable hard plaster or cement sand mix as appropriate, such repaired portions being allowed to dry out and sandpapered smooth.- Painting work shall be measured on the full actual surface of walls built in square meter. Surfaces of openings will not be measured.Painting and decorating to walls, ceilings and the like shall be measured net in meter square.The Contractor rates shall include for supply of all materials, workmanship, samples, primers , surface preparation , protection of painted surfaces , application to all heights as required of works, repair of all damaged surface.Painting to other works shall be included in the related items.Paints shall be supplied to site in sealed container, as approved by the Engineer, and site mixing shall not be permitted. |
| **4-1** | Supply and paint Emulsion PVA-Based Paint, for interior walls of high quality for application to walls. | **M2** | **550** |   |   |  |   |   |
| **4-2** | Supply and paint: off white paint for ceilings. | **M2** | **750** |   |   |  |   |   |
| **5** | **GLAZING WORKS** |
|  **Window:**All glazing for the exterior shall be fabricated with laminated safety glass or protected by polycarbonate, laminate or safety screens. And Double Glazing |
| **Insect screens.**Windows that frequently may be left open shall be equipped with insect screens. |
| **Steel Grill**Windows shall be equipped with Vertical Steel Protection (2x4 cm 8cm apart) |
| **5-1** | Exterior Double leaf Tempered Glass Window180 x 60 cm | **NO** | **2** |   |   |   |   |   |
| **5-2** | Exterior Double leaf Tempered Glass Window160 x 60 cm | **NO** | **3** |   |   |   |   |   |
| **5-3** | Exterior Double leaf Tempered Glass Window120 x 60 cm | **NO** | **2** |   |   |   |   |   |
| **6** | **GARAGE DOOR** |
| **Material:**The door shall be steel galvanized painted in off white color |
| **Electrical:** The Door must be Electrical type. |
| **Quality**Should be Good Quality Strong and Secure. |
| **6-1** | Electrical Steel Roller Garage Door Height: 430cm , Width 430 cm | **NO** | **1** |   |   |   |   |   |
|  | **TOTAL AMOUNT FOR LOT 1 (TTC)** | **---------------------------USD** |

**Lot 2: ELECTRICAL WORK**

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| **A** | **PREAMBLES - GENERAL REQUIREMENTS** |
| The General notes specified herein are applicable for all the works. Each item of the General Requirements has to be priced. If an item is not priced, then the value of this item shall be considered to be included in the Total Cost of the Project |
| **Specifications**The Contractor shall include in his works and price any obligations contained in this document, for which the Contractor has not allowed elsewhere and wishes to price separately |
| **Descriptions of Works and Materials**The description for the works and materials included in the Bill of Quantities are not necessarily complete. The Contractor has to refer to the Contract Documents; Conditions of Contract, drawings, preambles and to other documents if provided for further information concerning the works and no claim or variation will be considered on account of his failure to aquaint himself with such information |
| **Type of Contract and Measurements**The Tender is a **Re Measured** tender and the Tenderers shall be totally responsible for all the works which are essential to make the project fully functional and operational. For this purpose the Bill of Quantities shall be used for guidance only and all works shown on the Drawings, required in accordance with the Tender Documents, or necessary for the meaningfull occupation of the works, Any difference between the quantity shown in the Bill of Quantities and the Final As Built Quantity shall be suject to a variation order and not have any impact on the unit Price of the contract. |
| **Labour & Materials**The Contractor shall provide all labour and material which the Engineer may require to in carrying tests and checks on materials and workmanship and setting out, and measurements of the works. |
| **Measurements, General**All works have been measured net as fixed in its place with no allowance for laps or waste and irrespective of any local customs. Where there is a divergence between the Principles of Measurement and the Preambles the Preambles shall take precedence. |
| **Pricing**The Contractor shall satisfy himself as to the meaning of every item in the Bill of Quantities and the rates and prices inserted by him will be deemed to cover all his obligations under the Contract and all matters and things necessary for the proper construction, completion and maintenance of the works, according to Contract documents, for all temporary work required (including any that may be required by subcontractors, whether nominated or otherwise)The price shall include for all materials and labour and for the provision and use of all plant - whether mechanical required or non-mechanical required for the expeditious carrying out of the works in their proper sequence - for shifting, altering and adapting such temporary work and plant as may be required during the progress of works and removing at completion and making good any surfaces disturbed; and if not included in any prices inserted against the clauses of the Conditions of Contract above, for the Guarantees and bonds required; for the costs of preparing a tender; and the final account; and for all other establishment charges and on costs of whatever nature. No claim for additional payment will be allowed for any error or misunderstanding by the Contractor in these respects.The Contractor may be asked by the Engineer to produce a detailed breakdown of all of his rates before and / or after signing the Contract.The Contractor shall price every item he considers to be of value. If an item is not priced by the Contractor, then this item will be deemed to be of no value is considered to be distributed over the rates of the other items |
| **Suppliers and Sub-Contractors**All suppliers and sub-contractors shall be approved in writing by the Engineer prior to their engagement on the Project |
| **Copyright**Unless the Employer gives his express permission in writing the Contractor accepts and understands that all documents issued for this Contract are protected by the laws of Copyright and must under no circumstances be used for any reason other than for the purposes of this Contract.  |
| **Working Hours**Working hours for the site shall be as per the requirements of the LRC Management. No work is to be undertaken outside of these hours, on Sundays or during holidays without the Contractor requesting and the Employer granting permission. In the event that the Contractor deems it necessary to work overtime then the Employer reserves the right to seek reimbursement of any supervision or attendance required |
| **Unit Prices**Unit prices shall include all necessary material, plus cost of delivery, installation, insurance, applicable taxes, customs and duties, overhead and profit. |
| **B** | **PREAMBLES - ELECTRICAL** |
| **B1** | **Electrical work generally is deemed to include:** |
| Supply, installation, testing, commissioning, putting into satisfactory operation and handing over complete systems,Provision of maintenance and operation manuals and spare parts lists and submitting required number of copies,Coordination with other trades including minor approved modifications and additions to ensure compatibility,Items and accessories required for normal operation and maintenance and mentioned in the tender documentsMarking the positions of and cutting or forming holes, mortaring, chases and the like in any surface and making good all work disturbed,Assembling and jointing together component parts of composite units and providing any necessary jointing materials,Corrosion protective treatments and coatings to fixings, hangers, brackets and supporting materials |
| Sleeves through walls, ceilings and floors including cover plates, Fire sealant, Temporary works and removing and making good after, Loose keys, tools and spares and the like, except where required to be given separately, Plates, labels and tags for the identification of plant, equipment, cables, switches and the like,Temporarily operating each installation, including attendants, special insurance and providing power supply, cutting and pinning ends of supports for equipment, ancillaries, fittings, trunking, trays and the like,Builder's work in connection, except where required to be measured separately,Training Employer's personnel in operation and maintenance of systemsSpares, tools and instruments are deemed to include normally supplied replaceable items including fuses, cords, connectors, LEDs and emergency stock to keep the system operating for at least two years, and testers, test and adjusting kits. |
| **B2** | **Distribution Panel:**  |
| Work is deemed to include:Termination of incoming and outgoing cables to equipment including cable glands, termination and accessories,Fixing and support structures and materials required for installation of wall or floor mounted equipment as indicated,Civil work required for proper erection and maintenanceTagging and labeling |
| **B3** | **Cables** |
| Cables are deemed to include:Conduits, outlets and fittings, draw wires and the like (except where conduit work is required to be measured separately in the BOQ)Necessary components and accessories for fixing cables on walls, ceilings and on cable trays/ladders.Each kind of conduit is included with other itemsEach kind of trunking, cable tray, cable ladder and the like is given separately (except within shops' shafts is to be included with cabling items), stating the type and dimensions.Components for ground continuity, adapters and connections between trunking and items of equipment or control gear requiring the use of flanges and/or the forming of apertures,Supports including fixing.Corrosion protective material to be applied on raceways |
| **B4** | **Grounding System:**Work is deemed to include a complete system, including protective grounding conductors run with branch circuit wiring and protective grounding cables run with main and sub-feeders.  |
| **B5** | **Telephone/Data System**Equipment of the following types with related interlocks for connection to existing networks, for an operational system as required by the LRC IT managementWorks for, distribution boxes and cabinets Is deemed to include, Mounting with necessary fixing materials and supports, Cable termination with all necessary cable termination accessories, Termination of conduits with all necessary conduit fittings distributio box/cabinet etc, all phone and data cables should be 3m branded or any equivalent brand |

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| **Item Number** | **Item/Milestone Required Detailed Specifications** | **Unit** | **Estimated Quantity**  | **Unit Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **VAT %** | **Unit Price in USD, inclusive VAT% delivery, installation and all other fees** | **TOTAL Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **TOTAL Price in USD, Inclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** |
| **1** | **PANEL BOARD** |
| Supply and installation of electric panel board of the recessed type complete with all bus bars, circuit breakers, earth leakage (Merlin Gerin, Moeller or equivalent), voltmeters, ammeters, selective switches, including all connections and wiring. All circuit breakers shall be labeled and identified with a durable fixed identification with label support sheet mounted in a type written circuit directory. The outgoing branches feeders are connected to circuit breakers by insulated flexible wires in PVC trunks (with 50% space) and suitable insulated connectors, mounted at the panel bottom. |
|   | **INCLUDING ATS** |   |   |   |   |   |   |   |
| 1.1 | Panel PB-1 (Lighting) | No. | 1 |   |   |   |   |   |
| 1.2 | Panel PB-2 (UPS) | No. | 1 |   |   |   |   |   |
| 1.3 | Panel PB-3 (EDL POWER) | No. | 1 |   |   |   |   |   |
| 1.4 | Panel PB-4 (CCTV) | No. | 1 |   |   |   |   |   |
| **2** | **MULTICORE CABLE**  |
| Supply and installation of multicore cables; Unarmored, PVC insulated, PVC Sheathed Rated 1 KV composed of pure electrolyte copper conductor (resistivity =0.01724V/mm2 @ 20 deg C) (as per ICE 502) including all cable ladders rectangular angular trucking sections with bends terminations, conversions, reducers, offsets, risers, and all the necessary trays (of the hot dipped galvanized type Davis UK, Walsall Uk, Legrand France or equal), supports, glands, sealing compounds, junction and terminal boxes. including all cable ladders (BICC or equivalent) |
| 2.1 | 4x35 mm2(Main) | lm | 40 |   |   |   |   |   |
| 2.2 | 4x16 mm2(lift) | lm | 20 |   |   |   |   |   |
| 2.3 | 3x6 mm2(outlet) | lm | 250 |   |   |   |   |   |
| 2.4 | 2x4 mm2(pumps) | lm | 50 |   |   |   |   |   |
| 2.5 | 2x2.5 mm2 (outlet) | lm | 250 |   |   |   |   |   |
| 2.6 | 2x1.5 mm2 (lighting) | lm | 600 |   |   |   |   |   |
| 2.7 | Fire Resistant Cabling for fire alarm system.,Control Cable(Smoke Detector) | lm | 250 |   |   |   |   |   |
| **3** | **Galvanized Conduit** |
| Supply, lay, connect, test and commission the following Galvanized Conduit complete including accessories, connectors, lugs, supports, clamps. |
| 3.1 | 1x16 | lm | 1000 |   |   |   |   |   |
| 3.2 | 1x25 | lm | 500 |   |   |   |   |   |
| **4** | **Cable Trays** |
| Supply, install and connect cable trays of galvanized steel type, including all the supports, covers where indicated and all related accessories, as specified and shown on drawings (including vertical cable trays in shaft) |
| 4.1 | Cable tray of 10cm with cover | lm | 20 |   |   |   |   |   |
| **5** | **SOCKET OUTLETS** |
| Socket outlets installed complete with the conduits and conductors from the corresponding distribution panel board to the socket including all the conduit, derivation and socket boxes, wall plate or cover supports, all the junction, connectors and all necessary accessories. Sockets shall be Legrand or equivalent. |
| 5.1 | Wall mounted weather proof socket 20 Amp | No. | 20 |   |   |   |   |   |
| 5.2 | Electric outlet for door controller unit, rated 2x10A | No. | 1 |   |   |   |   |   |
| 5.3 | Electric outlet for water heater, rated 2x16A | No. | 1 |   |   |   |   |   |
| 5.4 | Electric outlet for fan rated 2x10A | No. | 2 |   |   |   |   |   |
| 5.5 | Electric outlet for Exhaust fan rated 2x16A | No. | 1 |   |   |   |   |   |
| 5.6 | Electric outlet for intrusion panel, rated 2x10A | No. | 1 |   |   |   |   |   |
| 5.7 | Electric outlet for pumps, rated 2x16A (Sewage Pump) | No. | 2 |   |   |   |   |   |
| 5.8 | Electric outlet for pumps, rated 2x16A (Drainage Pump) | No. | 2 |   |   |   |   |   |
| **6** | **Circuit Disconnects** |
| Supply, install and connect the following isolating switches (disconnects) complete including cabling/conduiting works back to respective panel boards including all related accessories, as specified and shown on drawings  |
| 6.1 | Weather proof isolating switch rated 2x16A.  | No. | 6 |   |   |   |   |   |
| **7** | **LIGHTING OUTLET** |
| Complete installation of a light fixture including the supply and installation of conduits and conductors from the corresponding distribution box or switch, to the light point, including, junction boxes, outlet boxes, connectors and all the necessary fittings and accessories. The lighting fixture shall be supplied by the owner. |
| 7.1 | Ceiling Emergency Led Light. |  No.  | 18 |   |   |   |   |   |
| 7.2 | https://attachment.outlook.office.net/owa/mike_atallah@hotmail.com/service.svc/s/GetAttachmentThumbnail?id=AQMkADAwATE0OTAwAC00Mjc1LWE1ZTAtMDACLTAwCgBGAAADMe37mrqwjE%2BpIO474Kt3EQcA2m6s5oMIQ06ifKpfn5I6sgAAAgEMAAAA2m6s5oMIQ06ifKpfn5I6sgAAADkUS8cAAAABEgAQAIH673LeGyJHpI3O3Yc1S7s%3D&thumbnailType=2&X-OWA-CANARY=eZGzP_PR30-koMuL3eDxU9CQNPqxfdMYWrpF2r7wcccANO2CHItfIbIALfIwKqXK00PbXdG4uB0.&token=345cb4f0-d4c7-42dd-8187-31fda36cf344&owa=outlook.live.comTRIMLESS Ceiling Spot Led DEEP SWIVEL MR16 "Day Light" 9W min, changeable - HOLE:80 D:78 . | No. | 1 |   |   |   |   |   |
| 7.3 | Fluorescent light 2 X 120cm . (Day Light) | No. | 24 |   |   |   |   |   |
| **8** | **TELEPHONE OUTLETS** |
| Supply and install telephone outlet, Installed complete with outlet boxes, wall plate or cover and supports, conduit, ***including cables*** and all the junction, pull boxes, conductor, connectors and all necessary accessories rg45 legrand or  |
| 8.1 | Telephone outlet | No. | 5 |   |   |   |   |   |
| **9** | **TELEPHONE DISTRIBUTION BOX** |
| Supply and install telephone distribution box, Installed complete with disconnecting modules, conduit, cables from the telephone distribution block to PABX, and all necessary accessories rg45 cat6 |
| 9.1 | Distribution box  | No. | 1 |   |   |   |   |   |
| **10** | **DATA NETWORKING** |
| Supply, install, connect, test and troubleshoot a complete telecommunication system for voice and data transmission, i***ncluding but not limited CAT6 cables***, outlets and patch panels for voice; CAT6 3m or highercables, outlets and patch panels for data and combined voice/data networks; cables, outlets and patch panels for data backbone ...etc. Including connection to PST network, surge protection cabinets, distribution frames...etc, with necessary accessories for a perfect operation, compliance to applicable standards and to the satisfaction of the engineer.fluck test is required to accept the installation  |
| 10.1 | patch panel for all data and phone termination 3m | No. | 1 |   |   |   |   |   |
| 10.2 | Data wall outlet | No. | 10 |   |   |   |   |   |
| 10.3 | WiFi outlet  | No. | 2 |   |   |   |   |   |
| 10.4 | cabinet 60x120x180 | No. | 1 |   |   |   |   |   |
| **11** | **FIRE ALARM ANALOGUE ADDRESSABLE INTELLIGENT INTERACTIVE SYSTEM.** |
| 11.1 | Supply, install and connect a fire alarm system complete with all necessary accessories for a perfect and complete operation of the system as specified and shown on drawings and to the satisfaction of the Engineer.Execution of fire alarm system shall be done in coordination between the electrical contractor and the specialized team responsible for the execution of the fire alarm system.N.B: The junction/pull boxes prices have to be included in the fire alarm prices.Networked fire alarm control panel with built-in thermal printer as mentioned on drawings (including adressable monitored input/output points). | No. | 1 |   |   |   |   |   |
| 11.2 | Interactive analogue addressable combined optical smoke and heat rate of rise detector. | No. | 13 |   |   |   |   |   |
| 11.3 | Interactive analogue addressable flame detector. | No. | 1 |   |   |   |   |   |
| 11.4 |  Manual break glass for fire detection system. | No. | 5 |   |   |   |   |   |
| 11.5 | Addressable fire alarm sounder | No. | 3 |   |   |   |   |   |
| 11.6 | Addressable fire alarm sounder with integrated strobe light. | No. | 2 |   |   |   |   |   |
| 11.7 | Telephone dialer (2 triggering input lines and 4 dialingoutput lines) for fire alarm. | No. | 1 |   |   |   |   |   |
| **12** | **EARTHING SYSTEM** |
|   | Supply, install and connect earthing systemsincluding earth rods, 2.4m long and 2 cm diameter,(Similar to Copper weld or Furse) to provide lowconnecting earth resistance (3 Ohms), earth stranded bare copper conductor for earthing network (35mm2), earth pits, connectors, clamps, test links, earthbar, excavation and backfilling as mentioned ondrawings, the earthing system has to be installedcomplete with earthing Bus Bars, test pits, inspectionboxes and clamps. The earthing system has to beinstalled for a perfect operation and to the satisfactionof the engineer.Earthing network for the electrical system. | LS | 1 |   |   |   |   |   |
|   | Main Earthing Busbar | LS | 1 |   |   |   |   |   |
|   | Grounding of extraneous conductive parts. | LS | 1 |   |   |   |   |   |
|   | Pump room earthing bar | LS | 1 |   |   |   |   |   |
|  | **TOTAL AMOUNT FOR LOT 2 (TTC)** | **---------------------------USD** |

**Lot 3: MECHANICAL WORK**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Item/Milestone Required Detailed Specifications** | **Estimated Quantity** | **UNIT** | **Unit Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **VAT %** | **Unit Price in USD, inclusive VAT% delivery, installation and all other fees** | **TOTAL Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **TOTAL Price in USD, Inclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** |
| **1** | **Sanitary fixtures and specialties**The rate of sanitary fixtures and specialties shall include: Installation of sanitary fixtures, mixers and specialties, and putting in perfect running assembling fittings, angle valves, waste traps fixing to walls and floors, connecting to services, connecting to waste or drain pipes and water supply pipes inside sanitary block Labor, tools, transport testing, one year guarantee, all overhead expenses and profit  |
| 1.1 | WC (Floor Type) | 1.0 | No. |   |   |  |  |  |
| 1.2 | WC (With Concealed Cistern) | 0.0 | No. |   |   |  |  |  |
| 1.3 | Lavatory (With Ordinary Mixer) | 1.0 | No. |   |   |  |  |  |
| 1.4 | Bidet | 0.0 | No. |   |   |  |  |  |
| 1.5 | Ablution faucet | 1.0 | No. |   |   |  |  |  |
| 1.6 | Shower Drain With Ordinary Mixer | 0.0 | No. |   |   |  |  |  |
| 1.7 | Sink | 0.0 | No. |   |   |  |  |  |
| 1.8 | Washing machine connections | 0.0 | No. |   |   |  |  |  |
| 1.9 | Dishwasher connections | 0.0 | No. |   |   |  |  |  |
| **2** | **Piping**The rate of lin.m of pipe shall include:indicated, anti-corrosion protection, fitting,  bands, hangers, junctions, tees, supports, sleeves, flexible wherever there is expansion joint as indicated on drawings and all necessary accessories. Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit  |
| 2.1 | Sewage pipes (SW) |   |   |   |   |  |  |  |
|   | UPVC pipes Similar To Redi EN 1401 standard |   |   |   |   |  |  |  |
|   | D 6" | 0.00 | lin.m |   |   |  |  |  |
|   | D 5" | 0.00 | lin.m |   |   |  |  |  |
|   | D 4" | 24.00 | lin.m |   |   |  |  |  |
|   | D 3" | 0.00 | lin.m |   |   |  |  |  |
|   | D 2" | 0.00 | lin.m |   |   |  |  |  |
| 2.2 | Vent pipes (VT) |   |   |   |   |  |  |  |
|   | UPVC pipes Similar To Redi EN 1401 standard |   |   |   |   |  |  |  |
|   | D 4" | 0.00 | lin.m |   |   |  |  |  |
|   | D 3" | 33.00 | lin.m |   |   |  |  |  |
|   | D 2" | 0.00 | lin.m |   |   |  |  |  |
| 2.3 | Rain Water pipes (RW) |   |   |   |   |  |  |  |
|   | UPVC pipes Similar To Redi EN 1401 standard |   |   |   |   |  |  |  |
|   | D 6" | 0.0 | lin.m |   |   |  |  |  |
|   | D 5" | 20.0 | lin.m |   |   |  |  |  |
|   | D 4" | 26.00 | lin.m |   |   |  |  |  |
|   | D 3" | 0.00 | lin.m |   |   |  |  |  |
|   | D 2" | 0.00 | lin.m |   |   |  |  |  |
| 2.4 | Rain Water Coconut Pipes |   |   |   |   |  |  |  |
|   | D 4" | 30.00 | lin.m |   |   |  |  |  |
| 2.5 | PPVC pressure pipe (PN-16) |   |   |   |   |  |  |  |
|   | PPVC pipes |   |   |   |   |  |  |  |
|   | D 3" | 30.00 | lin.m |   |   |  |  |  |
| **3** | **Plumbing Specialties**The rate of plumbing specialties shall include:   Supply and installation of plumbing specialties, drainage pipes connected to the plumbing accessories inside sanitary block cold and hot water pipes connection with pipe protection and insulation inside sanitary block, plumbing accessories as indicated on drawings and described in the book of specifications. Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit. |
| 3.1 | Floor clean out (FCO) - D 4'' | 1.0 | No. |   |   |  |  |  |
| 3.2 | Ceiling clean out (CCO) - D 3",4''&5" | 0.0 | No. |   |   |  |  |  |
| 3.2 | Vent cap (VC) - D 3'' | 0.0 | No. |   |   |  |  |  |
| 3.3 | Vent cap (VC) - D 4'' | 0.0 | No. |   |   |  |  |  |
| 3.4 | Floor drain (FD) - D 3" | 1.0 | No. |   |   |  |  |  |
| 3.5 | Floor drain (FD) - D 2" | 0.0 | No. |   |   |  |  |  |
| 3.6 | Balcony drain (BD) - D 3" | 0.0 | No. |   |   |  |  |  |
| 3.7 | Parking drain (PD)- D 4" | 7.0 | No. |   |   |  |  |  |
| 3.8 | Roof drain (RD) - D 4" | 0.0 | No. |   |   |  |  |  |
| 3.9 | Terrace drain (TD) - D 3" | 0.0 | No. |   |   |  |  |  |
| 3.9 | Area drain (AD) - D 4" | 0.0 | No. |   |   |  |  |  |
| 3.10 | Junction Box (JB) - D 4" | 0.0 | No. |   |   |  |  |  |
| 3.11 | U-trap (Ut) - D 4" | 0.0 | No. |   |   |  |  |  |
| 3.12 | Manhole RW (MH) 600x600 Connection Only With Cover | 5.0 | No. |   |   |  |  |  |
| 3.13 | Manhole SW (MH) 600x600 Connection Only With Cover double seal | 3.0 | No. |   |   |  |  |  |
| 3.14 | Hose bib D 1/2" | 0.0 | No. |   |   |  |  |  |
| 3.15 | Rain Water Gutter 20x10 cm in Boiler room | 3.0 | lin.m |   |   |  |  |  |
| 3.16 | Rain Water Gutter 40x20 cm | 8.6 | lin.m |   |   |  |  |  |
| **4** | **Valves** The rate of valves shall include: Supply and installation of valves including: union, fixing, insulation where needed, and all necessary accessories Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit. |
| 4.1 | Float Valve (FV) (Water Supply) D 3/4" | 1.0 | No. |   |   |  |  |  |
| 4.2 | Gate Valve (GV) (Water Supply) |   |   |   |   |  |  |  |
|   | D 2 1/2" | 0.0 | No. |   |   |  |  |  |
|   | D 2" | 0.0 | No. |   |   |  |  |  |
|   | D 1 1/2" | 0.0 | No. |   |   |  |  |  |
|   | D 1 1/4" | 0.0 | No. |   |   |  |  |  |
|   | D 1" | 1.0 | No. |   |   |  |  |  |
|   | D 3/4" | 0.0 | No. |   |   |  |  |  |
|   | D 1/2" | 0.0 | No. |   |   |  |  |  |
| 4.3 | Automatic Air Vent With Gate Valve (Water Supply) D 1/2" | 1.0 | No. |   |   |  |  |  |
| 4.4 | Valve box  |   |   |   |   |  |  |  |
|   | D 2'' for Water cistern fill line | 1.0 | No. |   |   |  |  |  |
|   | D 1'' Water Meter with Meter Box | 1.0 | No. |   |   |  |  |  |
|   | D 1'' Well Water Connection BOX With Meter | 0.0 | No. |   |   |  |  |  |
|   | D 2'' for Fuel cistern fill line | 0.0 | No. |   |   |  |  |  |
| **5** | **Tanks**  (according to schedule) The rate of tanks shall include: Supply and Installation of tanks, insulation and jacketing where necessary, connections to cold and hot water pipes according to details drawings, or fuel pipes connections, valves, flanges, security valves, thermostat according to details drawings with necessary controllers Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit.  |
| 5.1 | Domestic Hot water generator |   |   |   |   |  |  |  |
|   | HWT-V-50 Liters + 1.2KW resistance Horizontal | 1.0 | No. |   |   |  |  |  |
| 5.2 | Triple layer auxiliary Tank 2000L (WT-01) |   |   |   |   |  |  |  |
|   | With Gate Valves and pipes connections | 1.0 | No. |   |   |  |  |  |
|   |   |   |   |   |   |  |  |  |
| **6** | **Pumps** (according to schedule) The rate of pumps shall include: Supply and Installation of pumps, connections to pipes, flexible, strainers, valves, flanges, Expansion Tanks electrical connections and panel board, control wiring, supports, fixing and all necessary vibration isolators Accessories as per detail drawings. Labor, tools, transport, testing, one year Guarantee, all overhead expenses and profit.  |
| 6.1 | DSP-SW | 1.0 | set |   |   |  |  |  |
| 6.2 | DSP-RW | 1.0 | set |   |   |  |  |  |
| **7** | **Fans** (according to schedule) The rate of fans shall include: Supply and installation of fans, vibration isolators and supports, duct and pipe connections sound attenuator, electrical connections, variable speed drive where required, Back draft Damper Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit |
| 7.1 | EXF-50 | 1.0 | No. |   |   |  |  |  |
| 7.2 | EXF-50 | 1.0 | No. |   |   |  |  |  |
| 7.3 | EXF-320 | 1.0 | No. |   |   |  |  |  |
| 7.4 | EXF-6000 | 1.0 | No. |   |   |  |  |  |
| **8** | **Air Outlets** The rate of air distribution outlets shall include: Supply and installation of air outlet, opposite blade damper Wall openings, wooden frames, dampers, gaskets, screws, painting, plenum and flexible duct and all necessary accessories. Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit. |
| 8.1 | IEAG 200 x 100 | 2.0 | No. |   |   |  |  |  |
| 8.2 | IEAG 650 x 150 | 1.0 | No. |   |   |  |  |  |
| 8.3 | IEAG 750 x 300 with opposite blade damper | 6.0 | No. |   |   |  |  |  |
| 8.4 | EEAG 600 x 250 | 1.0 | No. |   |   |  |  |  |
| 8.5 | RCD Ø 150 EV01 | 1.0 | No. |   |   |  |  |  |
| 8.6 | TG 350 x 200 with FD | 1.0 | No. |   |   |  |  |  |
| 8.7 | TG 550 x 200 with FD | 1.0 | No. |   |   |  |  |  |
| **9** | **Fire damper**  |
| 9.1 | FD 200 x 100 | 2.0 | No. |   |   |  |  |  |
| **10** | **Ducting and insulation** The rate of ducting and insulation shall include: Supply and installation of duct Supports, wall and ceiling openings, hangers Turning vanes, bracings, splitter dampers, volume dampers, fire dampers and FSDP as per drawings (included), specifications and SMACNA, Duct lining insulation where needed and Wooden Frames for ducts and grilles crossing walls + necessary accessories Labor, tools, transport, testing, one year guarantee all overhead expenses and profit |
| 10.1 | Ventilation Ducts | 1050.0 | kg |   |   |  |  |  |
| **11** | **Miscellaneous**The rate of miscellaneous items shall include: Supply and installation of the item and all necessary accessories in order to have a good running of systems. Labor, tools, transport, testing, one year guarantee, all overhead expenses and profit. |
| 11.1 | The rate of 2 sump pit shall include: Rain sump pit (1000x1000x1200h) access cover, vent pipes connections, sleeves, controls provisions and all necessary accessories. | 2.0 | LS |   |   |  |  |  |
| **12** | **General Provision** |
| 12.1 | Material Submittals, Shop drawing for all layouts and Riser showing all dimensions, duct layouts and As-Built drawings. | 1.0 | LS |   |   |  |  |  |
| 12.2 | Catalogues, Operation and Maintenance Manuals. | 1.0 | LS |   |   |  |  |  |
| 12.3 | Submission of Calculation notes to verify duct dimensions as per final layouts prior to execution. | 1.0 | LS |   |   |  |  |  |
| 12.4 | Submission of Calculation notes to verify equipment load | 1.0 | LS |   |   |  |  |  |
| **13** | **Basic Mechanical Materials and Method** Labeling, tagging of valves, equipment with their related control panel and components as specified. Intumescent seals for all pipes & ducts penetrating shaft walls and/or two different fire compartments.  |
|   | Builders works with all necessary civil work related to HVAC , plumbing and drainage systems | 1.0 | LS |   |   |  |  |  |
| **14** | **Testing Adjusting and Balancing**Testing Adjusting and Balancing (Air Side) ,Testing Water system, Testing Drainage system  |
|   | Labor, tools, works, materials to achieve the testing and the good running of the systems, including the submittals of testing sheets required by the consultant | 1.0 | LS |   |   |  |  |  |
|  | **TOTAL AMOUNT FOR LOT 3 (TTC)** | **---------------------------USD** |

**Lot 4: CIVIL WORK**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Item/Milestone Required Detailed Specifications** | **unit** | **Estimated Quantity** | **Unit Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **VAT %** | **Unit Price in USD, inclusive VAT% delivery, installation and all other fees** | **TOTAL Price in USD, Exclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** | **TOTAL Price in USD, Inclusive VAT rated at 11%, but Inclusive delivery, installation and all other fees** |
| **E** | **CONCRETE** |
| **Foundation and Columns**Supply and pour concrete having a 28 day minimum compressive strength of 35 Mpa; including labour, formwork,Steel reinforcement and all necessary material and accessories; as per drawings; using cement Type I |
| 6 | Columns | m3 | 25.00 |   |  |   |   |   |
| **F** | **Walls** |   |   |   |  |   |   |   |
| Supply and pour concrete having a 28 day minimum compressive strength of 30 Mpa; including labour, formwork,Steel reinforcement and all necessary material and accessories; as per drawings; using cement Type I |
| 8 | Shear walls;  | m3 | 40.00 |   |  |   |   |   |
| **G** | **Slabs & Beams** |   |   |   |  |   |   |   |
| Supply and pour concrete having a 28 day minimum compressive strength of 30 Mpa; including labour, formwork,Steel reinforcement and all necessary material and accessories; as per drawings; using cement Type I |
| 9 | Hollow Block Slab | m3 | 160.00 |   |  |   |   |   |
| 10 | Solid Slab | m3 | 75.00 |   |  |   |   |   |
| 11 | Stair | m3 | 3.00 |   |  |   |   |   |
| 12 | Drop & Inverted Beams | m3 | 30.00 |   |  |   |   |   |
|  | **TOTAL AMOUNT FOR LOT 4 (TTC)** | **---------------------------USD** |

**SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot No.** | **Item description** | **Total Excluding VAT** | **Total Including VAT** |
| **1** | **ARCHITECTURE WORL** |  |  |
| **2** | **ELECTRICAL WORK**  |  |  |
| **3** | **MECHANICAL WORK**  |  |  |
| **4** | **CIVIL WORK** |  |  |
|  | **TOTAL OFT THE WHOLE PROJECT (USD)** |  |  |

**ANNEXES:**

|  |  |  |
| --- | --- | --- |
| **Lot No.** | **Item description** | **Total Excluding VAT** |
| **1** | **ARCHITECTURE WORL** | **A-02 / A-03 / A-01** |
| **2** | **ELECTRICAL WORK**  | **E01 / E02 / E03 / E04/ E05** |
| **3** | **MECHANICAL WORK**  | **AIR FANS/ M-101A / M-101B/ M-102 / M-201/ M-202/ M-301/ M-302/ PUMPS / PREAMABLE FOR MECHANICAL / MANUFUCTURERS LIST** |
| **4** | **CIVIL WORK** | **S0 / S1/ S2 / S3/ S4/ S5 / S6 /S7**  |
|  | **DRAWINGS** | **A01 /A02/ A03 / S0 / S1/ S2 / S3/ S4/ S5/S5’/ S5’’/ S5’’’ / S6 /S7** |

## Annex 4 – Past Performance & Bidder References (must be Signed and Stamped)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Customer** | **Unit** | **Quantity** | **Contract date** | **Contract value (USD)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

Please provide the details of minimum two companies for your reference check **(related to the same projects, fields...)** For these companies it is compulsory to attach a scan either / photo copy of the Contract/ Purchase order/ Completion certificate/ or Reference letters as proof.

|  |  |
| --- | --- |
| **Reference 1** |  |
| Company name |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |
| **Reference 2** |  |
| Company name |  |
|  |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |

##

## .Annex 5 Tender and Award Acknowledge Certificate (must be Signed and Stamped)

## This attachment shall be signed and submitted with the Bid

|  |  |
| --- | --- |
| 1. In compliance with the ITB Instructions and General Conditions of Procurement Contract, we the undersigned, offer to furnish some or all of the quoted for, at the prices entered in the attached LRCS Bid Form No [ITB/2021/023, delivered to the destination specified therein.2. We accept the terms and conditions set forth in the ITB Letter, and the following requirements have been noted and will be complied with where applicable:a. That unless otherwise stated, the Bids per each line item shall be on a DDP- Beirut (Incoterms 2010) basis.b. We confirm that for any offer made where thedelivery destination is not as requested in the ITB, item shall be on a DDP- Beirut (Incoterms 2010) basis.c. That conditional Bid cannot be accepted.d. That the currency of the Bid should be in USD, or LEB, no other currencies will be accepted.e. LRCS reserves the right, at its own discretion:i. To award a contract for a lesser or greaterquantity than the total quantity Bid for.ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.f. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case of urgency, successful Bidders(s) may also be notified by email.g. Any samples requested, either with the Bid, or at a later date, will be in accordance with thespecifications of the required item(s). Failure tocomply with this may result in the Bid not being consideredh. We confirm that the validity of this offer is for 90 **calendar days from the date of the ITB closure** | i. We agree to the terms and conditions set in the LRCS General Conditions of Procurement Contract j. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing any contract.k. We agree to abide by the LRCS Addendum,3. We note that LRCS is not bound to proceed with this ITB and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.We agree to the above terms and conditions.Submitted by:Company Name-----------------------------------------Place-------------------------------------------------------Date--------------------------------------------------------Title/Position--------------------------------------------Print Name----------------------------------------------Signature-------------------------------------------------A duly authorized company representative **any Stamp** |

**Annex 6: General conditions of Procurement Contract.**

**Article 1. Terms & conditions on purchasing**

**1.1. Acceptance:** No purchase order shall become effective and no contract shall exist until the

LRCS has received from the Supplier their written acceptance of the conditions which

govern the PO or contract. This can be accomplished by return of the signed Letter of

Authorization and Acknowledgment Form attached.

**1.2. Tax Exemption:** The Supplier’s price shall reflect any tax exemption to which the LRCS is

entitled by reason of any immunities which it enjoys. If it is subsequently determined that

any taxes which have been included in the price are not required to be paid, the LRCS shall

deduct the amount from the contract price or, if it has paid any such taxes, it shall be

refunded.

**1.3. Discount:** Time in connection with any discounts offered will be computed from the date of

receipt by the LRCS of full documentation as specified by the Purchase Order, contract or

Annex thereto.

**1.4. Warranty:** The Supplier warrants the goods or services furnished under this Purchase Order

/ Contract to be fit for their intended use, free from defects in workmanship or materials,

and indemnifies the LRCS against any claims resulting there from. This warranty is without

prejudice to any further guarantees that the Supplier provides to the Purchaser; such

guarantees shall apply to the subject goods of this Purchase Order / Contract.

**1.5. Inspection:** The duly accredited representatives of the LRCS shall have the right to inspect

the goods or services called for under this Purchase Order / Contract at the Supplier’s

stores, during manufacture, in the ports or at places of shipment, and the Supplier shall

cooperate and provide all facilities for such an inspection. The LRCS may issue a written

waiver of inspection at its discretion. Any inspection carried out by representatives of the

LRCS or any waiver thereof shall not prejudice the implementation of any other relevant

provisions of this Purchase Order / Contract concerning obligations subscribed by the

Supplier, such as warranty or specifications.

**1.6. Packing:** The Supplier shall pack all goods appropriately and with every care in accordance

with normal commercial standards of export packing for the type of goods specified herein.

Such packing materials used must be adequate to safeguard the goods while in transit. The

Supplier shall be responsible for any damage or loss which can be shown to have resulted

from faulty or inadequate packing.

**1.7. Export License:** The Purchase Order / Contract is subject to the obtaining of any export

license or other governmental authorization which may be required. It shall be the

responsibility of the Supplier to inform the LRCS beforehand of such restrictions and obtain

such license or authorization, but the LRCS will use its best endeavors to assist. In the

event of refusal thereof, the Purchase Order / Contract will be annulled and all claims

between the parties automatically waived.

**1.8. Force Majeure:** Force majeure, as used herein, shall mean acts of God (involuntary and

unexpected acts), laws or regulations, industrial disturbances, acts of war, explosions and

any other similar cause of equivalent force not caused by, nor within the control of either

party, and which neither party is able to overcome. As soon as possible after the

occurrence of the force majeure and within not more than 15 days, the supplier shall give

notice and full particulars in writing to the LRCS of such force majeure if the Supplier is

thereby rendered unable, wholly or in part, to perform his obligations and meet his

responsibilities under this Purchase Order / Contract. The LRCS shall then have the right to

terminate the Purchase Order / Contract by giving in writing seven days’ notice of

termination to the Supplier, and the Supplier shall return any deposit paid by the LRCS.

**1.9. Default:** In case of default by the Supplier, including but not limited to failure or refusal to

make deliveries within the time limit specified, the LRCS may procure the goods or services

from other sources and hold the Supplier responsible for any excess costs occasioned

thereby. Furthermore, the LRCS may by written notice terminate the right of the Supplier

to proceed with the deliveries, or such parts thereof as to which there has been default.

**1.10. Conformity with Specifications:** In the case of goods purchased on the basis of

specifications the Supplier warrants their conformity. The LRCS shall have the right to reject

the goods or any part thereof if they do not conform to specifications. Any supplies not

found to be in accordance with the specification and requirements will not be accepted and

in that eventuality the supplier shall replace the goods and bear the inspection cost and/or

other losses caused to LRCS, if any, by replacement of the items non–conforming to the

requirements/specification.

**1.11. Liquidated Damages:** Arrival of goods/ completion of services after agreed delivery

schedule will be subject to deduction of damages

**1.12. Disputes-Arbitration:** Any claim or controversy arriving out of this Purchase Order /

Contract, or to the breach, termination or invalidity thereof the parties agree to attempt to

settle it amicably via direct negotiations between the two sides within seven days. In case

of any dispute that cannot be settled in such way, the Lebanese law shall be applicable and

the Lebanese courts will settle any litigation in this regards that was not solved amicably

**1.13. Privileges and Immunities:** Nothing contained in this Purchase Order / Contract

shall be deemed a waiver, express or implied, of any privilege or immunity which the LRCS

may enjoy, whether pursuant to existing conventions or agreements.

**1.14. Assignment:** The Supplier shall not assign, transfer, pledge or make other

disposition of this Purchase Order / Contract or any part thereof or of any of the Supplier’s

rights, claims or obligations under this Purchase Order / Contract except with the prior

written consent of the LRCS.

**1.15. Bankruptcy:** Should the Supplier file any petition for bankruptcy, or should the

Supplier make a general assignment for the benefit of its creditors, or should a receiver be

appointed on account of the Supplier’s insolvency, the LRCS may under the terms of this

Purchase Order / Contract, terminate the same forthwith by giving the Supplier written

notice of such termination.

**1.16. Advertising:** Unless authorized in advance in writing by the LRCS, the Supplier shall

not advertise or otherwise make public the fact that he is a Supplier to the LRCS and / or

any National Red Cross or Red Crescent Society, or use the name, emblem or official seal of

the LRCS and / or any National Red Cross or Red Crescent Society, or any abbreviation of

the name of the LRCS and / or any National Red Cross or Red Crescent Society for

advertising purposes or any other purposes.

**1.17. Officials Not to Benefit:** The supplier represents and warrants that no official of the

LRCS has been, or shall be, admitted by the supplier to any direct or indirect benefit arising

from this contract or the award thereof. The supplier agrees that breach of this provision is

a breach of an essential term of this contract.

**1.18. Amendments:** No changes or modifications to this Purchase Order / Contract shall

be valid unless mutually agreed between both parties and confirmed by an official

amendment.

**1.19. Notice:** Service of any notice shall be deemed to be good if sent by registered mail,

or email to the addresses of both parties, set out in the heading of this Purchase Order /

Contract.

**1.20. Jurisdiction:** This Contract is considered to be concluded as defined in the attached

Addendum.

**Article 2. Labour standards**

**2.1. 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.

**2.2. 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.

**2.3. 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.

**2.4. 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.

**2.5. 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.

**2.6. 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.

**2.7. 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.

**2.8. 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 fixedterm

contracts of employment.

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 fixedterm

contracts of employment.

**2.9. 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.

**Article 3. Corporate social responsibility & other requirements**

**3.1. Business ethics:** Suppliers are expected to maintain the highest degree of business ethics

when working or seeking to work with the LRCS.

**3.2. Transparency of information provision:** Suppliers shall not be involved in any fraudulent

activities, misrepresent information or facts for the purpose of influencing the selection and

contract-awarding process in their favour.

**3.3. Fair competition:** Suppliers shall not be involved in any corrupt, collusive or coercive

practices.

**3.4. Conflict of interest:** The supplier shall represent and warrants that no official/

representative/ staff member of the LRCS has been, or shall be, admitted by the supplier to

any direct or indirect benefit arising from the award of the contract.

**3.5. Adherence to IFRC principles:** When performing on behalf of or at any time representing

the LRCS, the supplier and all individuals assigned by it to perform works or services, shall

act in a manner consistent with the fundamental principles of the International Red Cross

and Red Crescent Movement.

**3.6. Misrepresentation:** By participating in the tender, submitting the bid and having being

selected as a Supplier, the supplier acknowledges their acceptance of the above stated

requirements and shall be held responsible and liable for the consequences of any false or

misrepresented information provided

**Article 4. Environmental and carbon reduction policy**

**4.1.** 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:

**4.1.1. 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.

**4.1.2. Packaging and Paper:** Undue and unnecessary use of materials is avoided, and

recycled materials used whenever appropriate.

**4.1.3. 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.

**4.1.4. 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.

**4.1.5. 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 the environment, beneficiaries and staff as well as the

suppliers’ employees or those of its subcontractors.

**Article 5. Ethical procurement**

**5.1.** Supplier’s core business (over 20% turnover) should not:

**5.1.1.** Manufacture or sell arms.

**5.1.2.** Manufacture or sell tobacco

**5.1.3.** Damage the reputation of the Red Cross name and/or emblem

**5.2.** Legal requirements: Suppliers should always work within the laws of their country

**Article 6. Payment.**

6.1. Payment will be made upon approval by LRCS of a completed milestone/deliverable, and receipt of verified original invoice submitted by Contractor to LRCS, within 45 days, and will be new and unused, free from material defects in quality, material, and design under normal use, and free from any right of claim by any third party, including claims of infringement of any intellectual property rights.

**Article 7.** **Tenderers shall be excluded from participation in a procurement procedure if:**

**7.1** They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situationmay be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;

**7.2** They or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;

**7.3** They have been guilty of grave professional misconduct; proven by any means which the Grant Recipient can justify;

**7.4** They have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed

**7.5** They or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment

**7.6** they make use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labor Organization (ILO).

# Bidder’s checklist

|  |  |  |
| --- | --- | --- |
| **Description** | **To be filled by bidder** | To be filled by LRCS committee |
|  | **Included?** | Present & complete? | Comments |
| Step/ document to be submitted **with** tender | **Yes** | **No** | Yes | No |  |
| **Complete tender package** delivered before the deadline specified - **Compulsory** |  |  |  |  |  |
| **Annex 1** – LRCS Supplier Registration Form – completed, signed & stamped (if it was not submitted before) – **Compulsory** |  |  |  |  |  |
| **Annex 2** - Bid Form – completed, signed & stamped – **Compulsory**  |  |  |  |  |  |
| **Annex 4** – Past performance & Bidder references – completed, signed & stamped **Compulsory** |  |  |  |  |  |
| **Annex 5** - Tender Award and Acknowledge Certificate – signed & stamped – **Compulsory** |  |  |  |  |  |
| **Supporting documents (Mandatory):** |
| Copy of company registration – (Ministry of Justice)- وزارة العدل) ) شهادة تسجيل شركة تجارية **Compulsory**  |  |  |  |  |  |
| Copy of tax registration (Ministry of Finance( (وزارة المالية) شهادة تسجيل الشركة – **Compulsory** |  |  |  |  |  |
| Copy of VAT registration (Ministry of Finance) (وزارة المالية) شهادة تسجيل في الضريبة على القيمة المضافة – **Compulsory (if VAT registered)** |  |  |  |  |  |
| **اذاعة تجارية** |  |  |  |  |  |
| **IBAN BANK DOCUMENT**  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by LRCS –Tender Opening Committee ONLY** | **Eligible** | **Ineligible** |
| Outcome of administrative check. |  |  |